

CalSAWS | Agenda

Meeting: CalSAWS Imaging Committee

Location: Microsoft Teams

Date: January 15, 2026

Time: 9:00 AM – 11:00 AM

Attendees:

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

Meeting Notes: Region 4 is responsible. Due by **1/23/2026**.

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Time	Lead	Topic	Notes
9:00 AM (5 min)	Rhiannon	Welcome and Role	
9:05 AM (20 min)	Darcy	SCRs Design Review <ul style="list-style-type: none"> CA-294635 Change Person Selection field to blank if the Case Number field is changed CA-295667 Routing for Reindexed Portal documents 	<ul style="list-style-type: none"> CA- 294635: Prevents from indexing to wrong person on case. CA-295667: Updating routing to task generation instead of OCR again.

Time	Lead	Topic	Notes
9:25 AM (10 min)	Rhiannon	Release 26.01 <ul style="list-style-type: none"> CA-256584 Add and Remove Imaging Form Names 	<ul style="list-style-type: none"> CA-256584: Adding form names and form #s IMG. GEN 201 will be identified as IEVS Income Verification. Some LA packet form names were updated for distinction.
9:35 AM (45 min)	Rhiannon	Viewing Images Discussion	<ul style="list-style-type: none"> How staff look and view images, what are common issues staff are having and ticket trends. Case Summary Images: <ul style="list-style-type: none"> Too much sometimes, they can get overwhelmed May depend on user preference SSP document uploading naming can make locating difficult Increasing date range helped, but it is a large number of docs and there are a large number of dates that can be confusing to staff Too many columns Pages label shows number of files and not pages (PDFs) Using search constraints can be overwhelming if not used correctly. Having universal search button would be better. POS Images: <ul style="list-style-type: none"> Useful to have images still display when not in workflow Doesn't display Empl Services Tab> Case summary JPEG uploads create issues for staff Recommendation for auto cropping and

Time	Lead	Topic	Notes
			<p>allow PDFs to be rotated and annotated as it currently doesn't.</p> <ul style="list-style-type: none"> ○ Color inversion to see images better ○ Issues with Receipt numbers generating but doc upload failed in SSP ● Add Images button on EBT Theft List pages

10:20 AM (30 min)	Imaging Team	Wrap-Up Items <ul style="list-style-type: none"> ■ Open Discussion <p>Next Meeting – March 19, 2026 (Teams) 9:00 AM – 11:00 AM</p>	
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Follow Up

#	Action Item	Who	Due
1			
2			

#	Decision Made	Who	Date
1			
2			