

# CalSAWS | Notes from Task Management Committee Meeting

Date: June 25, 2020	Notes Location:
Time: 2:30 pm to 4:30 pm	Meeting Materials:
Meeting Called by: Sarah Cox	

Attendees: **Region 1:** Jessica Sutherland, Lorena Moran, Marco Frias, MyLynn Bui, Terri Rose  
**Region 2:** Christopher Craig, Shawna Reed  
**Region 3:** Andrea Broughton, Josh Berry, Melody Raudman, Mickey Mrakuzic  
**Region 4:** Aaron Gomes, Victoria T. for Ignacio De La Cruz, John Garcia, Mona Glaspie, Neil Stambaugh  
**Region 5:** Hillary Beeler, Jenifer Rodriguez, Lorraine Simpson-Hargrove, Melissa Billedo  
**Region 6:** Gaston Herrera, Catherine Toledo for Irene Jimenez, Latrice Anderson, Mario Palacios, Sergio Andrade

**Regional Managers:** Jenn Hobbs, Daisy Villasenor, Justin Stephensen  
**Project North:** Araceli Gallardo, Chris Vasquez, Dana Petersen, Gabe Trejo, Justin Dobbs, Mayuri Srinivas, Pandu Gupta  
**Project South:** Jason Osterwald, Dymas Pena  
**State Partners:** Sherice Sterling

## Topic

## Important Points

### Welcome to CalSAWS Committee-Sarah Cox

- Review of Power Point

### Task Management Committee First Session-Gabe Trejo

- Review of Power Point

- Phases
  - Will be taking a Phase solution approach not able to complete all requirements at once. C4 critical system is phase one over several releases.
  - Any requirements that came from CalWIN will be in second phase and spread out through several releases.
- Imaging workflow is reliant on Tasks. Imaging, Self-Service portal and Task Management committee working closely together. Project side if boundaries are crossed making sure all teams are informed. Decision will be made by committee that has the requirement.
- PPOC and Regional Manager have access to JIRA. Reach out to them to see if they have open spaces.
- There are some threshold amounts currently if the abstract needs to be reviewed it will create a task. Could set up your own task but not specifically for a value or threshold amount.

## Topic

## Important Points

- **Do IEVS tasks auto resolve based on the info in the case?**
- **How will configurations be turned off? Will there be a table in CalSAWS for counties to shut off/turn on or will that be a request to CalSAWS?**
- **How will tasks SCRs be collaborated with Self-service options and Imaging be completed?**
  - **There is some overlap. There are tasks that generate from imaging. We are making sure if there are cross team requirements that each committee/team is involved.**
- **Does CalSAWS pull data directly from IEVS or is it like CalWIN now where we get the reports?**
- **Region 1 has requested all questions/answers from the chat be captured and documented in an ongoing spreadsheet.**
- **Search query to find Task Management SCRs in JIRA.**

LA does have a threshold but wanted to check with all counties instead of each county creating their own.

C-IV and LRS currently have automation to close IEVS tasks when the corresponding IEVS Abstract is dispositioned/completed. This will move forward in CalSAWS, and counties will have the choice to keep it active or inactive.

Task Management configurations are administered through a series of pages under the Admin navigation menu in CalSAWS.

Task SCRs that have integration points with Imaging, Contact Center, etc. will be coordinated with those respective project teams.

From a committee perspective, the appropriate RCMs are involved in those respective committee meetings and can ask questions or share feedback with the collective project staff.

CalSAWS receives interface files for IEVS and processes the reports accordingly.

Each meeting will have a designated Region to capture notes. The expectation is not a Q&A format, but a high-level overview of each agenda topic and any additional items discussed.

type = SCR AND functionality = "Task Management" AND labels = FDS ORDER BY fixVersion ASC

### Meeting Frequency/Closing- Sarah Cox

- Bi-Monthly meetings
- Next meeting will be in August on a Thursday

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	<b>Research if IEVS threshold is configurable by county</b> Response: The IEVS threshold is not configurable. However, task generation is configurable. Counties can turn tasks on/off.	Task Team	6/25/20		Completed
2	<b>Add a Release column to the Task Management Requirement excel sheet to display estimated releases for Task DDIDs</b> Response: Updated spreadsheet attached.	Gabe Trejo	6/25/20		Completed

#	Decision Made	Who Made the Decision	Date
1			
2			

