



CalSAWS-CalWIN Implementation Support Weekly Status Report

Reporting Period: May 10, 2021 to May 14, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Created a Questions and Answers (Q&A) Log and process for project team review.
- ▶ Finalized the setup of the CalWIN ISS email account and confirmed that receipt and send functions work properly.
- ▶ Created and linked 18 individual county Work Plans within the Master Work Plan.
- ▶ Conducted a Work Plan walkthrough with the Consortium reviewers on 05/04/21 to cover 18 county subprojects.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with POCs to update the statuses.

Business Process Re-Engineering (BPR)

- ▶ Received Sign-Off on Final Work (FWP) for Orange and Ventura Counties.
- ▶ Completed Week-2 San Diego and San Mateo Counties As-Is BPR sessions, including a hybrid onsite/offsite delivery for San Diego County.
- ▶ Continued with To-Be pre-work and data gathering.
- ▶ Conducted pre-meetings with Alameda County in advance of As-Is County Visits.
- ▶ Conducted a Fresno County meeting with leadership on 05/13/21 in preparation for on-site BPR As-Is County Visits.
- ▶ Finalized initial plan for definition of Global To-Be Process Flows and shared with the Consortium.

Figure 1 – As-Is Process Timetable by County

| County | Session Start Date | Session End Date | First Review Start Date | First Review End Date | Incorporate Feedback | Start Final Review | County Sign-Off on FINAL As-Is Processes |
|-----------------|--------------------|------------------|-------------------------|-----------------------|----------------------|--------------------|--|
| Wave 1 | | | | | | | |
| Contra Costa | 02/22/21 | 03/25/21 | 03/29/21 | 04/09/21 | 04/16/21 | 04/19/21 | 04/23/21 |
| Placer | 02/22/21 | 03/12/21 | 03/29/21 | 04/09/21 | 04/16/21 | 04/19/21 | 04/23/21 |
| Yolo | 03/01/21 | 03/19/21 | 03/29/21 | 04/09/21 | 04/16/21 | 04/19/21 | 04/23/21 |
| Wave 2 | | | | | | | |
| Tulare | 03/01/21 | 03/19/21 | 03/29/21 | 04/09/21 | 04/16/21 | 04/19/21 | 04/23/21 |
| Santa Clara | 03/22/21 | 04/02/21 | 04/05/21 | 04/16/21 | 04/23/21 | 04/26/21 | 04/30/21 |
| Wave 3 | | | | | | | |
| Santa Barbara | 03/22/21 | 04/02/21 | 04/05/21 | 04/16/21 | 04/23/21 | 04/26/21 | 04/30/21 |
| Orange | 04/05/21 | 04/16/21 | 04/19/21 | 04/30/21 | 05/07/21 | 05/10/21 | 05/14/21 |
| Ventura | 04/05/21 | 04/16/21 | 04/19/21 | 04/30/21 | 05/07/21 | 05/10/21 | 05/14/21 |
| Wave 4 | | | | | | | |
| Solano | 04/19/21 | 04/30/21 | 05/03/21 | 05/14/21 | 05/21/21 | 05/24/21 | 06/01/21 |
| Santa Cruz | 04/19/21 | 04/30/21 | 05/03/21 | 05/14/21 | 05/21/21 | 05/24/21 | 06/01/21 |
| San Mateo | 05/03/21 | 05/14/21 | 05/17/21 | 05/28/21 | 06/07/21 | 06/08/21 | 06/15/21 |
| San Diego | 05/03/21 | 05/14/21 | 05/17/21 | 05/28/21 | 06/07/21 | 06/08/21 | 06/15/21 |
| Wave 5 | | | | | | | |
| Alameda | 05/17/21 | 05/28/21 | 06/01/21 | 06/15/21 | 06/22/21 | 06/23/21 | 06/30/21 |
| Fresno | 05/17/21 | 05/28/21 | 06/01/21 | 06/15/21 | 06/22/21 | 06/23/21 | 06/30/21 |
| Sonoma | 06/14/21 | 06/25/21 | 06/28/21 | 07/09/21 | 07/16/21 | 07/19/21 | 07/23/21 |
| Wave 6 | | | | | | | |
| San Francisco | 06/07/21 | 06/18/21 | 06/21/21 | 07/02/21 | 07/09/21 | 07/12/21 | 07/16/21 |
| Sacramento | 06/14/21 | 06/25/21 | 06/28/21 | 07/09/21 | 07/16/21 | 07/19/21 | 07/23/21 |
| San Luis Obispo | 06/01/21 | 06/11/21 | 06/14/21 | 06/25/21 | 07/02/21 | 07/05/21 | 07/09/21 |

