



CalSAWS DD&I Weekly Status Report

Reporting Period: May 24, 2021 to May 30, 2021

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1.0 Project Management

1.1 Project Deliverables Summary

Table 1.1-1 – Overall Summary of Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	TEAM	STATUS [1]	STATUS
52	CalSAWS (C-IV) UAT Readiness Report/Milestone	Application Development		Submitted the Final Deliverable (FDEL) on May 28, 2021. Approval of the FDEL is due on June 7, 2021

[1] Status: **Green:** On schedule, performing as planned; **Amber:** Potential delay/monitor with no material schedule impact; **Red:** Behind schedule and requires escalation

1.2 Highlights of the Reporting Period

1.2.1 Project Management

- ▶ Continued CalSAWS DD&I Facility Management activities, including:
 - Key initiatives related to facilities at the Rancho Cordova Project Office are provided in Table 1.2.1-1 (Key Facility Initiatives/Projects) below

Table 1.2.1-1 – Key Facility Initiatives/Projects

Item #	Initiatives/Projects	Location	Target Date	Notes/Status
1	Audio/Visual (A/V) Upgrades	Rancho Cordova	Spring 2021	<ul style="list-style-type: none"> • Due to the need to re-order certain equipment for the A/V upgrades, installation work for the Rancho Cordova Project office has been rescheduled for May 31 – June 4, 2021
2	Large Space Needs	Rancho Cordova and Norwalk Project Offices	June – August 2021	<ul style="list-style-type: none"> • Continued planning facility capacity and equipment needs for CalSAWS DD&I C-IV UAT command center/war rooms, CalSAWS Train-the-Trainer sessions, and Imaging Training
3	Return to Office	Rancho Cordova and Norwalk Project Offices	Spring/Summer 2021	<ul style="list-style-type: none"> • Continued reviewing and processing Return to Office (RTO) Approval Request forms submitted by CalSAWS Project staff, which are required to access the CalSAWS Rancho Cordova or Norwalk Project offices

- ▶ Facilitated the CalSAWS Weekly Status Meeting that was held on May 16, 2021
- ▶ Began preparations for the Section Directors meeting that is scheduled for June 1, 2021

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- ▶ Continued CalSAWS Risk Management activities, including:
 - Continued to work with risk owners to develop and update mitigation plans for the accepted CalSAWS DD&I Project risks
 - Continued preparations for the next monthly Risk Management Group meeting that is scheduled for June 9, 2021
- ▶ Continued supporting engagement of project staff working remotely, including:
 - Began preparations for the next monthly virtual CalSAWS Project All Staff Meeting that is scheduled for June 16, 2021
 - Continued development of the next monthly issue of the CalSAWS Connect newsletter which will be distributed to the CalSAWS Project Team on June 10, 2021
- ▶ Continued discussions with the Consortium regarding the development of high-level Gantt charts for the CalSAWS Project and continued reviewing potential tools that may be used to create the CalSAWS Integrated Gantt charts
- ▶ Continued distribution of Mentimeter licenses to CalSAWS teams to support virtual polling/surveys
- ▶ Continued performing Contract Management activities for the CalSAWS DD&I Project
 - Continued development of LRS Change Notice No. Ten which will include the use of funds from the LRS contract's R&A Change Budget Services allocation for the implementation of additional SCRs for CalHEERS interface maintenance for SFY 2020/21. This Change Notice is planned to be submitted to the JPA Board of Directors for approval in July 2021
 - Continued to collaborate with the CalSAWS imaging vendor to revise the documents for County Purchase CC-01-2021 to address the County's feedback and comments. This County Purchase is related to Contra Costa County's request for third-party document export support for the CalSAWS Imaging Project. The updated documents for County Purchase CC-01-2021 will be provided to the County following updates to the CalSAWS imaging vendor's statement of work
 - Continued development of County Purchases for Yolo and Santa Clara Counties' requests for third-party document export support for the CalSAWS Imaging Project
 - Continued planning the implementation of requirements from the DHCS and CDSS Privacy and Security Agreements (PSAs) that were approved by the JPA Board of Directors on April 16, 2021
- ▶ Continued preparations for the next CalSAWS Project orientation session for new Project staff, which is scheduled for June 21, 2021
- ▶ Continued performing Deliverable Management activities for the CalSAWS DD&I Project

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Deliverable Management

Table 1.2.1-2 – Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

1.2.2 Communications Management

- ▶ CalSAWS Communications Management activities including:
 - Continued to gather key communication milestones from the Project teams
- ▶ CalSAWS Enhanced Communications Strategy:
 - Continued oversight and management of Power of 58 materials
- ▶ CalSAWS External Website (www.calsaws.org):
 - Continued the administration and support of the CalSAWS external website
 - ▶ See Table 1.2.2-1 for details on Website Support Activities
- ▶ CalSAWS Migration DD&I Release 21.05 Communications:
 - Performed activities for the 21.05 release. See Table 1.2.2-4 for completed and planned activities
- ▶ CalSAWS Migration DD&I Release 21.07 Communications:
 - Performed activities for the 21.07 release. See Table 1.2.2-5 for completed and planned activities

Table 1.2.2-1 – Website Support Activities

TASK	DATE(S)	TASK TYPE
Added alert message to CalSAWS Text Terms & Conditions page	May 27, 2021	Website Content Update

Table 1.2.2-2 – CalSAWS.org Usage Statistics

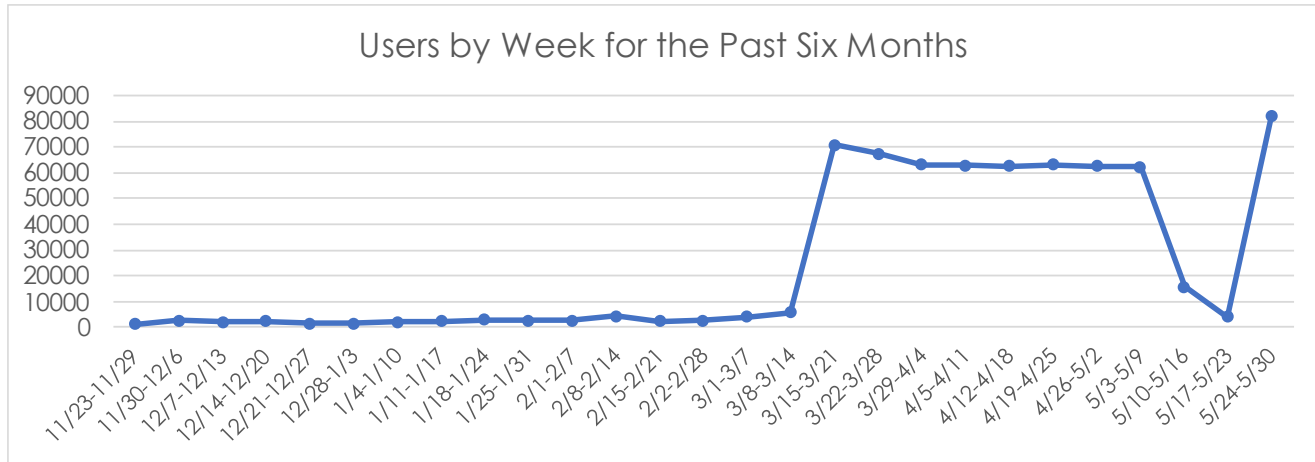
CATEGORY	DURING REPORTING PERIOD	SINCE LAUNCH
Total Number of Subscribers	56	834
Total Number of Unique Users	81,814	915,521
Total Number of New Users	80,636	915,521
Total Number of Sessions (Individual Site Visits)	112,334	1,112,289
Average Number of Sessions per User	1.37	1.21
Average Number of Page Views per Session	1.25	1.23
Average Session Duration	0:45	0:51
AskCalSAWS Inquiries – Received/Resolved	51/42	288/279

