

☒ CalSAWS M&E ☐ CalWIN Migration

Distribution Date:	March 28, 2022
To:	PPOC.40, Consortium.RegionalManagers.All
CIT Name:	2022 CalSAWS Case Data Removal Schedule
From:	CalSAWS Project

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> BenefitsCal <input type="checkbox"/> Your Benefits Now!
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
|--|---|

Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to update the CalSAWS Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2022.</p> <p>Background Approved by the JPA in 2019, the CDRP provides guidelines for how long to retain case data in CalSAWS once a case has been closed. The series of batch programs that implements this policy was run in the C-IV System in 2020-21 prior to C-IV CalSAWS Migration.</p> <p>Additional Information The initial CalSAWS Case Identification batch run date will run on Friday night, April 8, 2022. This batch job identifies all the cases in the System that meet the criteria for data removal.</p> <p>The Case Data Removal Identification Report provides each County a listing of cases identified for removal. This report will run on Monday night, April 11, 2022, and will be available in the System on April 12, 2022.</p> <p>The Case Data Removal Identification and Override Reports will then run on the 11th business day of every month.</p>
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The Case Data Removal batch job will kick off on Saturday, August 13, 2022. This provides counties four months to review their list of Identified cases prior to data actually being removed from the System.

County Action

All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, prior to the date of the Case Data Removal process.

This report will be accessed using the following navigation:



Cases on the Case Data Removal Identification Report can be overridden for any of the agreed upon Override Reasons listed on the Data Removal Detail page.

Once a case has been identified by the batch process, the Case Summary page will display as shown below. If an Override needs to be performed, use the "Identified" hyperlink under the Data Removal Status to navigate to the Detail page. This action will take you to the Override section.

The screenshot displays the CalSAWS Case Summary page. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The sidebar on the left lists various navigation options, with 'Case Summary' highlighted. The main content area shows the following details:

- Case Name:** Case Name
- County:** Riverside
- Data Removal Status:** Identified (with an 'Edit' button)
- Identification Date:** 02/15/2022
- Companion Cases:** A table with columns for Case Number and Case Name, showing one case with Case Number [redacted] and Case Name Case Name. There are 'Remove' and 'Add' buttons.
- Self-Service Portal:** A section with a 'Display:' dropdown set to '05/01/2022' and a 'View' button.
- CalWORKs, CalFresh, and CFET:** Sections for these programs, each with a 'View' button.

CalSAWS

Case Name: Case Name

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

Riverside

SYS4

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Case Data Removal Detail

*- Indicates required fields

Save and Return

Cancel

Data Removal Status: *

Override

Override Reason: *

Board of Supervisors Decision

Hearing/Court Order

Pending Litigation

Under QA/QC Review

Identification Date

02/15/2022

Save and Return

Cancel

Any cases left in Identified status on the date the Data Removal batch process runs will have data removed. Once data has been removed from a Case, it becomes a Shell Case:

CalSAWS

Case Name: Case Name

Case Number: 22

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino

SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Child Support Collections

Time Limit Aid Summary

Housing Support

Home Visiting

Legacy Case

Case Summary

Images

Case Name

Case Name

County

San Bernardino

Data Removal Status

Complete

Identification Date

09/11/2020

Completion Date

06/02/2021

Companion Cases

Case Number

Case Name

Add

Display:

01/01/2022

View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
	03/07/1947	74	M			01	

Images

This Type 1 page took 0.41 seconds to load.

If you have questions regarding this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).

Primary Project Contact: (Name and email address)	Henry Arcangel ArcangelH@CalSAWS.org
Backup Project Contact: (Name and email address)	Michael Wright WrightMA@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 15px; margin-bottom: 10px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 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 "2022" folder. 4. Click on the appropriate CIT # folder.