

☒ CalSAWS M&E      ☐ CalWIN Migration

<b>Distribution Date:</b>	December 5, 2023
<b>To:</b>	PPOC.40: Consortium.RegionalManagers.All
<b>CIT Name:</b>	<b>CalSAWS Case Data Removal Schedule For 2024</b>
<b>From:</b>	CalSAWS Project

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

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

Description:	<p><b>Purpose</b> The purpose of this CIT is to update the Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2024. <b>This only affects Los Angeles County and the previous C-IV Counties.</b></p> <p><b>Background</b> Approved by the JPA Board 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 last run in CalSAWS in 2022. See CIT <a href="#">0088-22</a> [REDACTED] for reference. The CalSAWS Data Retention Policy is scheduled to occur on an annual basis, once a year.</p> <p><b>Additional Information</b> <b>SCR CA-247899; CalSAWS Case Data Removal 2024 Run Cases Identification &amp; Validation</b> is currently in design. The CalSAWS Case Identification batch run date will run on <b>Jan 5<sup>th</sup>, 2024</b>. This batch job identifies all the cases in the System that meet the criteria for data removal.</p> <p>The <b>Case Data Removal Identification Report</b> provides each County a listing of cases identified for removal. This report will run on <b>January 8<sup>th</sup>, 2024</b>.</p>
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The Case Data Removal Identification and Override Reports will then run on the 11<sup>th</sup> business day of every month.

**SCR CA-271043; CalSAWS Case Data Removal 2024 Run Scheduling** will begin the removal of data for the identified cases. The Case Data Removal batch job will kick off on **May 3<sup>rd</sup>, 2024**. The job will be scheduled to run during batch hours between 8:00 PM to 6:00 AM. System down time will not be scheduled for this effort.

This provides counties **four** months to review their list of Identified cases prior to data actually being removed from the System.

On May 3<sup>rd</sup>, 2024, at 8:00 PM, an archive will be taken and stored. The stored archive will be available for six months.

### **County Action**

All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, **January 9<sup>th</sup>, 2024, through May 2<sup>nd</sup>, 2024**, prior to the date of the Case Data Removal process beginning.

This report is 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, click the **"Identified"** hyperlink under the Data Removal Status to navigate to the Detail page. This action will take you to the Override section.

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

Issuance History

Auxiliary Authorization List

Expungement History

Child Support Collections

Time Limit Aid Summary

Case Flag

Legacy Case

Confidentiality

ICT Summary

## Case Summary

Images

Capture

Generate Coversheet

Case Name

[Case Name](#)

County

Riverside

Data Removal Status

[Identified](#)

Edit

Identification Date

02/15/2022

## Companion Cases

Case Number

☐

Remove

Case Name

Case Name

Add

## Self-Service Portal

Display:

05/01/2022

View

## CalWORKs

## CalFresh

## CFET

Riverside  
SYS4

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New Person

Hide Person

EBT Account List

## Case Data Removal Detail

\*- Indicates required fields

Save and Return

Cancel

Data Removal Status: \*

Override

Override Reason: \*

Identification Date

02/15/2022

Board of Supervisors Decision  
Healing/Court Order  
Pending Litigation  
Under QA/QC Review

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

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Application Questions

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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.

## Data Removal Process Job Aid

County's should review the **Data Removal Process** job aid for more information.

Please open a Service Now (SNOW) ticket if you encounter any problems during the review period. Possible concerns could be cases identified that do not meet the criteria. When completing SNOW tickets, assign to the **'Batch and Interfaces'** group.

A CIT will be distributed after **SCR CA-247899; CalSAWS Case Data Removal 2024 Run Cases Identification & Validation** has completed to announce the beginning of the review period **January 9<sup>th</sup>, 2024, through May 2<sup>nd</sup>, 2024.**

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact:

Frederick Gains  
[gainsf@CalSAWS.org](mailto:gainsf@CalSAWS.org)

Backup Project Contact:

Henry Arcangel  
[arcangelh@CalSAWS.org](mailto:arcangelh@CalSAWS.org)

Attachments:

None

Web Portal Link:

OR

You may also retrieve the CIT document and attachments by following these steps:

CalSAWS | Information Transmittal

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|--|--|
|  | <ol style="list-style-type: none"><li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li><li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li><li>3. Click on the "2023" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol> |
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