CalSAWS |

CalSAWS Security and Configurations CalWIN Counties



MM/DD/20YY



Staff Account – Security Profile

CalSAWS CalWIN – Security profiles

Security profiles

Assumptions:

- Security profiles (project maintained) and offices and units will be converted
- 2. Counties will have the opportunity to create county Security profiles and update county staff security profiles

Project Mainta	ine	d Roles
Child Care Staff		Hearings Staff
Child Care Supervisor		Hearings Supervisor
Clerical Staff		Help Desk Staff
Clerical Supervisor		Marketing Staff
Collections Staff		Marketing Supervisor
Eligibility Staff		Oversight Agency Staff
Eligibility Supervisor		Quality Assurance Staff
Employment Services Contracted Staff		Quality Assurance Supervisor
Employment Services Contracted Supervisor		Quality Control Staff
Employment Services Staff		Quality Control Supervisor
Employment Services Supervisor		RDB Staff
Executive		RDB Supervisor
Fiscal Staff		Special Investigations Staff
Fiscal Supervisor		Special Investigations Supervisor
		View Only

Conceptual View



Security Roles Overview

Rights Rights specify the level of access for groups. **Examples: PersonEdit**,

CaseAssignmentListView

Groups

A group defines an authority level; what a user has access to. Examples: Create Address, Case View, Demographics Edit

Roles

A role defines how different users, such as supervisors or workers, access different types of data.





Users Security roles are assigned to Users, which are linked to rights and groups.



CalSAWS | Security and Configuration – CalSAWS CalWIN

Staff Overview





Staff Detail



	Genero	al Staff Infori	mation	
Name	Status Code	Classification Title	Employee Number	Staff ID
	Sp	ooken Languag	е	
	١	Written Language	;	
	E-mc	il Address Informa	ation	

Security Assignment



	Se	ecurity Profi	le	
Name	User Name	Login Status	Password	Regional Call Center
	Assi	gned Security R	oles	
	Assi	gned Security Gr	oup	

Staff Account – Security role

Navigation:

Alameda UCDV

taff Assignmen

II Control Pane

Lobby Monitor

Lobby Manager

Global: Admin Tools



CalSAWS

Alameda UCDV

Office Admin

Case Info

Staff Detail

- Select -

oneral Staff Inf First Name

Regional Call Center:

Eligibility

Indicates required fields

📶 Journal 🕎 Tasks 🔞 Help 🗐 Re

Last Name: *

Middle Name

- Select

Staff Status Code: * Classification Title: * Employee Number:

jes 🕋 Log O

Cancel

Save

Admin Tools

es 👔 Page Mapping 🎮 Images 🐖 DCFS

Suffix V

Staff ID:

Staff Detail and Security Assignment



One staff account = 1 Unique e-mail account

Users can have multiple Worker id = Position ID

	Staff	
	First Name	First Name
	Middle Name	Middle Name
	Last Name	Last Name
C1	Suffix	Suffix
Statt	Classification Title	County Specific
	Staff Status Code	
	Email	County e-mail
	County	System Generated
	Staff ID	System Generated
	User Name	County e-mail
	Password Info	** System Generated
Security	Password Change Date	System Generated
Assignment	Worker ID	Converted and created
	Security Role/Group	Project maintained roles
	Regional Call Center	



Office, Unit, Position setup training and Position/worker id

Office Detail



	Genera	l Office Info	rmation	
Office Name	Office ID	Begin and End Date	Office Type	Accepts E- Applications
	Public	c Hours of Oper	ration	
	Pi	rograms Offere	d	
	Ac	ldress Informati	on	
	Ph	one Informatio	n	
	Of	fice Relationshi	ip	

Unit Detail



		Unit Detail		
Unit ID	Unit Name	Unit Type	Department	Begin and end Date







Staff Assignment Putting it all together



Staff Assignment Detail



Office Setup

Cal**SAWS**

Alameda SYS1

Office Admin

taff Assignment

Feedback Call Log Cobby Management Device Management Device Assignment Device Flow Mgmt. Lobby Monitor Reception Dashboard Visit Purpose

