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

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

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

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Description:	**Purpose** The purpose of this CIT is to update the Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2024. **This only affects Los Angeles County and the previous C-IV Counties.** **Background** 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 0088-22 ▮▮▮▮▮ for reference. The CalSAWS Data Retention Policy is scheduled to occur on an annual basis, once a year. **Additional Information** **SCR CA-247899; CalSAWS Case Data Removal 2024 Run Cases Identification & Validation** is currently in design. The CalSAWS Case Identification batch run date will run on **Jan 5th, 2024**. This batch job identifies all the cases in the System that meet the criteria for data removal. The **Case Data Removal Identification Report** provides each County a listing of cases identified for removal. This report will run on **January 8th, 2024**.

The Case Data Removal Identification and Override Reports will then run on the 11th 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 <mark>May 3rd, 2024.</mark> 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 <mark>four</mark> months to review their list of Identified cases prior to data actually being removed from the System.

On May 3rd, 2024, at 8:00 PM, an archive will be taken and stored. The stored archive will be available for six months.
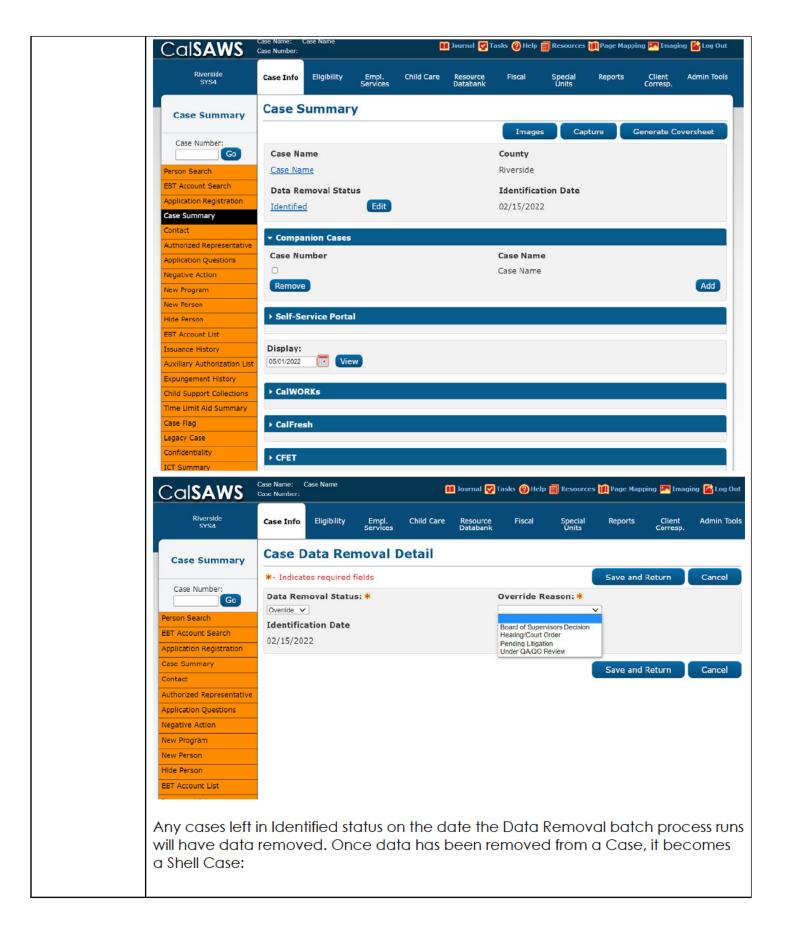
County Action
All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, <mark>January 9th, 2024, through May 2nd, 2024,</mark> prior to the date of the Case Data Removal process beginning.

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.

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:

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 9th, 2024, through May 2nd, 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
Backup Project Contact:	Henry Arcangel arcangelh@CalSAWS.org
Attachments:	None
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 "2023" folder.
	4. Click on the appropriate CIT # folder.