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Figure 1.2.2-1 – Overall CalSAWS.org Usage Trend*



* Increase in usage from March 15, 2021 to May 16, 2021 was investigated to be from cities in the United States

Table 1.2.2-3 – CalSAWS.org Subscription Service Statistics

WEBPAGE	PERCENT OF SUBSCRIBERS
Latest News – CalSAWS Buzz Newsletter	49%
Latest News – News	37%
Other Updates – Careers	31%
Meetings – Project Steering Committee	30%
CalSAWS Committees – CalWORKs/CalFresh	29%

Table 1.2.2-4 – CalSAWS Migration DD&I Release 21.05 Communication Activities

TASK	DATE(S)	OWNER
CalSAWS Release Communications Planning Meeting	Bi-weekly on Thursdays	Production Operations
CalSAWS LRS Liaisons Meeting	May 11, 2021	Line Operations Development Section / Regional Managers
Send draft Release Notes file to select County Staff for review	May 10, 2021	Production Operations/C-IV Training
Send summary of changes in CalSAWS/LRS Release 21.05 in CalSAWS/LRS Health Check	May 17, 2021 – May 21, 2021	Production Operations
Webcast on Release 21.05 (C-IV)	None	C-IV Training
Webcast on Release 21.05 (CalSAWS/LRS)	May 18, 2021	Production Operations
21.05 CalSAWS/LRS / C-IV Application Development and Training Release Notes Broadcasts	May 18, 2021	LRS Help Desk/C-IV Training
CalSAWS Release 21.05 Greenlight Meeting	May 19, 2021	Release Management/QA

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TASK	DATE(S)	OWNER
C-IV Release 21.05 Greenlight Meeting	No meeting	Release Management/QA
CalSAWS Post-Release Checkpoint Call (previously LRS/C-IV Build Update Call)	May 24, 2021 – May 26, 2021	Production Operations
District Office Visit (Location: N/A)	None	Implementation

Table 1.2.2-5 – CalSAWS Migration DD&I Release 21.07 Communication Activities

TASK	DATE(S)	OWNER
CalSAWS Release Communications Planning Meeting	Bi-weekly on Thursdays	Production Operations
CalSAWS LRS Liaisons Meeting	July 12, 2021	Line Operations Development Section / Regional Managers
Send draft Release Notes file to select County Staff for review	July 12, 2021	Production Operations/C-IV Training
Send summary of changes in CalSAWS/LRS Release 21.07 in CalSAWS/LRS Health Check	July 19, 2021 – July 23, 2021	Production Operations
Webcast on Release 21.07 (C-IV)	TBD	C-IV Training
Webcast on Release 21.07 (CalSAWS/LRS)	TBD	Production Operations
21.07 CalSAWS/LRS / C-IV Application Development and Training Release Notes Broadcasts	July 20, 2021	LRS Help Desk/C-IV Training
CalSAWS Release 21.07 Greenlight Meeting	July 21, 2021	Release Management/QA
C-IV Release 21.07 Greenlight Meeting	TBD	Release Management/QA
CalSAWS Post-Release Checkpoint Call (previously LRS/C-IV Build Update Call)	July 26, 2021 – July 28, 2021	Production Operations
District Office Visit (Location: N/A)	None	Implementation

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1.2.3 Cultural Transformation

- ▶ Phase 1 activities:
 - Overall:
 - ▶ Continued engaging with Cultural Ambassadors to coach and help them adjust their action plans based on feedback received from the CalSAWS Leadership team
 - ▶ Continued engaging with the CalSAWS Inclusion, Diversity, and Equity Advancement (IDEA) team to coordinate cross-project coaching program and employee resource groups
 - ▶ Continued management of Power of 58 assets on the CalSAWS Project SharePoint site
 - ▶ Continued to support development of the monthly CalSAWS Connect Newsletter
 - ▶ Continued development of second round Ambassador initiatives based on output of 2021 Ambassador ideation sessions
 - ▶ Presented first iteration of Cultural Transformation informational video for presentation at the June 2021 CalSAWS JPA Annual Conference/Member Representatives meeting
 - ▶ Continued development of Cultural Transformation informational video for presentation at the June 2021 CalSAWS JPA Annual Conference/Member
 - ▶ Continued 2021 Ambassador recruitment
 - ▶ Managed website for Power of 58 swag shop, which closed May 23, 2021 with over \$100,000 of merchandise purchased
 - ▶ Continued coordination across IDEA, Great Place to Work (GPTW), and Soft Skills Training to create a CalSAWS Cultural Framework and on boarding training
 - ▶ Continued the development of a CalSAWS Culture-focused orientation for new joiners

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1.2.4 Inclusion, Diversity and Equity Advancement (IDEA)

- ▶ Co-Create Phase
 - IDEA Initiatives
 - ▶ Workshops
 - Continued to add content to the overview deck for the workshops we have had so far and have upcoming
 - ▶ CalSAWS Table Talks
 - Created content deck that was included at the “We Are One” site with information on how to support considering current state in India due to COVID-19
 - ▶ We Are One
 - Continued to update the CalSAWS IDEA Calendar with most recent events
 - Included new resource for information on how to support India
 - ▶ Me, You, Us Training
 - Continued to converse on how we can prompt engagement for our Me,You,Us Training resource.
 - Discussed possible redirecting plans to just focus on the tool itself rather than conversation considering how busy the project team is
 - IDEA General
 - ▶ Continued to configure JPA video based on feedback from Section Directors
 - ▶ Continued to collaborate with Great Place to Work (GPTW), Soft Skills, and Cultural Transformation to discuss the image of consolidated offerings to the CalSAWS Project team
 - ▶ Continued to work with the CalSAWS Connect team to provide content for diversity, equity and inclusion related topics and an IDEA overview

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1.3 CRFI/CIT Communications Information

- ▶ The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period ending May 30, 2021

Table 1.3-1 – CITs

CIT ID	SUBJECT	CATEGORY	DISTRIBUTION DATE	PRIMARY CalSAWS CONTACT	BACKUP CalSAWS CONTACT
0129-21	CalSAWS Implementation Readiness Packet and Dashboard – May 2021	Informational	May 24, 2021	Melanie Wolfley	Bonnie Sleeper
0130-21	CalSAWS Imaging Newsletter #2	Informational	May 25, 2021	Araceli Gallardo	Helen Cruz
0131-21	Updated Template for County Advance Planning Documents	Informational	May 25, 2021	Sudakshina Biswas and Patty Goodwin	Girish Uppal

- ▶ The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period ending May 30, 2021

Table 1.3-2 – CRFIs

CRFI ID	SUBJECT	DISTRIBUTION DATE	STATUS	RESPONSE DUE DATE	CalSAWS CONTACT
21-028	Custom Curriculum Enrollment Form	May 5, 2021	Open	June 7, 2021	Ashley Arnold
21-030	Request for Early Training Participants	May 17, 2021	Open	June 4, 2021	Ashley Arnold
21-031	Request for Imaging Train-the-SME (ITTSME) Participants	May 17, 2021	Open	June 4, 2021	Ashley Arnold

Table 1.3-3 – Overdue CRFIs

CRFI ID	Subject	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
None							

- ▶ No Overdue CRFIs for the reporting period ending May 30, 2021

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1.4 Activities for the Next Reporting Period