Navigation: Global: Admin Tools Local: Office Admin Task: Office

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								Office		General Office Info	rmation					
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								Position		Begin Date: *			End Date			
Admin								Bank Staff Assi	Inment							
								Feedback	·	- Select -]		- Select - V	Application	5: *	
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								Device I	lanagement	Public Hours of On	eration:					
								Device	Assignment	Day		Start Time 🛞		Eng	Time 🛞	
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	Office Admin	Office Se	arch							Friday		v			~	
		▶ Refine Your S	Search							Saturday		v			~	
	Office	Search Resu	Its Summary				Result	51-2of2								
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Admin Tools

Cancel

🏢 Journal 🕎 Tasks

Office Name

County: Alameda

Case Info Eligibility Empl. Child Care

This Type 1 page took 0.50 seconds to load

Office Search

Office ID:

Office Type:

Office Setup - Unit

Navigation:

Global: Admin Tools Local: Office Admin Task: Unit

										Position	
	Cal SAWS			œ	Journal 🕎 Ta	sks 🕜 Help 📋	Resources	👖 Page Mappin	g 🏴 Images	Bank	es 🚰 Log Out
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	Staff	▶ Refine Yo	our Search								
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	Feedback										Luit
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	Lobby Management	0300	Dept	t of Childrer	's Svcs		Eligibility	Services			Edit
	Device Management	0500	Dept	t of Childrer	's Svcs		Eligibility	Services			Edit
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	Device Flow Mgmt.	0800	Dept	t of Childrer	's Svcs		Eligibility	Services			Edit
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	Visit Purpose										Luit

Office /

Office Section

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	General I	Unit Inforn	nation							
	Unit ID:	*				Unit Name	:			
	Unit Typ	e: *		~		Departmer	nt: *			
Log Out	Begin Da	ate: *				End Date:				
Admin Tools									Save	Cancel
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									Call Log
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	Unit C	e e v e la							Reception Dashboard
Office Admin	Unit S	earch							Visit Purpose
Staff									Search
Office	Unit ID:		Unit	t Type:		Departmen	t:	Offic	e:
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Feedback									
Call Log									
▼ Lobby Management									
Device Management									
Device Assignment									
Device Flow Mgmt.									
Lobby Monitor	1								
Reception Dashboard	1								
Visit Purpose	1								



Office Setup - Position

Navigation:

CalSAWS

Alameda SYS1

Office Admin

Office

Position

eedback all Log Lobby Management **Device Management Device Assignment Device Flow Mamt** Lobby Monitor

Staff Assignment

Reception Dashboard Visit Purpose

Case Info Eligibility

Worker ID:

Worker Level:

Position Search

This Type 1 page took 0.61 seconds to load.

Global: Admin Tools Local: Office Admin Task: Position

Empl.

~

Child Care

Unit ID:

Section ID:

00 Select

Select

Resource



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Office Setup – Staff Assignment

Cal

Staff Assig

Lobby I Device I Device I Device I Lobby N Receptio

Visit Pu

Navigation:

Global: Admin Tools Local: Office Admin Task: Staff Assignment

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Select Worker ID (position) and Staff name to link them

CalSAWS Alameda Case Info Eligibility Empl. Services Child Care Reports Fiscal Special Units Clier SYS1 Staff Assignment List Office Admin *- Indicates required fields Refine Your Search ffice Search Section Department: * Office: Alameda Main Test Office Select Remove Eligibility Services 🗸 🗸 Section ID: Unit ID: * All 🗸 99 🗸 Staff Assignment edback Results per Page: 25 🗸 Search all Log

👖 Journal 🕎 Tasks 🔞 Help 🗐 Resources 👔 Page Mapping 🎹 Images 🎹 DCF





Task Admin

Task Management

Task Management

CalSAWS System includes Task Management functionality that allows users to view and manage Tasks through various online pages in the application

•Tasks may be created in one or more of the following ways:

- 1) Real time
- •The system will create the task instantly.
- 2) Batch process
- •The system will create the task after the appropriate batch jobs run.
- 3) Manual
- •The user will create the task via the "Add Task" button found on the Worklist page or the Task Search page.

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 Announcements 		Туре	Date		Quick I	inks				
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Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Date Assigned	Program Worker

Task Management- Admin

Task Management Administration Overview

The Task Management Administrative pages allow counties to customize tasks. These pages allow counties to: Customize Task Types and Task Sub-Types; modify existing tasks reporting and export functionality; reassign tasks through an overnight batch process according to criteria the User identifies; and allow counties to customize automated task creation as follows:

Enable or disable task creation for each system defined Automated Action.
Update the Task Type and/or Task Sub-Type for each enabled Automated Action.



