CalSAWS | Information Transmittal (CIT)　　　0185-24

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	
	Purpose 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. **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 2024. See CIT 0074-24 and CIT 0092-24 for reference. The CalSAWS Data Retention Policy is scheduled to recur annually. **Additional Information** 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.

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 10*th*, 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.
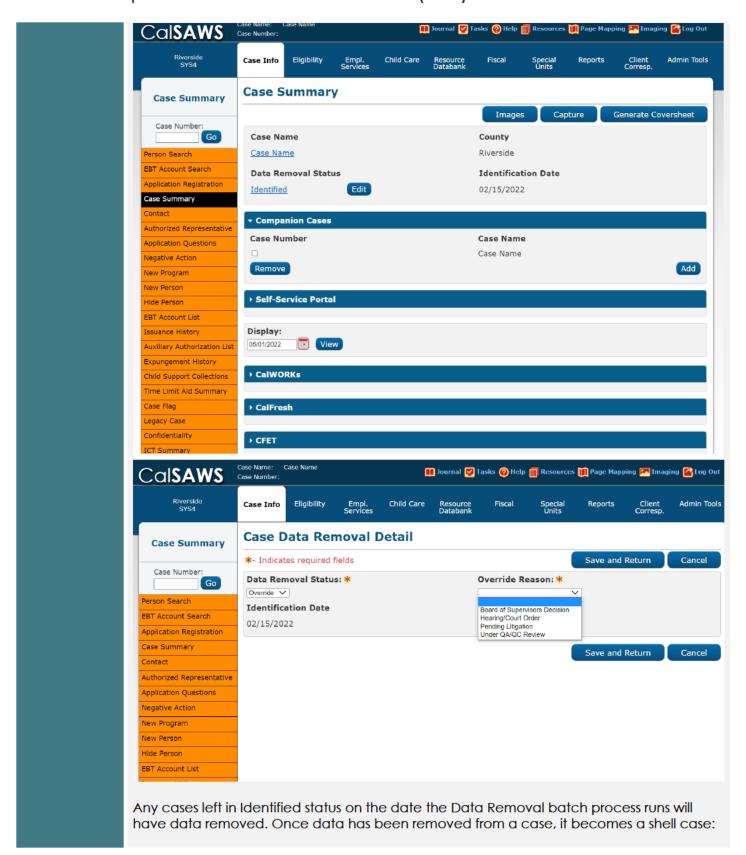
County Actions

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 .

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:

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.