CalSAWS | Information Transmittal (CIT)　　　0348-21

☒ **CalSAWS M&E**　　　☐ **CalWIN Migration**

Distribution Date:	November 24, 2021
To:	Consortium.RegionalManagers.All;　　Committee.Imaging.All;　　PPOC.40; Consortium.SectionDirectors
CIT Name:	**CalSAWS Imaging Index Values Reference Guide & Form Name Matrix**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☐ General
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　　☐ CW
　　☐ CF
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　　☐ FC/KG/AAP
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　　☐ Other Program(s)_____
☐ BenefitsCal　　　☐ Your Benefits Now!
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　　☐ Fiscal
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　　☐ Management
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☐ Security
☐ Batch and Interfaces
☒ Imaging
☐ Migration
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☐ Technical
☐ Training
☐ Help Desk

| Description: (Including any step-by-step instructions) | **Purpose**
The purpose of this CIT is to distribute two guides for the CalSAWS Imaging Solution:
• CalSAWS Imaging Index Values Reference Guide
• Imaging Form Name Matrix

These documents are also available on the CalSAWS Web Portal: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Background
The CalSAWS Project has received requests from the counties for guidance on indexing images in the CalSAWS Imaging Solution, as well as a comprehensive list of CalSAWS Imaging forms. In response, the Imaging Team created the attached CalSAWS Imaging Index Values Guide and is reminding users of the availability of the Imaging Form Name Matrix, which was previously distributed via the CalSAWS Imaging Committee. Both documents are also available on the CalSAWS Web Portal at the link provided above.

Additional Information |

	The CalSAWS Imaging Index Values Guide is a list of potential CalSAWS Imaging Form Names users may select while a document is in QA & Indexing based on an example document. Users should note that any form name selected in QA & Indexing may be overridden by OCR. The Imaging Form Matrix is a list of all Imaging form names that can be selected by a user. This is a living document that is updated frequently. Every few months, counties should check the Web Portal for updates to be sure they are referring to the latest version. Counties should be mindful of any future release dates indicated in the column titled "Correspondence SCR Release". **County Action** The CalSAWS Project recommends that counties distribute these guides to all Imaging users.
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Attachments:	CalSAWS Imaging Index Values Guide Imaging Form Name Matrix - Updated 10.29.21
Web Portal Link:	▮▮▮▮▮▮ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.