# CalSAWS | Information Transmittal (CIT)　　　0025-20

☒ **CalSAWS DD&I**　　　☒ **C-IV M&O**　　　☒ **CalWIN M&O**　　　☒ **LRS M&E**

| **Distribution Date:** | March 4, 2020 |
|---|---|
| **To:** | OCAT County Champions, PPOC.all; committee.welfaretowork.local; consortium.regional.managers.all; Consortium.SectionDirectors |
| **CIT Name:** | Champion Monthly Check-In Schedule |
| **From:** | CalSAWS Project |

**PPOCs, please forward to the appropriate impacted staff in your county:**

☐ General
☐ Policy
　☐ CW
　☐ CF
　☐ MC
　☐ CMSP
　☐ FC/KG/AAP
　☐ Child Care
　☒ WtW
　☐ Other Program(s)_____
☐ C4Yourself　　☐ Your Benefits Now!
☐ Customer Correspondence
☐ Other_____

☐ Reports
　☐ Fiscal
　☐ Caseload Movement
　☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

| Description: (Including any step-by-step instructions) | **Purpose (Identify what Counties this CIT affects):**<br><br>This CIT is to alert all 58 Counties and designated OCAT County Champions that the OCAT team is hosting a reoccurring meeting on the second Thursday of every month at 10:30 A.M. until September 17th. This meeting is intended to aid County Champions in the Training and Implementation of the Modernized OCAT. The monthly check-in will provide Counties a platform to:<br><br>• Receive updates from the OCAT team regarding implementation progress, schedule, and key activities<br>• Report out on training progress, ask questions, and escalate any issues<br>• Provide feedback to OCAT team on training materials, county communications, and other items relating to the implementation<br><br>**Background:** |

CalSAWS has engaged with Cambria Solutions to build and implement a modernized OCAT solution. The goals of this project are to:

- Integrate OCAT with all SAWS systems to reduce data entry burden by pulling demographic information from SAWS and automatically send the generated Appraisal Summary Recommendations (ASR) report to SAWS
- Develop OCAT in the AWS Cloud
- Make no changes to the question elements, the order of the questions, answer choices, recommendations, and business rules that create the ASR
- Minimize workflow and overall system modifications to reduce training and change impact
- Modernize OCAT and support the CalWORKs Welfare to Work business needs

**Cambria's Training Approach is County Champion Driven:**

Each county has identified a Champion who will be the primary point of contact for that county and will be responsible for communicating their county's readiness for OCAT go-live. The key responsibilities of this person will be as follows:

- Complete, timely reporting to Cambria regarding county training progress
- Report issues on behalf of county staff
- Act as a liaison to all other county stakeholders
- Complete County Readiness Checklist

**Meeting Information:**

Date:        Second Thursday of each month (March-September)
Time:        10:30am– 11:30am
Location:    Online Meeting / Webinar (Details included in meeting invite)
             An Outlook invitation will be sent to the County Champions and back up Champions

**Additional Information:**

A reoccurring calendar invite for the following dates will be sent to each of the 58 County Champions following this CIT distribution:

- March 12, 2020
- April 9, 2020
- May 14, 2020
- June 11, 2020
- July 9, 2020
- August 13, 2020
- September 10, 2020

**Agenda:**

1. Welcome
2. Current Status
3. Upcoming Milestones & Activities
4. Special Topics
5. Q&A

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| | **County Action**<br><br>• Confirm County Champion can attend the meetings listed above<br>    o If not, determine a backup from your county; Attendee should understand OCAT's current use in the county and be able to represent county needs<br>• Disseminate meeting notes and other meeting materials resulting from the meeting<br><br>**NOTE:** Please be aware that these meetings are intended for the County Champions only, or a back-up representative if needed. Counties should not have more than 2 – 3 attendees each. |
| Primary Project Contact: (Name, phone number, email address) | Jennifer Martindill<br>ocat.support@calsaws.org<br>Implementation and Training Lead |
| Backup Project Contact: (Name, phone number, email address) | Regional Manager |
| Attachments: | None |
| Web Portal Link: | ███████<br>OR<br>You may also retrieve the CIT document and attachments by following these steps:<br>1. Click on the CRFIs & CITs link at the top of the page.<br>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.<br>3. Click on the "2020" folder.<br>4. Click on the appropriate CIT # folder. |