

CalSAWS | Notes from Training Committee Meeting

Date: March 3, 2021	Notes Location:
Time: 9:00 AM – 10:30 AM	Meeting Materials: Agenda
Meeting Called by: Joyce Oshiro	
Attendees: Region 1: Andrew Stewart, Maricela Flores, Odioh Odiye, Rob Barnard, Shelby Todd Region 2: Kristin Montoya, Melinda Martin, Shauna Armbright, Virginia Condrey Region 3: Kandi Davis, Dianne Buchanan Region 4: Cesar Maya, Doris Sons, Hannah Hazelet, Nhia Yang Region 5: Benita Ibarra, Brian Nelson, Juan Ojeda, Ligia Barranco, Patricia Manzo Region 6: Raul Ruano CalSAWS: Ashley Arnold, Charlene Baker, Christina Velasco, Jamie Cox, Jayna Longstreet, Jennifer Hahner, Joyce Oshiro, Liz Palm, Shivani Smith, Abby Darrah, Renee Carter, Tom Villanueva, Tatiana Muresan, Franz Lighte, Ivan Parra, Jacob Olson	

Topic

Important Points

CalSAWS Training Production environment – Refresh frequency

- The committee previously discussed refresh frequency but had not yet made a decision
- For CalSAWS training production, refresh means the existing data will be removed but the environment will not be populated with fresh data. Counties will need to access training staging and copy/replicate data to training production.
- Since data will need to be copied after each refresh, a longer refresh period may be beneficial
- First refresh will happen in September at cut-over and quarterly refreshes will occur between major releases
- The committee may revisit refresh frequency at the 01/2022 committee meeting after C-IV migration and the first refresh
- All regions voted for a quarterly refresh. Scheduling still TBD.

CalSAWS Training Production environment – Case Copy Quantities

- Counties will be able to copy 1-5 copies of a specific case at a time from production to training production
- Counties will be able to copy/replicate up to 1,000 copies per case in one transaction. If Counties need more than 1,000 copies, they will need to create more than one transaction.
- Copy functionality will mimic PRT, occurring every 15 minutes.

Topic

Important Points

Other Items - Training Guide

- The Training Guide will include tips on how to review cases, partial masking, etc. The Training Guide is expected to be ready in June/July before the Training Roadshows. More information will be provided as guide development progresses.
- The Imaging Training environment will be incorporated with the Training Production environment. Timeline is still in development.
- For imaging, there will be no functionality between the Training Staging environment and Training Production
- Training log ins – For Training Production, log ins will be generic. For staging, log ins will be individual accounts.

Other Items – Training Roadshows

- Training Roadshows will be open to all counties but geared to the C-IV Counties. The targeted audience may include Training Committee RCMs, Trainers, policy staff, managers, eligibility supervisors and those with access to the Training Staging environment
- Region 5 requested specific days/times to allow for management scheduling. CalSAWS is flexible and requested regions inform of date/time preferences. Duration expected to be no more than three hours. Scheduling later in July is better as the development completion date Training Staging environment is still TBD.
- The roadshows and FAQs will be recorded and posted to the web portal.

New role- Training Coordinator

- This optional position will empower Counties to customize end user enrollment as necessary based on specific job functions and not just generic roles. The Training Coordinator will also be able to generate reports.
- The Training Coordinator will coordinate for LMS testing
- The CalSAWS Training Team will customize user course enrollment for Counties that opt to not have a Training Coordinator
- CRFI to be distributed to define role and request names. The ideal number of coordinators will vary by size of the county.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Times/dates for training environment road shows	Shivani Smith	03/03/2021	TBD	Pending

2.	Training Guide distribution Question – Will the guide be maintained or is it a one-time migration document	Shivani Smith/ Ashley Arnold	03/03/2021	06/2021 – 07/2021 (prior to roadshows)	Pending
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#	Decision Made	Who Made the Decision	Date
1	Training production environment refresh frequency - Quarterly	All RCMs present	03/3/2021

Next Meeting: 05/05/2021

