Distribution Date	March 14, 2025
То	PPOC.58;
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	2025 Case Data Removal Identification and Override Reports for March 2025
PPOCs, please forward to the appropriate impact staff in your county:	
General Policy CW CF MC CMSP FC/KG/AA Child Care WtW Other Prog BenefitsCal Customer Corr OCAT Other	Help Desk Imaging Iram(s) Task Management

Description

Purpose

The purpose of this CIT is to notify Counties that the Case Data Removal Identification Report was run January 10th, 2025 in accordance with the CalSAWS Data Retention Policy (CDRP) schedule promulgated in CIT 0185-24.

Background

The CDRP provides guidelines for how long to retain case data in CalSAWS once a case has been closed. The CalSAWS program team executes a series of batch jobs to implement this policy on an annual basis.

Additional Information

SCR <u>CA-284677</u>, titled "CalSAWS Case Data Removal 2025 Run Cases Identification & Validation", was deployed into production on January 10th, 2025. This SCR identified the CalSAWS cases that met the criteria for data removal and created the Case Data Removal Identification Report.

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The subsequent Case Data Removal Identification and Case Data Removal Override Reports will run on the 11th business day of every month. For the month of March, the reports were run on March 12th, 2025

SCR <u>CA-284678</u>, titled "CalSAWS Case Data Removal 2025 Run Scheduling", will begin removal of data for the identified cases on May 9th, 2025 between 8:00 PM to 6:00 AM.

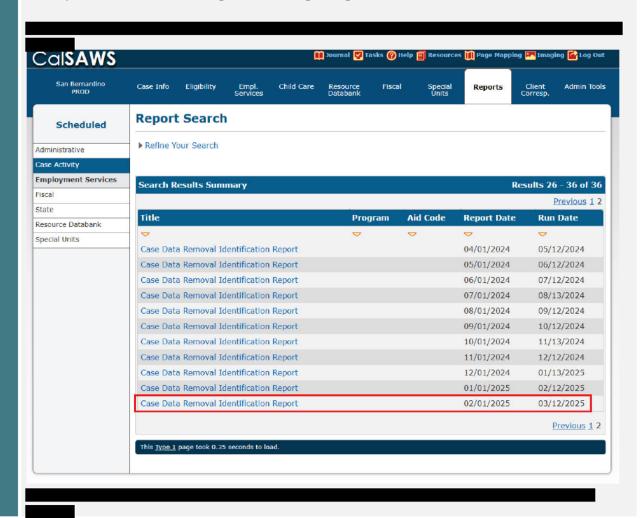
This provides counties four months to review their list of cases Identified for data removal prior to data being removed.

County Actions

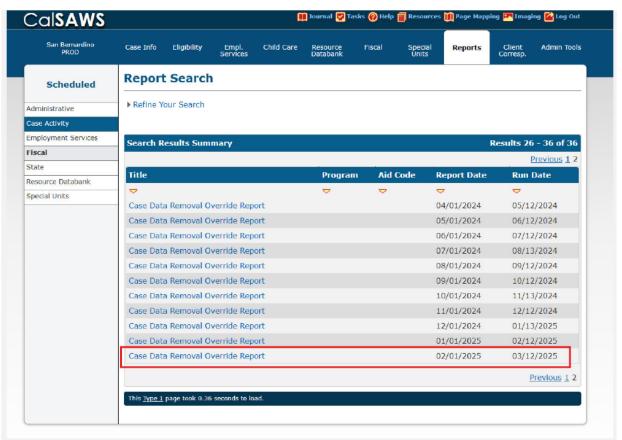
All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, **January 10th**, **2025**, **through May 9th**, **2025**.

The Case Data Removal Identification and Case Data Removal Override Reports dated March 12th, 2025, are completed. Counties may begin their review process.