1.4.1 Project Management

- ▶ Continue CalSAWS DD&I Facility Management activities, including:
 - Continue key initiatives related to facilities at the Rancho Cordova Project Office, which are provided in Table 1.2.1-1 (Key Facility Initiatives/Projects) above
- ▶ Continue CalSAWS Risk Management activities, including:
 - Continue to work with risk owners to monitor risks and update risk mitigation plans
 - Continue preparations for the next monthly Risk Management Group meeting that is scheduled for June 9, 2021
- ▶ Facilitate the CalSAWS Weekly Status Meeting scheduled for June 2, 2021
- ▶ Complete preparations and participate in the Section Directors Meeting that is scheduled for June 1, 2021
- ▶ Continue activities to support Project staff working remotely
 - Continue preparations for the next monthly virtual CalSAWS Project All Staff Meeting that is scheduled for June 16, 2021
 - Continue preparations for the next issue of the CalSAWS Connect newsletter, scheduled for distribution to the CalSAWS Project Team on June 10, 2021
 - Continue developing Project communications, as needed
- ▶ Continue to plan and prepare for CalSAWS Project staff to return to the Project offices once the State and Local Government Shelter At Home ordinances have been lifted
- ▶ Continue process of reviewing tool capabilities for the high-level CalSAWS Integrated Gantt chart
- ▶ Continue preparations for the next CalSAWS Project orientation session for new project staff, which is tentatively planned for June 21, 2021
- ▶ Continue performing Contract Management activities for the CalSAWS DD&I Project
- ▶ Continue performing Deliverable Management activities for the CalSAWS DD&I Project

Deliverable Management

Table 1.4.1-1 – Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
57	CalSAWS Migration Work Plan Update#26	<ul style="list-style-type: none">• Begin developing the FDEL• Submission of the FDEL is due on June 11, 2021

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1.4.2 Communications Management

- ▶ Continue to monitor usage and update materials as requested
 - See Table 1.4.2-1 for planned Website Support Activities
- ▶ CalSAWS Communications Management activities including:
 - Continue to gather key communication milestones from the Project teams
- ▶ CalSAWS Enhanced Communications Strategy:
 - Continue oversight and management of Power of 58 roll out

Table 1.4.2-1 – Website Support Activities

TASK	DATE(S)	TASK TYPE
None for the reporting period		

1.4.3 Cultural Transformation

- ▶ Continue to provide tips via email, Microsoft Teams, and coaching to help the CalSAWS Project Team transition to working virtually 100% through the COVID-19 Work from Home ordinances
- ▶ Anticipate and plan for cultural impacts pertaining to current climate and returning to work once the California return to work orders are announced and it is safe to return to the office
- ▶ Plan and execute cross-Project initiatives to increase employee engagement
- ▶ Plan and execute cross-Project initiatives to increase feedback
- ▶ Plan and execute cross-Project initiatives to increase employee wellness
- ▶ Plan and execute cross-Project initiatives to increase employee-driven innovation and autonomy across the project
- ▶ Recruit Culture Ambassadors for second round of Ambassador initiatives
- ▶ Finalize CalSAWS Culture Initiatives onboarding session materials

1.4.4 Inclusion, Diversity & Equity Advancement (IDEA)

- ▶ Continue to update IDEA documents on "We Are One" CalSAWS Project SharePoint tab
- ▶ Prepare for sending out the second round of the Pulse Survey
- ▶ Continue to complete the JPA meeting IDEA overview video
- ▶ Continue to collaborate on the image for alignment with Great Place to Work (GPTW), Culture Transformation and Training
- ▶ Continue to work on video overview of IDEA for the June 2021 CalSAWS JPA Annual Conference and Member Representatives meeting in preparation for walkthrough meeting
- ▶ Continue to distribute email with survey link embedded for those initiatives not measured in the Pulse Survey
- ▶ Continue to work with CalSAWS Connect team to provide content for the monthly newsletter

1.5 Deviations from Plan/Adjustments

- ▶ None for the reporting period

2.0 Technical Infrastructure and Cloud Enablement

2.1 Highlights of the Reporting Period

- ▶ Continued development and integration workshops with BenefitsCal
 - Supported BenefitsCal Partner Integrated Test (PIT) efforts and defect triage
- ▶ Secured CAB approval for Delegated Administration enablement for County Help Desk Administrators
- ▶ Led conversation with Consortium on organization design and implementation

Table 2.1-1 – ForgeRock Milestones

MILESTONES	DUE DATE	STATUS
ForgeRock 21.05 Production Deployment	May 28, 2021	On hold
Update Password Policies in Production environment	June 25, 2021	In Progress
Update "Forgot Password?" Link Logic in Production environment	June 25, 2021	In Progress
Implement Hot-Hot Architecture for DR	June 25, 2021	In Progress
ForgeRock 21.06 Production Deployment	June 25, 2021	Not Started
Enable CBO Management for BenefitsCal in Production environment	July 30, 2021	In Progress
Migrate ADF Devices from Duo to ForgeRock	July 30, 2021	In Progress
ForgeRock 21.07 Production Deployment	July 30, 2021	Not Started

- ▶ Continued Innovation Lab activities
 - Deploy Operational Decision Making (ODM) Rules (*Describe Phase*)
 - ▶ Continued progress on analysis of CalSAWS monolithic application
 - Streamlined CalSAWS Lobby Application (*Describe Phase*)
 - ▶ Hosted high level conversations with potential vendors
 - System Status for End Users (*Co-Create Phase*)
 - ▶ Developed prototype approach
 - CalSAWS Production Calendar (*Discovery Phase*)
 - ▶ Continued to develop business case
 - Transform Communications and Collaboration (*Co-Create Phase*)
 - ▶ Continuing pilot stage with Committee members
 - Cybersecurity Awareness Program (*Discovery Phase*)
 - ▶ Identified additional potential vendor

Deliverable Management

Table 2.1-2 – Technical Infrastructure and Cloud Enablement Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

2.2 Activities for the Next Reporting Period

- ▶ Continue development and integration workshops with BenefitsCal
 - Support BenefitsCal UAT
 - Submit CR for BenefitsCal external and enterprise user bulk uploads for UAT
- ▶ Continue ForgeRock C-IV migration planning activities
 - Resolve C4Y bulk upload defects (pending receipt of reformatted data scheduled for June 2, 2021)
 - ▶ Failed bulk upload revealed 2 defects: Data quality (data formatting issues) and performance issues (>150k users results in ForgeRock performance degradation)
- ▶ Continue development work on 'hot-hot' architecture for disaster recovery implementation
- ▶ Distribute CIT for Delegated Administration Enablement for County Help Desk Administrators
 - Enable delegated administration feature in PROD environment for designated County Help Desk Administrators
- ▶ Innovation Lab
 - Deploy Operational Decision Making (ODM) Rules (*Describe Phase*)
 - ▶ Continue development of requirements from analysis
 - Streamlined CalSAWS Lobby Application (*Describe Phase*)
 - ▶ Collaborate with potential vendors to create tailored demonstration
 - System Status for End Users (*Co-Create Phase*)
 - ▶ Align on approach for prototype and pilot
 - CalSAWS Production Calendar (*Describe Phase*)
 - ▶ Complete prototype rough order of magnitude (ROM)
 - Transform Communications and Collaboration (*Co-Create Phase*)
 - ▶ Continuing pilot stage with Committee members
 - Cybersecurity Awareness Program (*Discovery Phase*)
 - ▶ Continue vendor conversations

Deliverable Management

DEL #	DELIVERABLE NAME	STATUS
	None for the next reporting period	

2.3 Deviations from Plan/Adjustments

- ▶ ForgeRock 21.05 Production Deployment scheduled for May 28, 2021 postponed. Items slated for deployment will now deploy during ForgeRock's 21.06 Production Deployment. Imaging. No downstream impacts

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3.1 Highlights of the Reporting Period

