CalSAWS | Information Transmittal (CIT)   0069-25

Distribution Date	May 30, 2025
To	PPOC.All; Committee.Usability
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CA-266656 Online Help: Update JA - Duplicate Persons**

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

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- ☒ Help Desk
- ☐ Imaging
- ☐ Security
- ☐ Task Management
- ☐ Technical
- ☒ Training

Description	
	Purpose The purpose of this CIT is to inform Counties of updates to the Duplicate Persons - Duplicate Person – Identify and Document Job Aid which covers the updated Duplicate Person correction functionality. This job aid will be available in CalSAWS and the Learning Management System (LMS) with the 25.07 release. **Background** SCR CA-265665 Add a Duplicate Person Indicator and Update Duplicate Person List page updated the duplicate person correction process and added functionality for easier identification and correction by county users. **Additional Information** Counties should utilize this updated Job Aid with the newly updated Duplicate Persons Quick Guide available in LMS. **County Actions** The Counties are encouraged to share the attached Job Aid with county staff.

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	If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
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Attachments	CIT 0069-25 JA Duplicate Persons – Identify and Correct.pdf
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 "2025" folder. 4. Click on the appropriate CIT # folder.