

Distribution Date	December 06, 2024
To	PPOC.All; Consortium.RegionalManagers.All;
CC	Consortium.SectionDirectors
CIT Name	CalSAWS Case Data Removal Schedule for 2025

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

- ☒ General

☐ Policy

☐ CW

☐ CF

☐ MC

☐ CMSP

☐ FC/KG/AAP

☐ Child Care

☐ WTW

☐ Other Program(s)_____

☐ BenefitsCal

☐ Customer Correspondence

☐ OCAT

☐ Other_____
- ☐ Reports

☐ Fiscal

☐ Caseload Movement

☐ Management

☐ Batch and Interfaces

☐ Fiscal

☐ GA/GR

☐ Help Desk

☐ Imaging

☐ Security

☐ Task Management

☐ Technical

☐ Training

Description	<div><div>Purpose</div><p>The purpose of this CIT is to update Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2025. This affects all 58 Counties.</p><div>Background</div><p>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 2024. See CIT 0074-24 and CIT 0092-24 for reference. The CalSAWS Data Retention Policy is scheduled to recur annually.</p><div>Additional Information</div><p>SCR CA-284677, titled "CalSAWS Case Data Removal 2025 Run Cases Identification & Validation", is currently in design. The CalSAWS case identification batch job will run on January 10th, 2025. This batch job identifies all the CalSAWS cases that meet the criteria for data removal.</p></div>
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The Case Data Removal Identification Report provides each County a listing of cases identified for data removal. This report will run on January 13th, 2025.

The Case Data Removal Identification Report and the Case Data Removal Override Report will then run on the 11th business day of every month starting in February of 2025. The follow-on Case Data Removal Identification Reports will include the initial cases identified for data removal on January 10th, 2025, less those cases that subsequently meet the criteria for retention. The Case Data Removal Override Report will include those cases initially identified for data removal but that were subsequently flagged for retention.

SCR [CA-284678](#), titled "CalSAWS Case Data Removal 2025 Run Scheduling", will begin the removal of data for the identified cases. The Case Data Removal batch job will kick off on May 9th, 2025. 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 cases Identified for data removal prior to data being removed.

County Actions

All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, **January 13th, 2025, through May 8th, 2025**, prior to commencement of the data removal process.

This report is accessed using the following navigation in CalSAWS:



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

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

CalSAWS | CIT 0185-24

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

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.

Counties should review the Data Removal Process job aid for more information.

Please open a ServiceNow (SNOW) ticket if you encounter any problems during the review period. Possible concerns could be cases identified that do not meet the deletion criteria. When completing SNOW tickets, assign to the **'Tier 3 App Support - Batch and Interfaces'** group.

A CIT will be distributed after SCR [CA-284677](#), CalSAWS Case Data Removal 2025 Run Cases Identification & Validation, has completed to announce the beginning of the review period **January 13th, 2025, through May 8th, 2025**.

Copy your Regional Manager(s) on any questions you send to the Primary or Backup Project Contact.

Primary Project Contact

Prem Venugopalan
VenugopalanP@CalSAWS.org

Backup Project Contact


Grady Howe
HoweG@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 "2024" folder.
4. Click on the appropriate CIT # folder.