Task Management- Admin

Task Type List Page

The Task Type List page is used to search for Task Types that have been defined by the county.

- The following search fields display on the Task Type List page:
- •Name Indicates the name of the Task Type. •Category – Indicates the Category of the Task Type.
- •Priority Indicates the Priority of the Task Type.
 •Available Online Indicates if the Task Type is available for the User to select on the Task Detail page.
- •Available for Automation Indicates if the Task Type is available for use when an automated task is created by the System. To search for a Task Type, enter the search criteria and click the Search button.

CalSAWS					Journal 🕎 Ta	asks 🛞 Help	Resources	Page Mapp	ing 🎮 Imagin	g 🕌 Log Out
San Bernardino UCDV	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Admin	Task	Type List	[
Flag	Refine	Your Search								
County Announcement	Search	Results Sum	mary						Results 1 -	25 of 158
County Authorizations									1 <u>2 3 4</u>	<u>5 6 7 Next</u>
County Benefit Issuance Thresholds									Add	Task Type
County Security Roles	•	Name			Category		Available	e Avai	lable for	
 Automated Actions 							Online	Auto	mation	
Document Routing	<u> </u>	•			♥		•	~		
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Audit	V	2nd Level Aut Replacement/	thorization Reissue	- Issuance	Issuance Replaceme	nt/Reissue	No	Yes		
Non-County Staff	G	2nd Level Aut Request (Lvl :	thorization 1)	- Payment	Payment Re	equest	No	Yes		
Campaign	G	2nd Level Aut Request (LVL)	horization 2)	- Payment	Payment Re	equest	No	Yes		
Tasks	•	2nd Level Aut	horization	- Transaction	Transaction	Refund	No	Yes		
Task Settings Task Reassignment	G	2nd Level Aut	horization	- Valuable	Valuable		No	Yes		
Task Types Task Upload	G	2nd Level Aut (Lvl 2)	horization	- Valuable	Valuable		No	Yes		
Referral Assignments	G	2nd Level Aut	thorization	EDBC	EDBC		No	Yes		
▼ GA/GR County Admin					Lange		Vaa	Na		
Rules		ADD MC RE P	acket		Legacy		res	NO		Ealt
Fiscal	V	Absent Paren	t		Legacy		No	Yes		Edit
Grants/Income	V	Add Baby			Legacy		No	Yes		Edit
Appointment	Δ	Add Person			Legacy		Yes	No		Edit
Non- Compliance/Sanction	Δ	Add/Remove	Person		Legacy		No	Yes		Edit



Task Management- Admin

Task Type List Page

The Task Type List page is used to search for Task Types that have been defined by the county.

The Search Results Summary section contains the following:

•Priority – Indicates the Priority of the Task Type. One of the following icons will display indicating which of the four Priorities apply to the corresponding Task Type:



•Name – Displays the name of the Task Type. Click the Name hyperlink to access the Task Type Detail page in View mode.

•Category – Displays the Category that the Task Type is associated to.

•Available Online – Indicates if the Task Type is available for the User to select on the Task Detail page.

•Available for Automation – Indicates if the Task Type is available for use when an automated task is created by the System.

•Add Task Type – Click this button to access the Task Type Detail page in Add mode.

•Edit - Click this button to access the Task Type Detail page in Edit mode.

•Remove – Click this button to delete the selected Task Type records.

Note: A check box does not display for Task Types in use. These cannot be removed.



resholds

Task Admin

Impaign

Tasks

Task Types

Rules

Fiscal

Non

Task Management- Admin, Activating task

Navigation:

