CalSAWS | Agenda

Meeting: CalSAWS Imaging Committee
Location: Microsoft Teams
Date: November 20, 2025
Time: 9:00 AM – 11:00 AM
Attendees:

	NAME		NAME		NAME
☐ R1	Jack Seng	☐ R4	Art Perez	☐ RM	Matthew VanderEyck
☐ R1	Terri Rose	☐ R4	Anthony Gamon	☐ RM	Mara Jennings
☐ R1	Raquel Gomez	☐ R4	Kayla Pancoast	☐ CDSS	Martha Esparza
☐ R1		☐ R4	Tracy Wong	☐ CDSS	Mong Vang
☐ R1		☐ R4		☐ Proj.	Project Staff
☐ R2	Will Wren-Rodriguez	☐ R5	Phi Phi Thai		
☐ R2	Don Post	☐ R5	Tony Baker		
☐ R2	Sabrina Smith	☐ R5	Tina Forte		
☐ R2	Justin Jones	☐ R5	Felix Sanchez		
☐ R2		☐ R5			
☐ R3	Dayna Boggs	☐ R6	Jaqueline Cruz		
☐ R3	Brittany Watkins	☐ R6	Karla Morales		
☐ R3		☐ R6	Anthony Alvarez-Wong		
☐ R3		☐ R6	Paul Almond		
☐ R3		☐ R6	Mohsin Khan		

Meeting Notes: **Region 3** is responsible. Due by **12/2/2025.**

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Time	Lead	Topic	Notes
9:00 AM (5 min)	Darcy	**Welcome and Role**	
9:05 AM (30 min)	Imaging Team	**SCR Design Review** ■ CA-275885 - Update Imaging Documents Captured Report ■ CA-285734 - Create New Capture Profile to Prevent Appending	• Includes # of Documents & Pages Captured and Submitted • Replace Multi-case profile as multi-case functionality can now in Single Case mode. Replaces the Mulit-case option in drop down • Single Case profile being renamed to "Case' profile.

Time	Lead	Topic	Notes
9:35 AM (5 min)	Imaging Team	**Release 25.11** ▪ CA-292061 - Inactivate form name "Affidavit" in the Imaging Solution	• No design document as it's a small change. PA 853 Affidavit was removed previously but was not removed from Hyland.
9:40 AM (20 min)	Imaging Team	**Wrap-Up Items** ▪ Chrome Updates: Local Network Access Settings ▪ Routing between county queues ▪ BenefitsCal documents linking to the person ▪ Open Discussion Next Meeting – January 15, 2026 (Teams) 9:00 AM – 11:00 AM	• Chrome Updates ○ Email and Information Alert went out ○ CalSAWS has not tested the group policy, so counties are responsible for testing before pushing this out to their staff ▪ Follow up to occur for question about managed counties ○ If you haven't received the email about this update, reach out to your RCM ○ Should only need to update once, can also check in with your county IT department if that isn't the case • Routing between county queues. If counties are scanning beyond "ignore barcode" profile it will go to the county where the barcode originated ○ Primarily happening for ICTs ○ Staff should use "ignore barcode" in the case of ICT documents so it's routed to the correct county ○ If it ends up with the wrong county, route to the correct county • BenefitsCal documents linking to the person. When customer images to BenefitsCal, if the customer selects a person, even if it's for a case level document, OCR will link to person. ○ Asking to change handling logic for case level documents to be assigned to the case level rather than person level. If it had person level ID from BenefitsCal but the

| | | | document should be case level, it should ignore person level context and keep at case level.
 o Project team asked if staff would like to have an SCR created to make this change, everyone who spoke up supported this
o This wouldn't impact things imaged by staff, this is just for documents uploaded by customer. Staff can still keep documents at case level. Current function is to allow customer to supersede case/person level documents rules through BenefitsCal, this is suggesting updating so only case level documents will index as case, even if person level info is added at upload. |

Follow Up

#	Action Item	Who	Due
1			
2			

#	Decision Made	Who	Date
1			
2			