*As of 05/18/21

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Organizational Change Management (OCM)

- ▶ Conducted OCM POC working session on 05/12/21.
- ▶ Prepared for the follow-up RTM validation session for 05/20/21 with the Consortium Implementation Team for the OCM requirements.
- ▶ Continued developing and socializing stakeholder-related materials for the 05/26/21 OCM POC As-Needed working session.

Training

- ▶ Finalized materials and the presentation for the TAC meeting on 05/19/21.
- ▶ Participated in the CalWIN Stand Up meeting on 05/10/21 to discuss training updates.
- ▶ Prepared presentation for the OPAC meeting on 05/20/21.
- ▶ Discussed the TAC presentation with Regional Managers (RMs) on 05/11/21.
- ▶ Updated the CalSAWS Awareness and Learning Toolkit with new content.

Implementation Support Services

- ▶ Continued pre-work activities and updating county profiles.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API User Groups, and DDID.
- ▶ Conducted a Wave 3 ISS Timeline Review meeting with the Wave 3 Counties on 05/11/21.
- ▶ Conducted a Visioning Lab Survey walkthrough on 05/13/21.
- ▶ Prepared a Visioning Lab survey on 05/14/21 for distribution.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

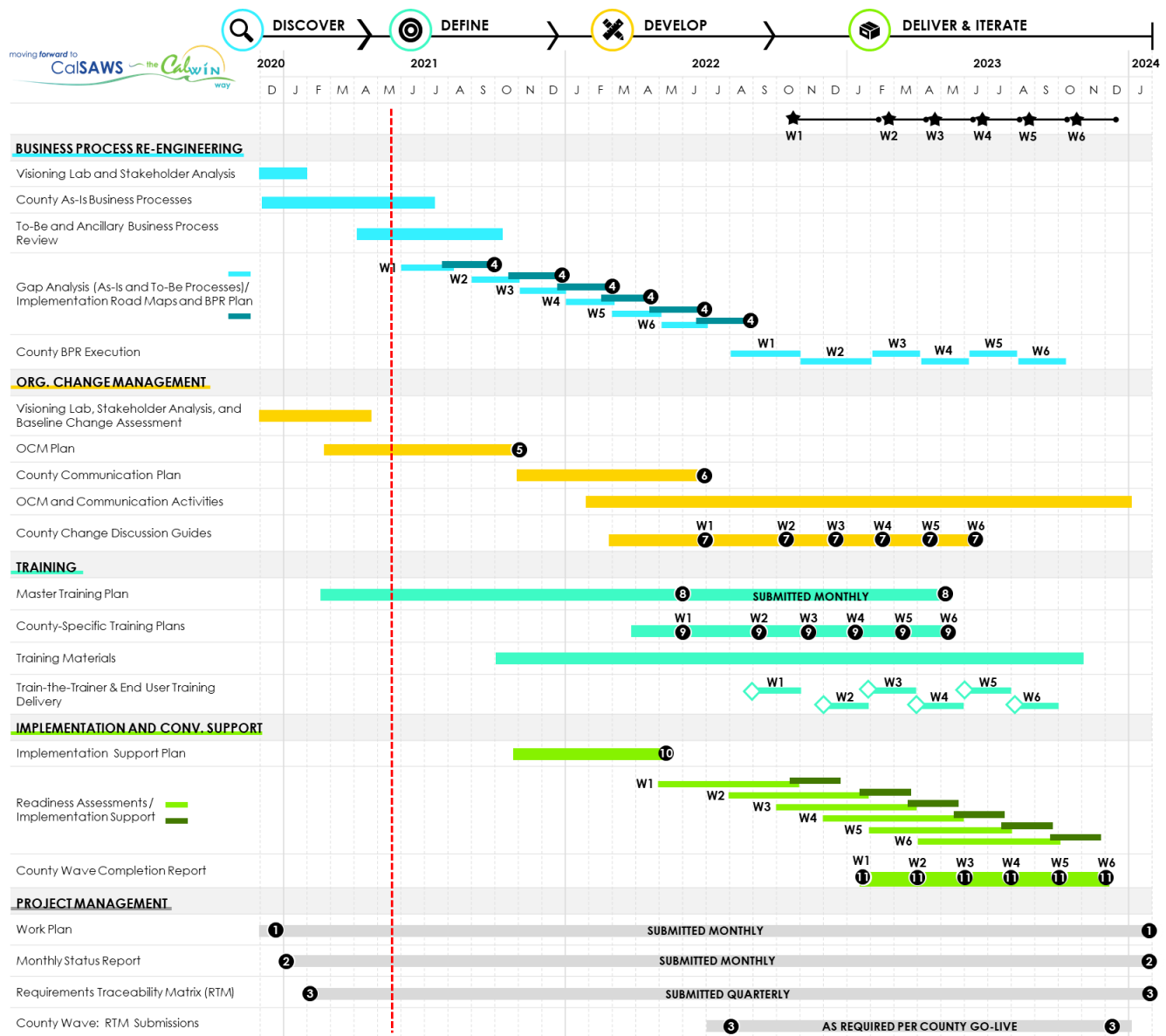
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Project Timeline