Global: Admin Tools Local: Admin Task: Automated Action

> Task Admin

Users can sort and scroll Or search by name

Cal SAWS				6	🛾 Journal 🕎 T.	asks 🔞 Help 🗐	Resources 🔰	Page Mappin	g 🎮 Imaging	💕 Log Ou
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Task Types	<u>revs kepu</u>	rt. New Edi	nings clear	ance kepon	AR		C	eate lask	Battin	Active	Eur
Task Upload	IEVS Repo	rt: New Fle	eing Felon F	Report	CW, CF,	MC, RC, C	P, FC, Cr	eate Task	Batch	Active	Edit
ferral Assignments					AR						_
GA/GR County Admin	IEVS Repo	rt: New Hir	e Report		CW, CF, AR	MC, RC, C	P, FC, Cr	eate Task	Batch	Active	Edit
Rules	IEV/S Ropp	rt: Now His	e Report Di	enosition Stat	110			molete			
Fiscal	Closed	it. New Hir	e Report Di	aposition stat	CW, CF,	MC, RC, C	P, FC Ta	sk	Online	Active	Edit
Grants/Income					CW, CF.	MC, RC, C	P, FC,				-
Appointment	IEVS Repo	rt: New IEV	'S Applicant	Abstract	AR		Cr	eate Task	Batch	Active	Edit
von- Compliance/Sanction	IEVS Repo	rt: New PV	5 Match		CW, CF,	MC, RC, C	P, FC, Cr	eate Task	Batch	Active	Edit
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Task Management- Admin, Activating task





Banks



System Demonstration and hands-on Training

Bank

Task bank

Bank Overview

Counties can assign Tasks to a Bank that has been created for a specified Office and Unit. Workers from that Office and Unit, and other designated staff, can be associated to the Bank, allowing them to assign Tasks from that Bank to themselves before processing and completing them. Banks allow counties to assign Tasks to a shared repository from which Workers can pull. Tasks can be assigned to a Worker, a Bank, or both.



Bank

Task bank

Bank Overview

Counties can assign Tasks to a Bank that has been created for a specified Office and Unit. Workers from that Office and Unit, and other designated staff, can be associated to the Bank, allowing them to assign Tasks from that Bank to themselves before processing and completing them. Banks allow counties to assign Tasks to a shared repository from which Workers can pull. Tasks can be assigned to a Worker, a Bank, or both.



Bank

Navigation:

Global: Admin Tools Local: Office Admin Task: bank

Cal SAWS		🛄 Journal 🕎 Ta	sks 🔞 Help 📋 Resources	; 💓 Page Mapping 🎮 Images	💌 DCFS Images 🕍 Log Out
Alameda SYS1	Case Info Eligibility	Empl. Child Care Services	Resource Fiscal Databank	Special Reports Units	Client Corresp. Tools
Office Admin	Bank Search				
Staff Office Section	Bank ID:	Bank Name:		Unit ID: Offic	Search ce Name: AWS Project Office
Unit Position				Results p	er Page: 25 V Search
Bank Staff Assignment	Bank ID	Bank Name	Unit ID	Office Name	Add Bank
Call Log					Add Bank
Device Management Device Assignment					
Device Flow Mgmt. Lobby Monitor Reception Dashboard					
Visit Purpose					

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Alameda SYS1	Case Info Eligibility Emp Servi	ol. Child Care ces	Resource F Databank	Fiscal Special Units	Reports Clie Corre	ent Admin esp. Tools
Office Admin	Bank Detail					
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Document Routing

Document Routing

Task bank

Document Routing Rules (DRR)

CalSAWS contains Document Routing Rule List, Document Routing Rule Detail, Select Form, and Document Routing Rule Program Detail pages. These pages will allow County users to configure task creation based on specific images.



Document Routing

Navigation:

CalSAWS

Global: Admin Tools

Local: Admin

Task: Automated Action-Document Routing

					Journal 🕎 Tas	ks 🔞 Help 📋	Resources 🛛	👖 Page Mappi	ng 🎮 Images	DCFS Imag	es 🕋 Log Out
	Alameda SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
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	Task Admin										
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	1										

🔲 Journal 🕎 Tasks 🔞 Help 🗐 Resources 🔟 Page Mapp



Document Types

	#	Automated Action Name	Program(s)	Distribution Type	Worker
		Address/Residency	CW	Program worker and/or Bank	Currently Assigned
		2			
types		3			
lypes	4	4			
	I	5			

Navigation

 Click on Admin Tools in the Global navigation bar, Admin in the Local navigator, and the Document Routing link beneath the Automated Actions option in the Task navigation bar.