- ▶ Rescheduled Santa Barbara Document Migration Discovery Session Check-in for June 7, 2021
- ▶ Conducted Santa Clara County Document Migration Discovery Session Check-in on May 26, 2021
- ▶ Conducted Sonoma County Document Migration Kick-Off on May 27, 2021
- ▶ Conducted Orange County Document Migration Discovery Session Check-in on May 27, 2021
- ▶ Conducted Ventura County Document Migration Discovery Session Check-in on May 27, 2021
- ▶ Conducted Los Angeles County Document Migration Discovery Session Check-in on May 27, 2021
- ▶ Scheduled Santa Barbara Document Migration Discovery Session Check-in on May 31, 2021
- ▶ Scheduled Placer County Document Migration Discovery Session Check-in on June 01, 2021
- ▶ Scheduled Orange County Document Migration Discovery Session Check-in on June 03, 2021
- ▶ Scheduled Ventura County Document Migration Discovery Session Check-in on June 03, 2021
- ▶ Scheduled Los Angeles County Document Migration Discovery Session Check-in on June 03, 2021

Table 3.1-1 – CalSAWS Imaging Project Milestones

MILESTONES	SUBMISSION DUE DATE	STATUS
Application Build Activities	March 25, 2021	Complete
Release 21.01	November 25, 2020	Complete
Release 21.03	January 28, 2021	Complete
Release 21.05	March 25, 2021	Complete
User Acceptance Testing Environment Build-out	April 23, 2021	Complete
Migration Activities	October 1, 2021	In progress
Santa Barbara County Document Migration Check-In Session	May 24, 2021	Rescheduled
Placer County Document Migration Check-In Session	May 25, 2021	Rescheduled
Santa Clara County Document Migration Check-in Session	May 26, 2021	Complete
Sonoma County Document Migration Kick-Off	May 27, 2021	Complete
Orange County Document Migration Check-in Session	May 27, 2021	Complete
Ventura County Document Migration Check-in Session	May 27, 2021	Complete

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MILESTONES	SUBMISSION DUE DATE	STATUS
Los Angeles County Document Migration Check-in Session	May 27, 2021	Complete
Placer County Document Migration Check-In Session	June 1, 2021	Scheduled
Santa Clara County Document Migration Check-in Session	June 2, 2021	Scheduled
Orange County Document Migration Check-in Session	June 3, 2021	Scheduled
Ventura County Document Migration Check-in Session	June 3, 2021	Scheduled
Los Angeles County Document Migration Check-in Session	June 3, 2021	Scheduled
Santa Barbara County Document Migration Check-In Session	June 7, 2021	Scheduled

