

Distribution Date	July 31, 2025
To	PPOC.All; Committee.Usability.All
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
	<b>SCR CA-285927 Online Help: Create Job Aid for Duplicate Person Impact</b>

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> OCAT<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> GA/GR<br><input type="checkbox"/> Help Desk<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Security<br><input type="checkbox"/> Task Management<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training |
|---|--|

## Description

### Purpose

The purpose of this CIT is to inform Counties of the addition of the Duplicate Persons - County Duplicate Impact Notifications Job Aid which covers the updated County Duplicate Person Impact functionality. This job aid will be available in CalSAWS and the Learning Management System (LMS) with the release of 25.11.

### Background

SCR CA-285927 Online Help: Create Job Aid for Duplicate Person Impact added automatic notification functionality when another county marked a person as a duplicate and that duplicate person is known to cases across other counties.

### Additional Information

Counties should utilize this new Job Aid with the Duplicate Persons Quick Guide available in LMS as well as the Duplicate Persons – Identifying and Correcting Job Aid in CalSAWS Help.

	<b>County Actions</b> <ol style="list-style-type: none"><li>1. Share the attached Job Aid with the appropriate county staff.</li><li>2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.</li></ol>
Primary Project Contact	Dymas Pena <a href="mailto:PenaD@CalSAWS.org">PenaD@CalSAWS.org</a>
Backup Project Contact	Ignacio Lazaro <a href="mailto:Lazarol@CalSAWS.org">Lazarol@CalSAWS.org</a>
Attachments	Duplicate Persons - County Duplicate Impact Notifications Job Aid
Web Portal Link	<div></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"><li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li><li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li><li>3. Click on the "2025" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol>