



CalSAWS-CalWIN Implementation Support Weekly Status Report

**Reporting Period: March 15, 2021 to March 21,
2021**

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, March 24, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Completed Wave 1 Timeline creation meeting 03/16/21.
- ▶ Prepared Wave 1 Timeline for OPAC 03/25/21 meeting deck on 03/19/21.
- ▶ Continued coordination with DD&I Team on project interdependencies - conversion tasks and training environments.
- ▶ Reviewed internal communication protocols and SharePoint collaboration processes with Project Team members.

Business Process Re-engineering (BPR)

- ▶ Prepared for Santa Barbara and Santa Clara County-Specific As-Is Sessions.
- ▶ Updated Yolo, Placer, Contra Costa and Tulare County-Specific As-Is Flows for Review and Validation based on sessions held the week of 03/15/21.
- ▶ Overall Status for BPR is provided in the table below:

County	Pre-Work & Scheduling	As-Is Sessions	Sign-Off
Wave 1			
Contra Costa	Complete	In-Progress	Not Started
Placer	Complete	Complete	Pending
Yolo	Complete	In-Progress	Not Started
Wave 2			
Tulare	Complete	Complete	Pending
Santa Clara	Complete	Pending	Not Started
Wave 3			
Santa Barbara	Complete	Pending	Not Started
Orange	Not Started	Not Started	Not Started
Ventura	Not Started	Not Started	Not Started
Wave 4			
Solano	Not Started	Not Started	Not Started
Santa Cruz	Not Started	Not Started	Not Started
San Mateo	Not Started	Not Started	Not Started
San Diego	Not Started	Not Started	Not Started
Wave 5			
Alameda	Not Started	Not Started	Not Started
Fresno	Not Started	Not Started	Not Started
Sonoma	Not Started	Not Started	Not Started
Wave 6			
San Francisco	Not Started	Not Started	Not Started
Sacramento	Not Started	Not Started	Not Started
San Luis Obispo	Not Started	Not Started	Not Started

Organizational Change Management (OCM)

- ▶ Received comments on CalWIN OCM POC CRFI and reviewed and finalized with Consortium on 03/15/21. The CRFI and attachments were distributed on 03/17/21.
- ▶ Reviewed CalWIN OCM POC Kick-Off session agenda with Consortium Implementation Team.
- ▶ Scheduled CalWIN ISS OCM RTM review meeting on 04/06/21.

Training

- ▶ Monitored Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
- ▶ Continued discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.

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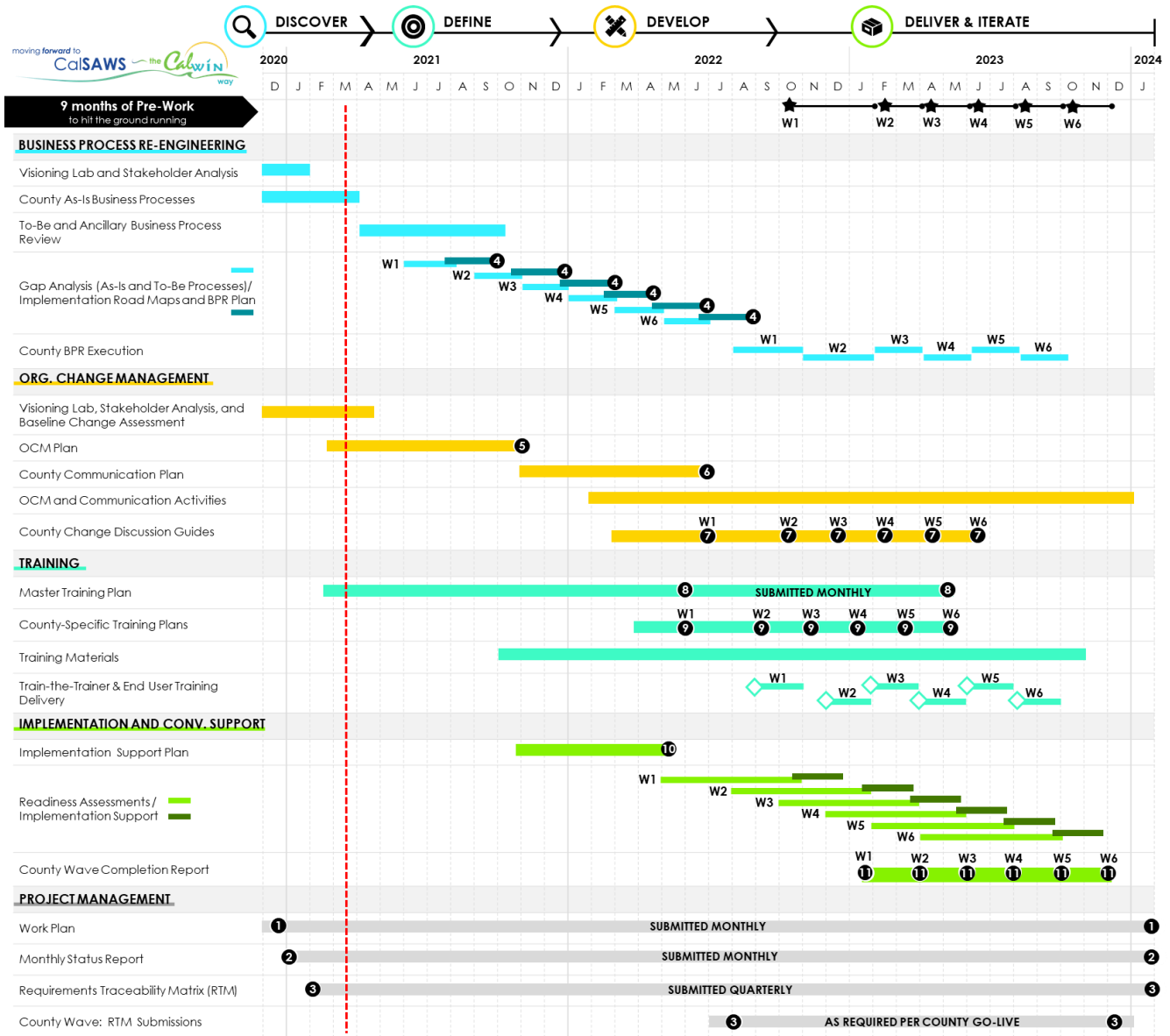
- ▶ Conducted the March TAC meeting on 03/17/21.
- ▶ Compiled and distributed March TAC meeting minutes and action items.
- ▶ Refined detailed Wave 1 training timeline to detail tasks through Wave 1 Go-live.

