

☒ CalSAWS M&E ☐ CalWIN Migration

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| Distribution Date: | May 2, 2024 |
| To: | PPOC.40: Consortium.RegionalManagers.All |
| CIT Name: | CalSAWS Case Data Removal Schedule For 2024; Case Data Removal Batch Job Begins Friday May 3rd, 2024 |
| From: | CalSAWS Project |

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

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| <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"/> Customer Correspondence <input checked="" type="checkbox"/> Other <u>CalSAWS Data Retention</u> | <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 checked="" 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 checked="" type="checkbox"/> Help Desk |
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| Description: | <p>Purpose [REDACTED] CIT 0401-23 informed counties of the CalSAWS Case Data Removal Schedule for 2024. The purpose of this CIT is to update the Counties on phase 2 of the CalSAWS Data Retention Policy (CDRP) program batch execution run for 2024. This only affects Los Angeles County and the previous C-IV Counties.</p> <p>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 [REDACTED] for reference. The CalSAWS Data Retention Policy is scheduled to occur on an annual basis.</p> <p>The case review period occurred January 9th, 2024, through May 2nd, 2024. SCR CA-247899; CalSAWS Case Data Removal 2024 Run Cases Identification & Validation has completed.</p> <p>Additional Information 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 3rd, 2024. The job will be scheduled to run during batch hours</p> |
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| | <p>between 8:00 PM to 6:00 AM. System down time will not be scheduled for this effort.</p> <p>The counties had four months to review their list of Identified cases prior to data actually being removed from the System. The case review process has ended.</p> <p>On May 3rd, 2024, at 8:00 PM, a back up snap shot will be taken and stored. The stored snap shot will be available until December 2024.</p> <p>County Action</p> <p>On Friday May 3rd, 2024, the back up snap shot will be taken. After the snap shot process has completed, the data removal process will start for all cases remaining as "Identified" on the Case Summary page by the batch process.</p> <p>The Case Data Removal Identification and Case Data Removal Override Reports will continue to be generated for counties during the deletion process. A case in "Identified" status can be overridden until the status changes to "In Process".</p> <p>The Case Data Removal Completion Report will populate with cases that have completed deletion.</p> <p>All reports are scheduled to run on the 11th of month during the deletion process.</p> <p>Follow your counties business process to reconcile the reports. Log a Service Now ticket and assign to Batch for any discrepancies.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p> |
| Primary Project Contact: | Frederick Gains gainsf@CalSAWS.org |
| Backup Project Contact: | Henry Arcangel arcangelh@CalSAWS.org |
| Attachments: | None |
| Web Portal Link: | <div style="background-color: black; width: 80px; height: 20px; 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 CRFs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2024" folder. 4. Click on the appropriate CIT # folder. |