Figure 2 – Project Gantt Chart



CalSAWS – California Statewide Automated Welfare System (CalSAWS)**CalWIN Implementation Support Phase**

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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 | |
| 01.04 | Work Plan – Apr 2021 | On-Track | FDEL submitted 05/05/21 FDEL approval 05/12/21 |
| 02 | Monthly Status Report – Initial | Complete | |
| 02.04 | Monthly Status Report – Apr 2021 | On-Track | FDEL submitted 05/05/21 FDEL approval 05/12/21 |
| 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 |

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.

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate resources to meet dependencies, including the Training environments and DISCO tool access to the CalWIN system.
- ▶ Review the Q&A process and Q&A Log sample with the Consortium.
- ▶ Issue the Vision Lab survey to CalWIN county participants.

Business Process Re-Engineering (BPR)

- ▶ Incorporate initial feedback from Santa Cruz and Solano Counties.
- ▶ Conduct Week-1 Sessions for Alameda and Fresno.
- ▶ Make initial contact with San Luis Obispo County to prepare for County As-Is Sessions.
- ▶ Incorporate real-time feedback from the BPR sessions for continuous improvement.
- ▶ Continue with To-Be BPR pre-work.
- ▶ Continue working on definition of Global To-Be Process Flows.

Organizational Change Management (OCM)

- ▶ Prepare for the May As-Needed OCM POC meeting.
- ▶ Distribute the June OCM POC meeting materials for review.
- ▶ Facilitate the OCM RTM meeting on 05/20/21.

Training

- ▶ Facilitate a final review of the TAC meeting content on 5/17/21.
- ▶ Participate in Wave 2 Timelines meeting on 05/18/21.

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- ▶ Conduct the May TAC meeting on 05/19/21.
- ▶ Distribute the TAC meeting minutes to TAC members on 05/20/21.
- ▶ Work with Consortium Training Manager to schedule a CalSAWS demonstration.

Implementation Support Services

- ▶ Conduct Wave 2 ISS Timeline review with the Wave 2 Counties.
- ▶ Facilitate preliminary meetings with vendor colleagues to assess current ancillary and peripheral systems.
- ▶ Continue pre-work activities and updating county profiles.
- ▶ Continue to review the conversion activities that will impact conversion of CalWIN counties.
- ▶ Continue drafting the global To-Be Process for ancillary systems.
- ▶ Participate in an ancillary/data meeting with the DD&I and Consortium.
- ▶ Participate in ongoing conversion meetings with the DD&I and Consortium.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.