Figure 3.1-1 – CalSAWS Imaging Releases Burndown

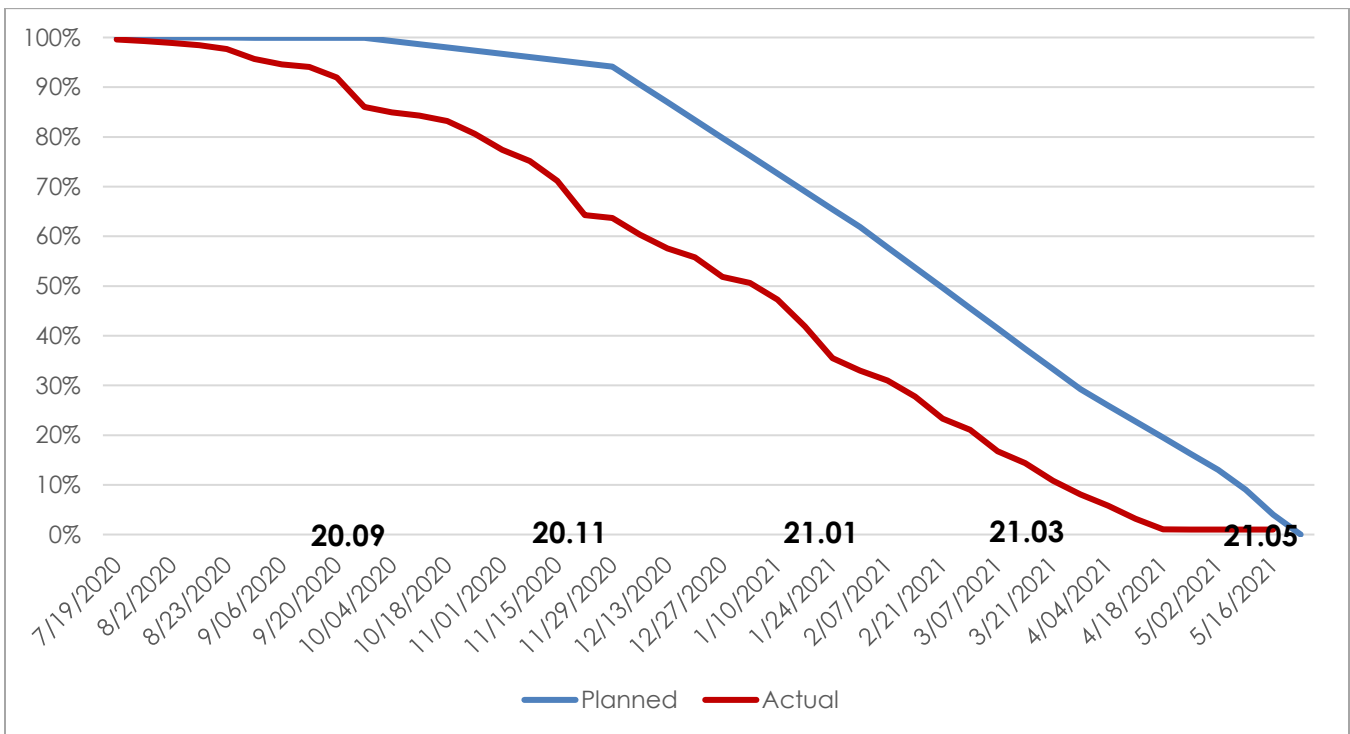


Figure 3.1-2 – Overall C-IV Imaging Migration in Preparation for UAT

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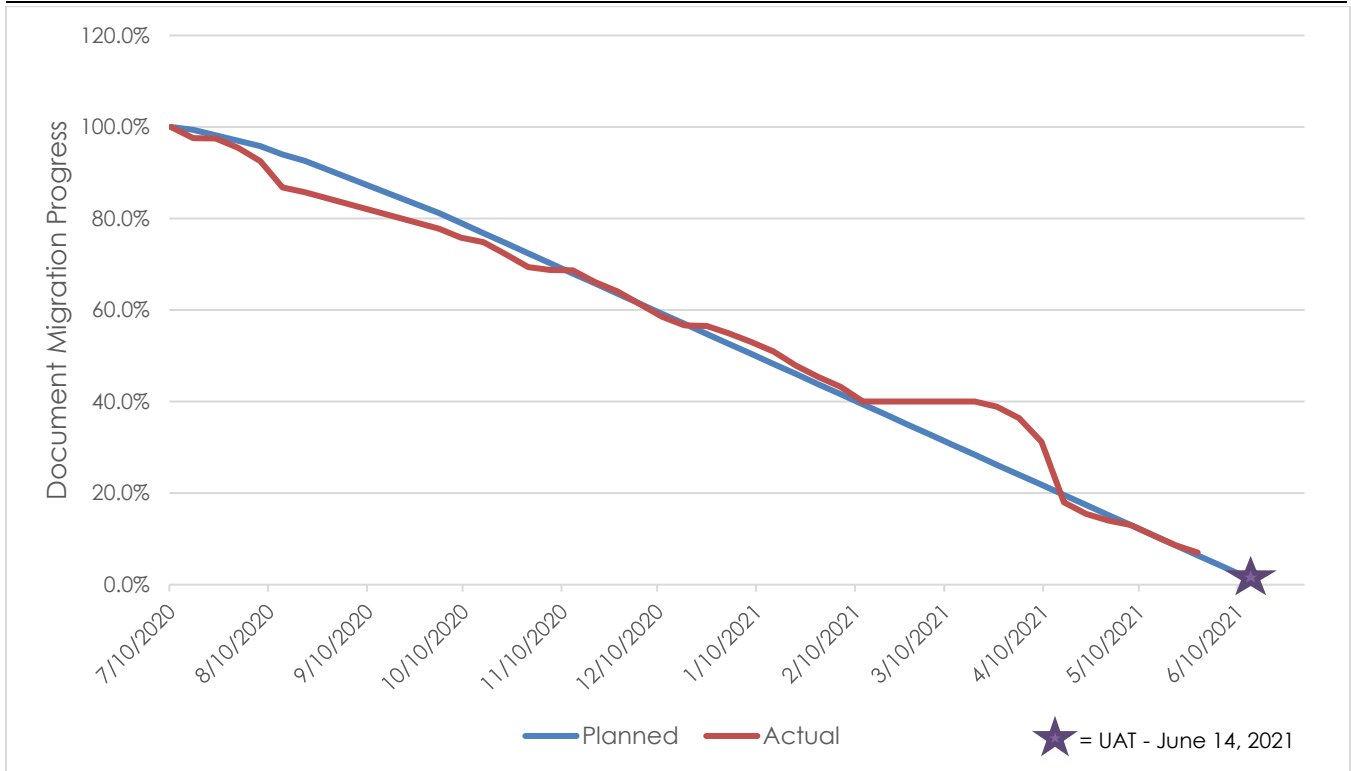
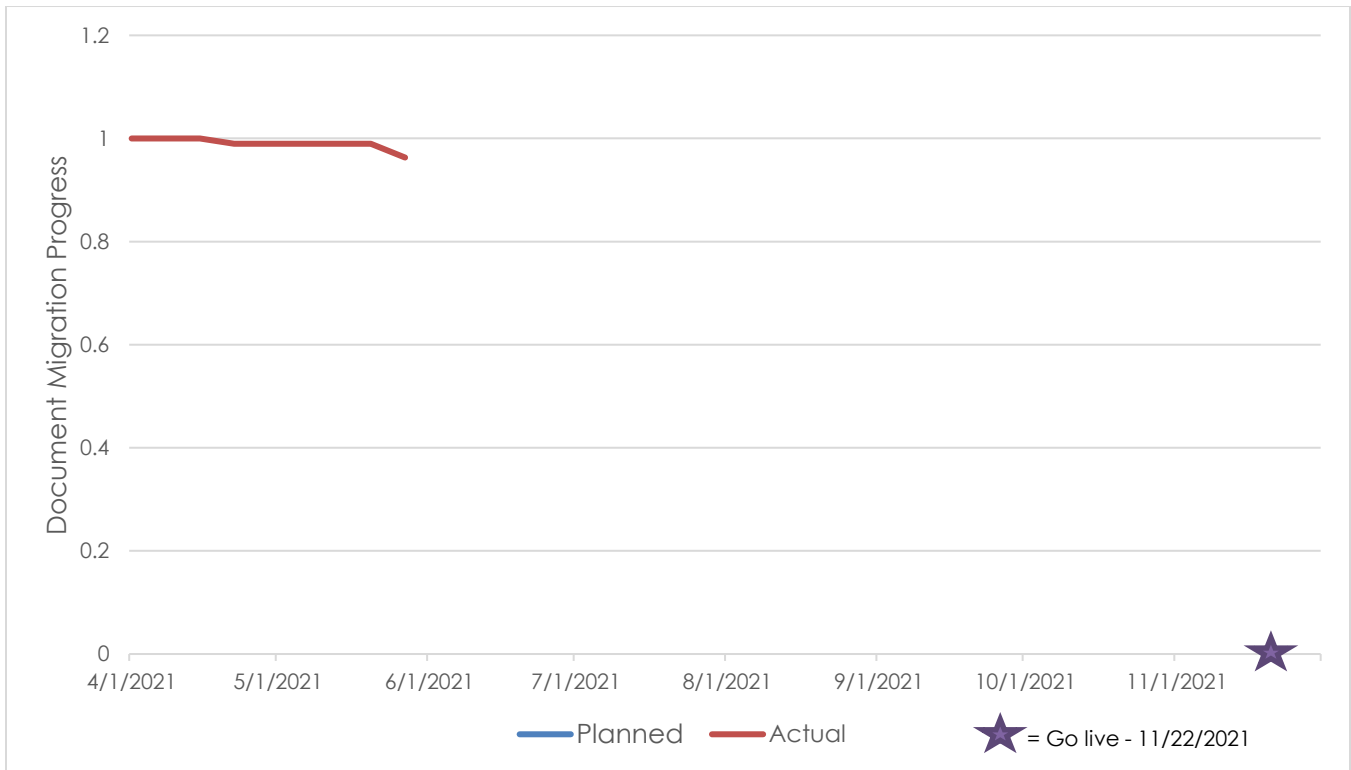


Figure 3.1-5 – Los Angeles (Nexlogica)*



NOTE:

* Please see CalSAWS Project Risk #234

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3.2 Activities for the Next Reporting Period

- ▶ Conduct Placer County Document Migration Discovery Session Check-in on June 01, 2021
- ▶ Conduct Orange County Document Migration Discovery Session Check-in on June 03, 2021
- ▶ Conduct Ventura County Document Migration Discovery Session Check-in on June 03, 2021
- ▶ Conduct Los Angeles County Document Migration Discovery Session Check-in on June 03, 2021
- ▶ Schedule Santa Barbara Document Migration Discovery Session Check-in on June 07, 2021
- ▶ Schedule Placer County Document Migration Discovery Session Check-in on June 08, 2021
- ▶ Schedule Santa Clara County Document Migration Discovery Session Check-in on June 09, 2021
- ▶ Schedule Orange County Document Migration Discovery Session Check-in on June 10, 2021
- ▶ Schedule Ventura County Document Migration Discovery Session Check-in on June 10, 2021
- ▶ Schedule Los Angeles County Document Migration Discovery Session Check-in on June 10, 2021

3.3 Deviations from Plan/Adjustments

- ▶ None for the reporting period

3.0 Customer Service Center

4.1 Highlights of the Reporting Period

- ▶ Presented Admin Page design to IVR/CC committee
- ▶ Developing Contact Center Environment strategy with SMEs and stakeholders
- ▶ Finalizing Inbound IVR design
- ▶ Developing initial draft of Telephonic Signature and External Party Access IVR designs

