

Document conversion is the process of migrating relevant county documents to the PATH NC application to ensure compatibility, accessibility, and usability within PATH NC. Below are the document extraction criteria for counties.

Document Criteria

✔ Identifiers Linked to Documents

Documents should have a valid person identifier or County Case Number that matches the case ID in the legacy system (i.e., Central Registry or CPPS).

✔ CSV Outputs

Document Metadata should be captured in a csv output.

Column	Description	Required
File Name	The File Name and full path of the file.	Y
Document Title	The Date the document was created/uploaded.	Y
Category	Constant Value = "NC CWIS"	Y
CMS Object ID	Legacy Document ID	Y
Legacy Upload Date	The Date when the document was uploaded to the system.	
Person ID	Person identifier (i.e., CNDS or SIS ID).	Either Person ID or Case Number should be present
Case Number	County Case Number that matches the case ID in the legacy system (i.e., Central Registry or CPPS).	Either Person ID or Case Number should be present
documentReceiptDate	The Date the document was received.	
County	The County the documents belong to.	
docCategory	The Category of the document, which should align with an approved value for PATH NC. See new taxonomy for more.	
docSubCategory	The Sub-Category of the document, which should align with an approved value for PATH NC. See new taxonomy for more.	

Key Reminders for CSV Output

- The **docCategory/docSubcategory** should either have an agreed-upon **default value** or an **approved value** from the PATH NC application.
- References to documents (**File Name/Path**) should be **accurate**.
- There should be a **maximum of 100k rows** for each csv file.
- The **maximum file size** should be 100 MB.
- Counties should **transfer** the migrated documents (and the metadata csv files) to a **staging S3 bucket in PATH NC AWS** infrastructure, designated by NC DHHS.
- It is assumed that the documents exported and transferred by the counties will be **already scanned for virus**.

Data conversion involves transforming data from one format to another. The data conversion process is designed to make local county data (data not captured in a state legacy system) available in PATH NC. Data extraction from the county systems is the responsibility of each county. Below are the data extraction criteria for counties.

Data Criteria

✔ Resource Availability

The county must have the necessary resources to extract the data.

✔ Historical Data Extraction

Extract all historical cases and related information from the county system.

✔ Staging Database

Extract the data from the county system into a staging database. The staging database is already created and is currently used for data from Cúram and Legacy. Data extraction can be done in one of two ways:

1. Extract and load the data directly into the staging database.
2. Extract the data into CSV files first, and then load the data from the CSV files into the staging database.

✔ Data Format

Extract the data in the format provided by Deloitte. This format is the same as that provided to the Cúram and Legacy mainframe systems.

✔ Data Source Restrictions

Data can only be converted from systems containing tables and columns. Data cannot be extracted from paper or electronic documents.

✔ Valid Person and/or Case Identifiers

Ensure that person identifiers are CNDS IDs or SIS IDs and County Case Numbers match the case ID in the state legacy system.

✔ Case-Based System Alignment

PATH NC is a case-based system. If the data in the county system is case-based, it will be more aligned with the data in PATH NC.

If the data in the county system is person-based, the data may need to be converted into the historical framework. The historical framework allows creating a person in PATH NC and storing the data from the county system in a read-only format.

✔ SDM Tools Data

SDM Tools have been completely revised in PATH NC. Data related to the SDM Tools should be extracted as document attachments (e.g., PDFs) and converted to PATH NC.