

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
MANUAL**

**Program/Area:** Policies  
**Subject:** CalSAWS Audit Reports

**Number:** D 41  
**Revision Date:** 05/29/24

**Approved:** Signature on file

**POLICY**

The Audit Application records the worker actions performed in CalSAWS. It displays the name of pages visited by a user and the action taken in the form of a command name and button pressed. Every click in CalSAWS is recorded with information such as page titles, case number, actions taken, old and new values. All written requests for an Audit Report shall be submitted by a Regional/Divisional Manager or Human Resources and have Deputy approval.