Figure 4.1-1 – CalSAWS Customer Service Center – Requirements Burndown

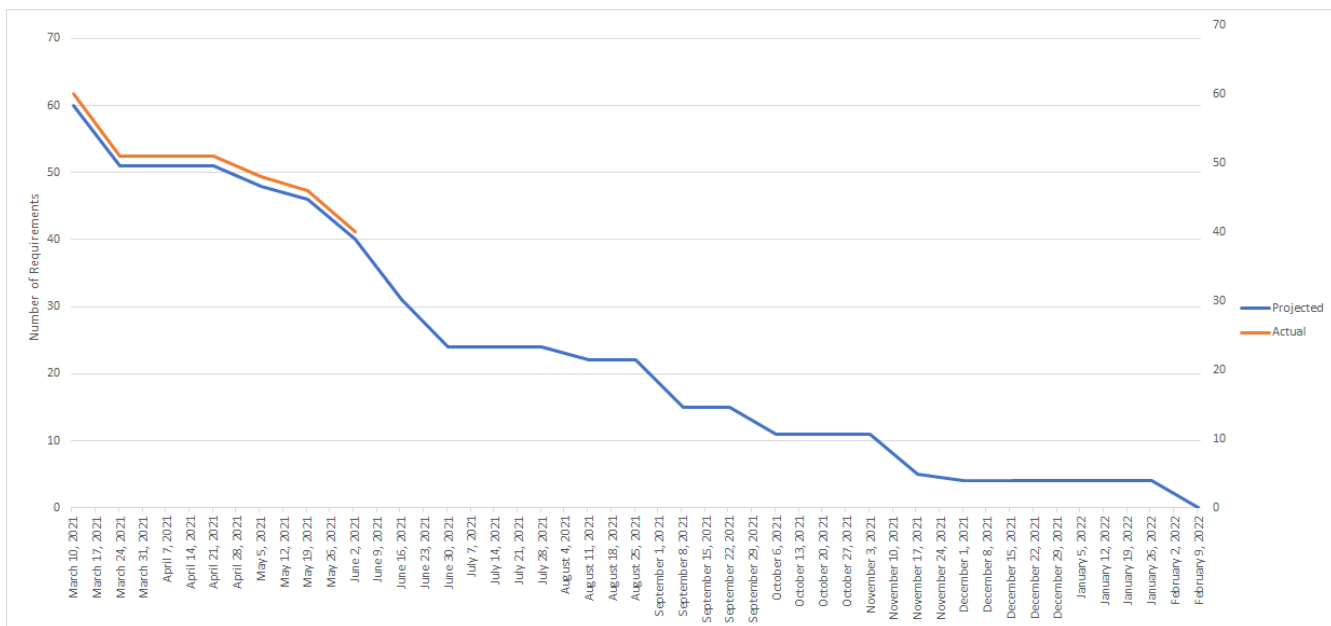


Table 4.1-2 – Customer Service Center Milestones

MILESTONES	DESIGN DUE DATE	STATUS	TENTATIVE RELEASE DATES
Outbound IVR - Core Tech Design (CA-226207)	March 24, 2021	Approved	21.11
WFM/QA/QM Reporting (CA-226209)	March 24, 2021	Approved	22.01
Post-Call Survey (CA-228023)	April 28, 2021	Approved	22.05
WebChat/Click-to-Call (CA-227063)	April 28, 2021	Approved	22.05
Voice Authentication: All Languages - Core Tech Design (CA-226843)	April 28, 2021	Approved	22.03
Enhanced CCP (CA-226844)	May 12, 2021	Submitted	22.03
Work-from-home Modifications (CA-227064)	May 12, 2021	Submitted	22.03
Admin Page - Core Tech Design (CA-226672)	May 26, 2021	Submitted	22.05
Inbound IVR (CA-226837)	June 9, 2021	Draft in progress	22.05
External Party Access IVR - Core Tech Design (CA-226839)	June 23, 2021	Draft in progress	22.01

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MILESTONES	DESIGN DUE DATE	STATUS	TENTATIVE RELEASE DATES
Telephonic Signature - Core Tech Design (CA-226838)	June 23, 2021	Draft in progress	22.01
Outbound IVR - App Dev (CA-228699)	July 30, 2021	Draft in progress	21.11
Environments (CA-227045)	August 27, 2021	Draft in progress	21.11
External Party Access IVR – App Dev (CA-TBD)	September 24, 2021	Not started	22.01
Telephonic Signature – App Dev (CA-TBD)	September 24, 2021	Not started	22.01
Voice Authentication: All Languages - App Dev (CA-TBD)	November 26, 2021	Not started	22.03
Admin Page – App Dev (CA-TBD)	January 28, 2022	Draft in progress	22.05

4.2 Activities for the Next Reporting Period

- ▶ Incorporate committee feedback and submit Admin Page design for approval
- ▶ Prepare Inbound IVR design for committee review
- ▶ Continue work on designs for Telephonic Signature, External Party Access IVR, and Environments (for Contact Center)
- ▶ Continue coordination with vendor partners for design validation

4.3 Deviations from Plan/Adjustments

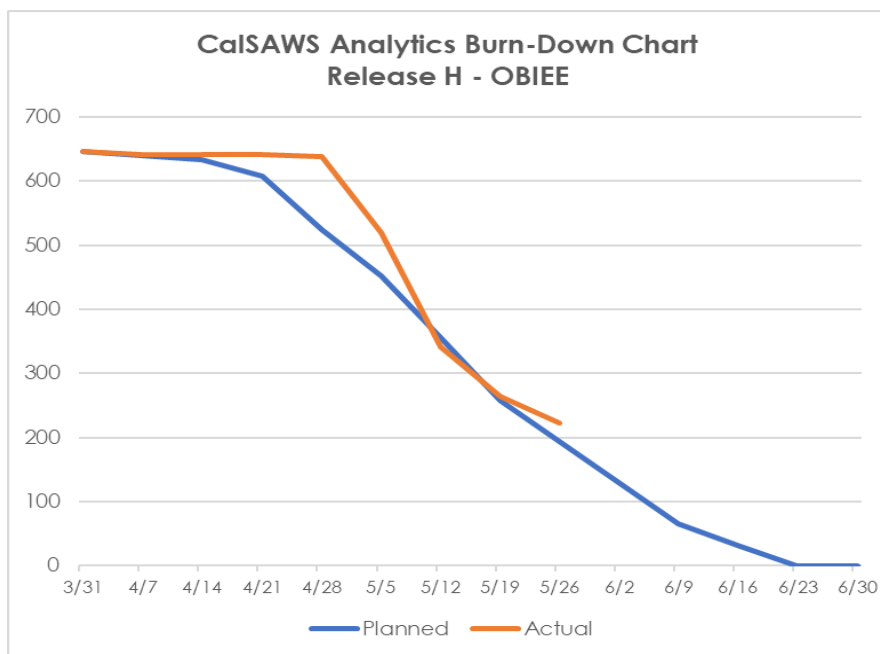
- ▶ None for the reporting period

4.0 Analytics

5.1 Highlights of the Reporting Period

- ▶ General
 - Continued executing 40 County System Test on dashboards and reports soft launched and in production
 - Continued 40 County analytics performance testing
 - Continued Hard Launch #3 testing in SYS6
- ▶ Release G
 - Continued supporting County Validation and on-schedule to complete by the end of the month
 - Release G testing activities for C-IV Dashboards to Stage 2. There is a delay added to the schedule to account for delay in getting the environment
- ▶ Release H
 - Continued development and testing of Release H Dashboards and Reports.
 - ▶ On-request reports are dependent on ODAG/DV Excel functionality (concurrent users) is delivered on May 19, 2021. Team working on clearing testing backlog over next few weeks, expecting to be back on trend line by mid-June
 - ▶ Complexities associated with On-Requests reports has slowed progress; however, team is confident that we can get back on plan by the end of May/ Early June timeframe
- ▶ Training
 - Qlik Platform Capabilities
 - ▶ Continued development of Bookmarks and Object Interaction Web Based Training (WBT) content – Updated target date to mid-June to align with C-IV Early Training

Figure 5.1-1 – CalSAWS Analytics – Release H Burndown (OBIEE)