The reports are accessed using the following navigations:



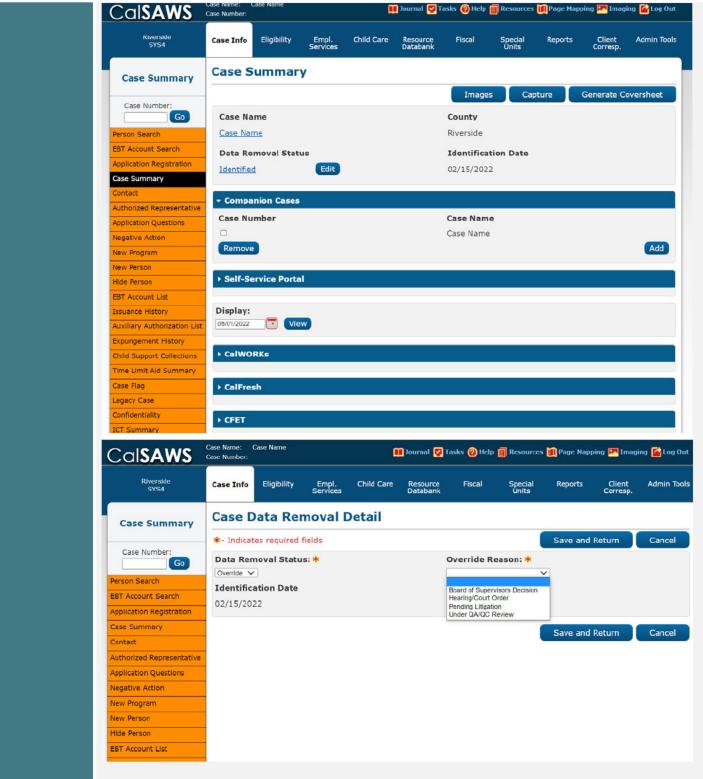
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Cases on the Case Data Removal Identification Report can be overridden for any of the agreed upon Override Reasons listed on the Data Removal Detail page.

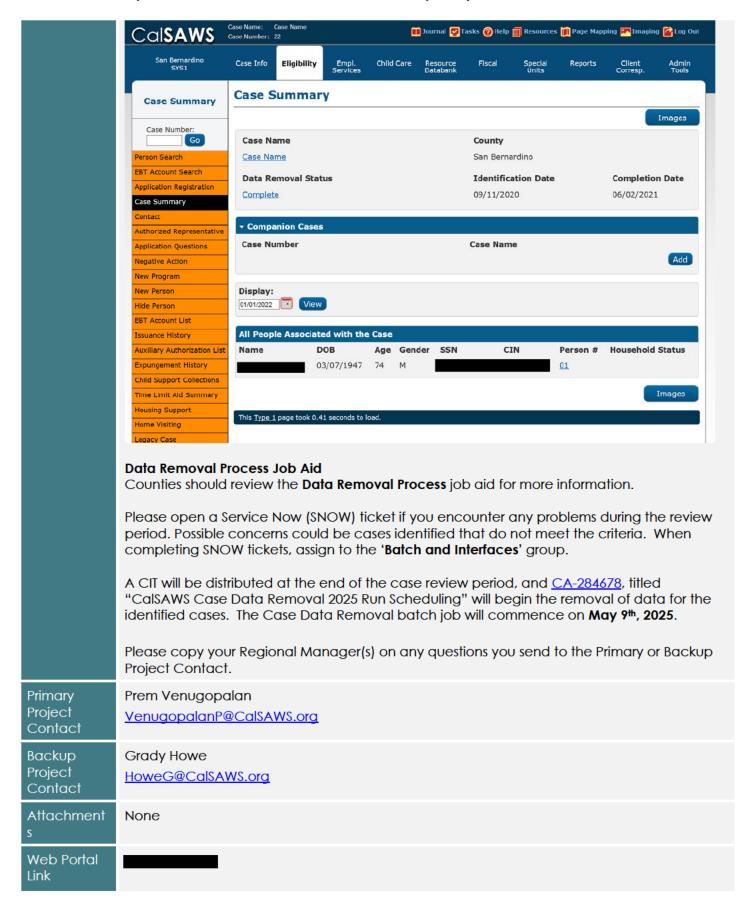
Once a case has been identified by the batch process, the Case Summary page will display as shown below. If an Override needs to be performed, click the "Identified" hyperlink under the Data Removal Status to navigate to the Detail page. This action will take you to the Override section.

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Any Case where the Data Removal Status is set to Override will appear on the Case Data Removal Override Report.

Any cases left in Identified status on the date the Data Removal batch process run will have data removed. Once data has been removed from a case, it becomes a shell case:



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 "2025" folder.
- 4. Click on the appropriate CIT # folder.

CalSAWS | CIT 0036-25