

# SSIS 16.3 Court Filing Redaction

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## Phase 1

- Redact information that is merged into the document.
- Applies to any document like functions, such as:
  - ❖ HTML documents
  - ❖ RTF documents
  - ❖ Service Plans
  - ❖ MAPCY
  - ❖ Adoptions
  - ❖ Kinship

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## Phase 2

- RTF text of documents and service plans
- Future implementation
- No definite release is set

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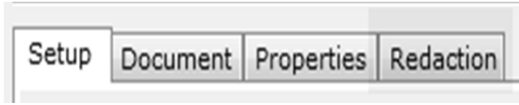
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### 16.3 Implementation

- A new tab displays on Documents, Service Plans, MAPCYs, and Northstar Adoption/Kinship Assistance Eligibility Determinations:



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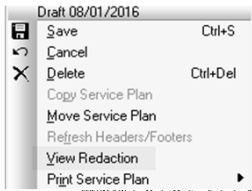
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### Action Menu

- In the "Action" menu on the "Setup" tab, an option to "View Redaction" displays:



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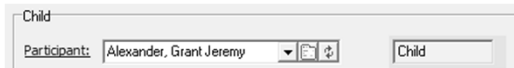
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### Setup Screen

- When selected, redaction fields display next to merge fields. These fields are editable.



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### Redaction Tab/ Redaction Key

- The "Redaction Key" displays four columns.
- "Redaction Text" displays text entered in the redaction fields on the "Setup" tab, and can be further edited on this tab directly in the grid.
- "Original Text" displays the merge field data before redaction.
- The "RTF Tag" column is for a future change to redaction, and can be ignored for now.
- Select the "Active" checkboxes to choose which fields to redact.

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### Redaction Key, continued

Active	Redaction Text	Original Text	RTF Tag
<input type="checkbox"/>	Social Worker_Phone	(651)431-3302	
<input type="checkbox"/>	Social Worker_Phone	(651)431-3302	
<input type="checkbox"/>	Social Worker_Phone	(651)431-3302	
<input type="checkbox"/>	Social Worker_Full name	Tina A Furst - Admin, V	

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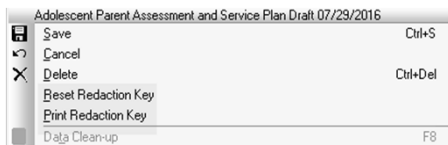
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### Reset Redaction Key and Print Redaction Key

- In the "Action" menu on the "Redaction Key" tab, there are options to "Reset Redaction Key" and "Print Redaction Key". Resetting the key removes checkmarks and removes any edits that were made to this tab in the "Redaction Text" column.



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### Print preview of the printed redaction key

#### Redaction Key

Document Title: Adolescent Parent Assessment and Service Plan      Creation Date: 07/29/2016  
 Author: Furst - Admin, Tina A V      Last Edit Date: 07/29/2016  
 Status: Draft      Finalized Date:

Redaction Text	Original Text
Agency_County or tribe or region	Atkin
Relatives 10 Age	20 years

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### Redaction Document tab

- The "Redaction Document" tab displays the document with the merge fields replaced. The document is not editable on this tab, and can be printed to show the redacted text in place of the merge fields. Use the same methods for printing the document, service plan, MAPCY, or eligibility determination as used from the original document (e.g. click the blue E to expand the RTF document for print options).

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### Redaction Document tab continued

Family Name: Service Plans CHANGED 19933834	County Case #: 313131
Plan Dates: 07/29/2016 - 07/29/2016	Next Review Date: 07/29/2016
Worker Name: Social Worker_Full name	Worker Phone: Social Worker_Phone

**Adolescent Mother's Information**

Custodial Parent

Name: Relatives\_10\_First name Last name

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