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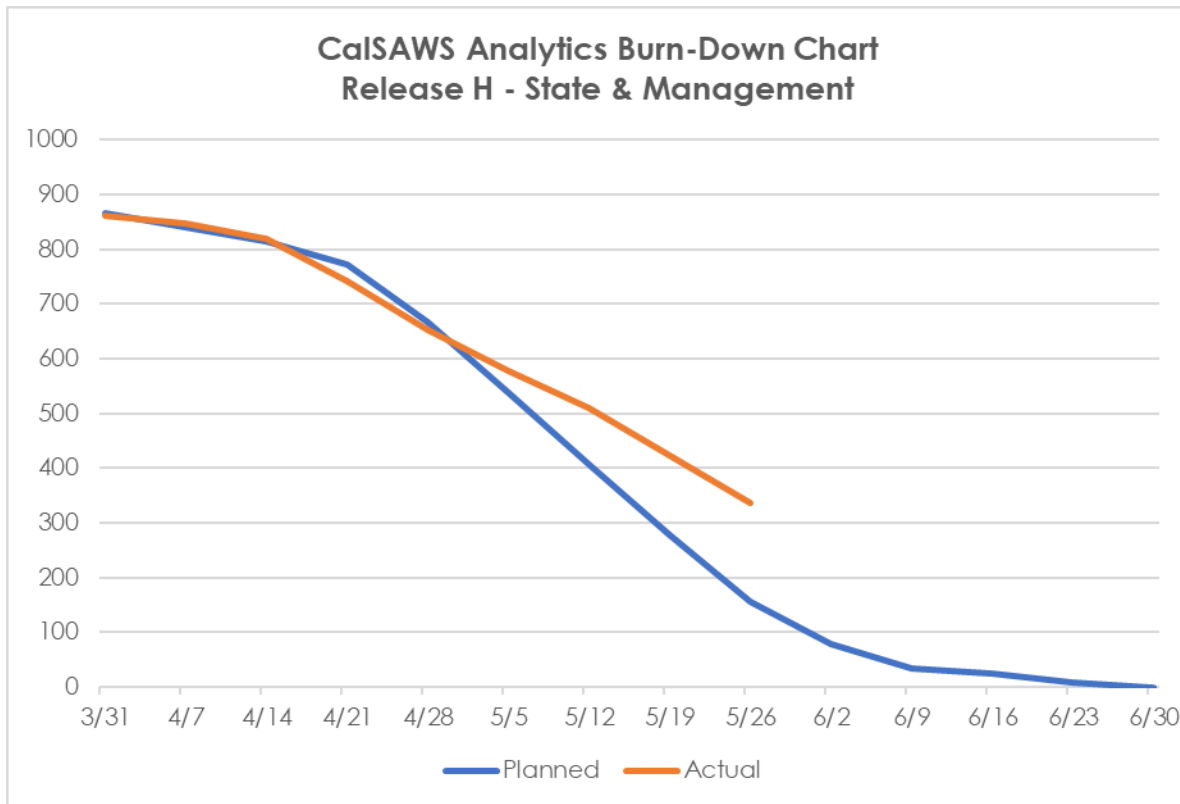
Weekly Status Report Period: May 24, 2021 to May 30, 2021

Figure 5.1-2 – CalSAWS Analytics – Release H Status Matrix (OBIEE)

Release	Dashboard	Curation Build	Curation Test	CT Curation Validation	Dashboard Build	Dashboard Test	CT Dashboard Validation	Performance Testing	Hard Launch
Soft Launch (6/30)									
OBIEE - C-IV (Rel G Part 2)	C-IV Call Log	3/5	3/12	6/18	4/1	6/9	6/18	6/18	HL #4 (9/2)
	C-IV Semi Annual Reporting	3/5	3/12	6/18	4/1	6/9	6/18	6/18	HL #4 (9/2)
	C-IV WPR and Engagement	3/5	3/12	6/18	4/1	6/9	6/18	6/18	HL #4 (9/2)
OBIEE (Release H)	LRS Alerts	5/14	5/21	6/20	5/28	6/11	6/25	6/29	HL #4 (9/2)
	LRS CWS Alerts	5/14	5/21	6/20	5/28	6/11	6/25	6/29	HL #4 (9/2)
	LRS Work Order	5/14	5/21	6/20	5/28	6/11	6/25	6/29	HL #4 (9/2)
	LRS Placement Vendor Exception	5/21	5/28	6/20	6/4	6/11	6/25	6/29	HL #4 (9/2)
	LRS Welfare to Work	5/21	5/28	6/20	6/4	6/11	6/25	6/29	HL #4 (9/2)
	LRS Caseload History				6/4	6/11	6/25	6/29	HL #4 (9/2)

Legend:
Complete
Complete as of this week
In Progress

Figure 5.1-3 – CalSAWS Analytics – Release H Burndown (State & Management)



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Figure 5.1-4 – CalSAWS Analytics – Release H Status Matrix (State & Management)

Type	Functional Area	Number of Reports	Reverse Engineering		Curation Build		Curation Test		Consortium Curation Test		Visualization Build		Visualization Test		Consortium Viz Validation	
			Due Date	% Comp	Due Date	% Comp	Due Date	% Comp	Due Date	% Comp	Due Date	% Comp	Due Date	% Comp	Due Date	% Comp
Mgmt	Administration	15	4/15	100%							6/11	80%	6/18	0%	6/25	0%
	Case Activity	8	4/15	100%	5/21	100%	5/31	50%	6/18	0%	6/11	63%	6/18	13%	6/25	0%
	Employment Services	11	4/15	100%	5/21	100%	5/31	100%	6/18	0%	6/11	64%	6/18	0%	6/25	0%
	Fiscal	22	4/15	100%	5/21	100%	5/31	100%	6/18	0%	6/11	77%	6/18	45%	6/25	0%
	Resource Data Bank	2	4/15	100%							6/11	50%	6/18	0%	6/25	0%
	Special Units	6	4/15	100%							6/11	83%	6/18	0%	6/25	0%
	State	3	4/15	100%	5/21	100%	5/31	100%	6/18	0%	6/11	33%	6/18	0%	6/25	0%
TOTAL		67	67 of 67 100%		9 of 9 100%		8 of 9 89%		0 of 9 0%		48 of 67 72%		11 of 67 16%		0 of 67 0%	

Legend:
Complete
Complete as of this week
In Progress

5.2 Activities for the Next Reporting Period

- ▶ Cloud Analytics
 - Continue executing 40 County System Test and performance testing
 - Continue preparation for UAT start
 - Continue Hard Launch #3 in System Test 6 and prepare materials for webcast
 - Release G
 - ▶ Continue to support County validation
 - ▶ Continue testing of C-IV dashboards in stage 2 (40 County data)
 - Release H
 - ▶ Continue build and testing activities
 - Training
 - ▶ Qlik Platform Capabilities
 - Continue development of Bookmarks and Object Interaction Web Based Training (WBT) content
 - ▶ Continue preparation for County s3 connect and query access and RDS PBDS connect and query access

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5.3 Re-Platform Migration Schedule

Table 5.3-1 – Analytics Reports Re-Platform Release Migration Schedule

Release C (Migration Window: November 2020 – March 2021): In Production			
Dashboards			
LRS	• CalWORKs	Daily	
	• QA	Daily	
Release D (Migration Window: February 2020 – June 2020): In Production			
Dashboards			
LRS	• CalFresh	Daily	
	• CalFresh Meals	Monthly	
	• Managed Personnel	Daily	
	• SSI/SSP	Daily	
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS and C-IV	• Administrative	4	0
	• Case Activity	7	0
	• Fiscal	15	0
	• State	6	0
Release E (Migration Window: May 2020 – September 2020): In Production			
Dashboards			
LRS	• Med-Cal	Daily	
	• General Relief	Daily and Monthly	
	• Program Assistance	Monthly	
	• DPSSTATS Scorecard	Daily	
	• AAP (CWS)	Daily	
	• Foster Care (CWS)	Daily	
	• Kin-Gap (CWS)	Daily	
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS and C-IV	• Administrative	7	0
	• Case Activity	4	0
	• Employment Services	0	0
	• Fiscal	34	0
	• State	13	0
	• Special Units	1	0
	• Resource Data Bank	1	0
Release F (Migration Window: August 2020 – December 2020) In Soft Launch Environment			