Implementation Support Services

- ▶ Created new timeline activities for 4-month look ahead.
- ▶ Participated in conversion meetings (DD&I + Consortium).

Project Timeline

Figure 1 - Project Gantt Chart



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1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Table 1 - Deliverable Status for Current Reporting Period

Completed Coming Soon

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/4/20	12/15/20	12/23/20	1/14/21	01/22/21
02	Monthly Status Report – Initial	12/4/20	12/18/20	01/05/21	01/12/21	01/27/21
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Re-engineering Plan-W1	06/18/21	06/30/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	06/11/21	06/23/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide	01/14/22	01/27/22	03/24/23	04/17/23	04/24/23
08	Master Training Plan	08/13/21	08/25/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	09/14/21	09/24/21	05/08/23	05/30/23	06/06/23
10	Implementation Support Plan	01/14/22	01/27/22	05/16/22	06/07/22	06/14/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

Table 2 - Upcoming Deliverable Deadlines

DEL #	DELIVERABLE NAME	STATUS	Next Deadline
01	Workplan – Initial	Complete	
01.03	Work Plan – Mar 2021	On-track	FDEL Submission due 04/05/21
02	Monthly Status Report – Initial	Complete	
02.03	Monthly Status Report – Mar 2021	On-track	FDEL Submission due 04/05/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	On Track	FDEL submission due 06/04/21
04	Business Process Re-engineering Plan	On track	DDED submission due 06/18/21
05	Organizational Change Management Plan	On-track	DDED submission due 06/11/21
06	County Communication Plan	On-track	DDED submission due 08/16/21
07	County Change Guide	On-track	DDED submission due 01/14/22
08	Master Training Plan	On-track	DDED submission due 08/13/21
09	County Specific Training Plan	On-track	DDED submission due 09/14/21
10	Implementation Support Plan	On-track	DDED submission due 01/14/22
11	Wave Completion Report	On-track	DDED submission due 09/15/22

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1.3 Project Risks and Issues

There were no CalSAWS Risks or Issues created and/or still open for the reporting period.

Table 3 - Risks & Issues

ID	Title	Details	Status	Impact	Severity	Date Logged

1.4 CRFI/CIT Communications Information

There were no CalSAWS Information Transmittals (CITs) sent and/or still open for the reporting period.

Table 4 - CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact

There were no CalSAWS Requests for Information (CRFIs) sent and/or still open for the reporting period.

Table 5 - CRFIs

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	CalSAWS Contact
21-019	PPOC 18 Regional Mangers	CalWIN ISS - OCM Point of Contact Identification	03/17/21	In Progress	03/31/21	Greg Postulka

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to work with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to CalWIN system.
- ▶ Collaborate with Consortium to create "right size" Wave 1 visual aid 03/16/21.
- ▶ Develop process and instruction guide for Team members to access CalWIN SharePoint.
- ▶ Document training specifications per discussion of CalSAWS training environments for CalWIN county training, with Consortium staff.
- ▶ Schedule Inter-vendor dependencies meetings; meet with Gainwell on Peripheral systems.
- ▶ Review Consortium and County collaboration areas in SharePoint and Web Portal with Consortium.

Business Process Re-engineering (BPR)

- ▶ Complete final Focus Groups and Interviews for Yolo and Contra Costa.
- ▶ Complete Week 1 County-Specific As-Is BPR sessions for Santa Barbara and Santa Clara

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Counties.

- ▶ Begin Formal As-Is Work Product Reviews with Placer, Contra Costa, Yolo and Tulare.
- ▶ Incorporate real-time feedback from BPR Sessions for continuous improvement.

Organizational Change Management (OCM)

- ▶ Review CalWIN OCM POC Kick-Off session draft slides with Consortium Implementation Team.
- ▶ Schedule CalWIN OCM POC Kick-off session Dry Run Meeting with Consortium Implementation Team and Regional Managers

Training

- ▶ Continue research and CalSAWS learning to prepare for Master Training Plan development.
- ▶ Review and refine team CalSAWS knowledge acquisition plan.
- ▶ Develop script for CalSAWS demonstration.

Implementation Support Services

- ▶ Continue discovery of CalWIN ancillary processes and socialize discovery planning activities for input and feedback.
- ▶ Schedule ancillary/data meetings with DD&I and Consortium.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.