CalSAWS	۱	<u>]</u> Journal 🕎 Tasks 🌘	Help 🗐 Resource	es 🔟 Page Map	oping 🎮 Imagin	ng <mark>≧</mark> Log Out						_
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		• My New Assic	nments		Customer So	chedule	MEDS Alert	Routing t Admin	Remove		Add D	ocument Routing Ru
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Document Routing Rule List Page

 To create a new document routing rule, click the Add Document Routing Rule button. To edit details for an existing document routing rule, click the Edit button. These buttons, in addition to the Name hyperlink, will navigate to the Document Routing Rule Detail page.



- Modifiable attributes on the Document Routing Rule Detail page include:
 - Name
 - Status
 - Notes

	s required fields				
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- Modifiable attributes on the Document Routing Rule Detail page include:
 - Document Types
 - Additional Forms



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Document Routing Rule Detail Page

 To add additional forms to the document routing rule, first expand the Additional Forms section by clicking the caret. Click the Add button in the Additional Forms section. This will navigate you to the Select Form page.

•	Addition	al Form(s)	
Ŀ		Number	Name
			Add

Select Form Page

- Click the Select button once you have searched for and selected the forms to add to the document routing rule.
- Click the Cancel button to cancel your changes and return to the Document Routing Rule Detail page.

S	Select Form								
					Cancel				
▶	Refine Your Search								
S	Soarch Recults Summany								
	Sanci	r Results Summary			1.2 Next				
					Coloct				
_					Select				
		Document Type	Form Number	Form Name					
		Adoption Assistance Program (AAP)		Reassessment Info - AAD					
		Adoption Assistance Program (AAP)	FC 9	Federal Eligibility Certification AAD					
		Adoption Assistance Program (AAP)	FC 0	Federal Eligibility Certification AAP					
		Adoption Assistance Program (AAP)	DCFS 6064	AAP Social Security Card Request					
		Adoption Assistance Program (AAP)	DCFS 6063	AAP Phone Number and AAP3 Letter					
		Adoption Assistance Program (AAP)	DCFS 6061	AAP P1 Letter to Parent					
		Adoption Assistance Program (AAP)	DCFS 6030	AAP Intake Check List					
		Adoption Assistance Program (AAP)	DCFS 6062	AAP Follow Up Letter AAP 3					
		Adoption Assistance Program (AAP)	DCFS 6066	AAP P1 Letter to PAS					
		Adoption Assistance Program (AAP)	DCFS 6057	AAP Rate Letter Verif					
		Adoption Assistance Program (AAP)	DCFS 6058	AAP Rate Letter Verif to Ext to 21					
		Adoption Assistance Program (AAP)	DCFS 6060	AAP F1 Letter to Parent					

- Modifiable attributes on the Document Routing Rule Detail page include:
 - Task Information
 - Additional Options

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- When choosing the assignment type for the document routing rule, use the radio buttons to select either Program Based Rules or Specific Bank.
- If Program Based Rules is selected, the Program(s) section displays. You can click the Add button in this section to configure the program based assignment type.

Task Information				
Task Type: *				
1504-CIN/MEDS ID County-ID/MED	DS 🗸			
Due Date:		Default Due Da	te:	
Default Due Date 🗸		3 Days		
Long Description:				
{Document Type} {Form N	lumber} {Form Na	ame} was received. Scan Sour	ce: {Scan Source} Scan D	ate: {Applicable
Date} Received Date: {Rec	eived Date}			
Assignment Type:				
Program Based Rule(s)	○Spe	cific Bank		
▼ Program(s) 🖇				
Program	Program Status	Distribution Type	Worker	Bank

- On the Document Routing Rule Program Detail page, you can update the fields, including the Program and Distribution Type fields.
- Click the Save and Return button to save your changes and return to the Document Routing Rule Detail page.
- Click the Cancel button to cancel your updates and return to the Document Routing Rule Detail page.

Document Routing Rule Program Detail				
✤- Indicates required fields		Save And Return	Cancel	
Program Information				
Program: * - Select - V Distribution Type: *	Program Status:			
- Select -		Save And Return	Cancel	

- Click the Save and Return button to save your changes to the document routing rule and return to the Document Routing Rule List page.
- To discard your changes, click the **Cancel** button.

Document Routing Rule Detail				
*- Indicates required fields		Save And Return	Cancel	
Name: * Document Routing Rule 1	Status: Active			
Created By: Sadia Islam				



System Demonstration and hands-on Training