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Dashboards			
LRS	<ul style="list-style-type: none"> Operational Reports 	Monthly	
	<ul style="list-style-type: none"> Task Management 	Daily	
	<ul style="list-style-type: none"> Welfare Fraud Prevention & Investigation 	Monthly	
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS and C-IV	<ul style="list-style-type: none"> Administrative 	2	2
	<ul style="list-style-type: none"> Case Activity 	3	5
	<ul style="list-style-type: none"> Employment Services 	0	1
	<ul style="list-style-type: none"> Fiscal 	28	2
	<ul style="list-style-type: none"> Resource Data Bank 	0	0
	<ul style="list-style-type: none"> State 	26	0
	<ul style="list-style-type: none"> Special Units 	0	5
Release G (Migration Window: November 2020 – March 2021) In Soft Launch Environment			
Dashboards			
C-IV	<ul style="list-style-type: none"> Call Log 	Daily	
	<ul style="list-style-type: none"> Semi Annual Reporting 	Daily	
	<ul style="list-style-type: none"> WPR and Engagement 	Daily	
LRS / C-IV	<ul style="list-style-type: none"> Reception Log 	Daily	
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS and C-IV	<ul style="list-style-type: none"> Administrative 	3	0
	<ul style="list-style-type: none"> Case Activity 	4	3
	<ul style="list-style-type: none"> Employment Services 	0	1
	<ul style="list-style-type: none"> Fiscal 	33	1
	<ul style="list-style-type: none"> State 	0	0
	<ul style="list-style-type: none"> Special Units 	0	0
	<ul style="list-style-type: none"> Resource Data Bank 	0	0
	<ul style="list-style-type: none"> New Reports 	0	0
Release H (Migration Window: February 2021 – June 2021) In Progress			
Dashboards			
LRS	<ul style="list-style-type: none"> Caseload History 	Monthly	
	<ul style="list-style-type: none"> Alerts 	Daily	
	<ul style="list-style-type: none"> Alerts (CWS) 	Daily	
	<ul style="list-style-type: none"> Placement Vendor Exception Report (CWS) 	Daily	
	<ul style="list-style-type: none"> Work Order 	Daily	
	<ul style="list-style-type: none"> Welfare to Work 	Daily	
	State & Management		

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Weekly Status Report Period: May 24, 2021 to May 30, 2021

	Category	Number of Scheduled Reports	Number of On Request Reports
LRS and C-IV	• Administrative	0	14
	• Case Activity	1	8
	• Employment Services	0	11
	• Fiscal	2	20
	• State	5	0
	• Special Units	0	6
	• Resource Data Bank	0	2
Release I (Migration Window: May 2021 – September 2021)			
Dashboards			
LRS	• Statistical Reports	Monthly	
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS	• Administrative	11	1
	• Case Activity	19	5
	• Employment Services	3	0
	• Fiscal	28	5
	• State	2	0
	• Special Units	1	1
Release J (Migration Window: September 2021 – January 2022)			
State & Management			
	Category	Number of Scheduled Reports	Number of On Request Reports
LRS	• Administrative	4	3
	• Case Activity	14	1
	• Employment Services	7	0
	• Fiscal	36	1
	• Resource Data Bank	1	0
	• Special Units	5	3

NOTE: State & Management number of reports might change as per analysis with Application Development and other dependencies

5.4 Deviations from Plan/Adjustments

- ▶ None for the reporting period

5.0 Application Development and Test

6.1 Highlights of the Reporting Period

6.1.1 Application Development Summary

Table 6.1.1-1 – CalSAWS Application Development Summary

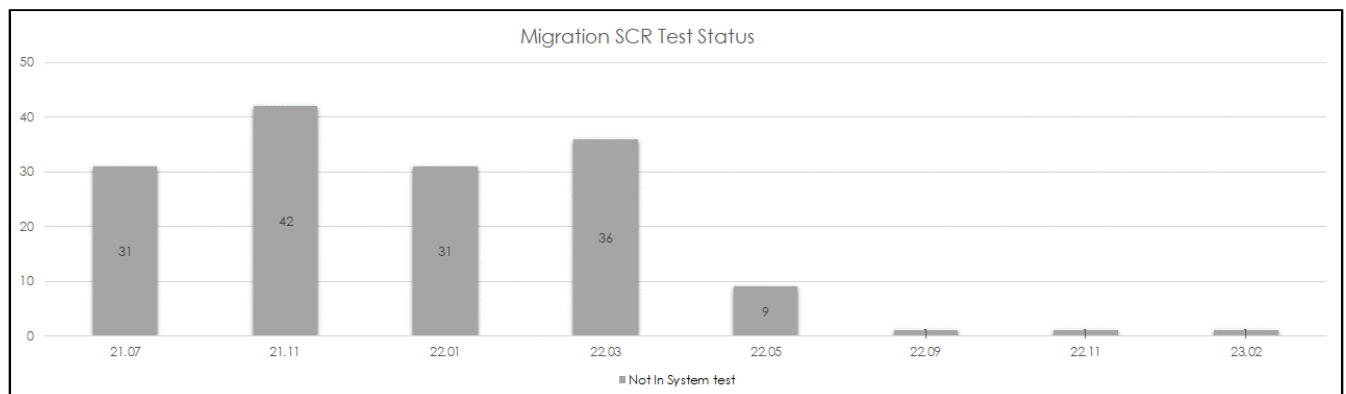
	Status	21.06	21.07	21.11	22.01	22.02	22.03	22.05	22.06	22.07	22.09
Design	New	0	4	10	22	0	27	12	0	1	4
	Design in Progress	0	4	21	8	0	2	0	0	0	0
	Ready for Committee	0	0	0	0	0	0	0	0	0	0
	Committee Review	0	0	0	0	0	0	0	0	0	0
	Pending Approval	0	1	0	1	0	0	0	0	0	0
Build	Approved	0	3	1	1	0	9	2	1	1	1
	In Development	0	5	5	1	0	0	0	0	0	0
	Development Complete	0	2	0	0	0	0	0	0	0	0
	In Assembly Test	0	37	0	0	0	0	0	0	0	0
Test	System Test	1	0	0	0	0	0	0	0	0	0
	Test Complete	0	0	0	0	0	0	0	0	0	0
	In Production	0	0	0	0	0	0	0	0	0	0
	Grand Total	1	56	37	33	0	38	14	1	2	5

SCRs in Production	655
SCRs with Release TBD	5

Notes: This table includes Application Development SCRs with migration impact. SCRs in Production represents a count of any SCR that have a project phase of migration and have been deployed to production. SCRs with Release to be Determined includes any migration impact SCR where the fix version is "TBD." Three of five SCRs are related to Client Correspondence SCRs.

6.1.2 DDID System Test Status

Figure 6.1.2-1 – DDID System Test Status



Notes:

- Includes all SCRs that have a Funding Source of CalSAWS DD&I that are not in Rejected or Pending Rejection status and are targeted for a baseline release. This includes SCRs associated to DDID 1967 for the unforeseen allowance and DDID 1631 for the reports allowance. In Production includes In Production statuses; Test Complete includes Test Complete; System Test includes System Test status; Not in System Test includes all SCR statuses prior to System Test delivery
- Counts are higher in this chart (as compared with Design and Build Status) due to the inclusion of all CalSAWS DD&I SCRs targeted for the release, such as DD&I Training and Technical SCRs

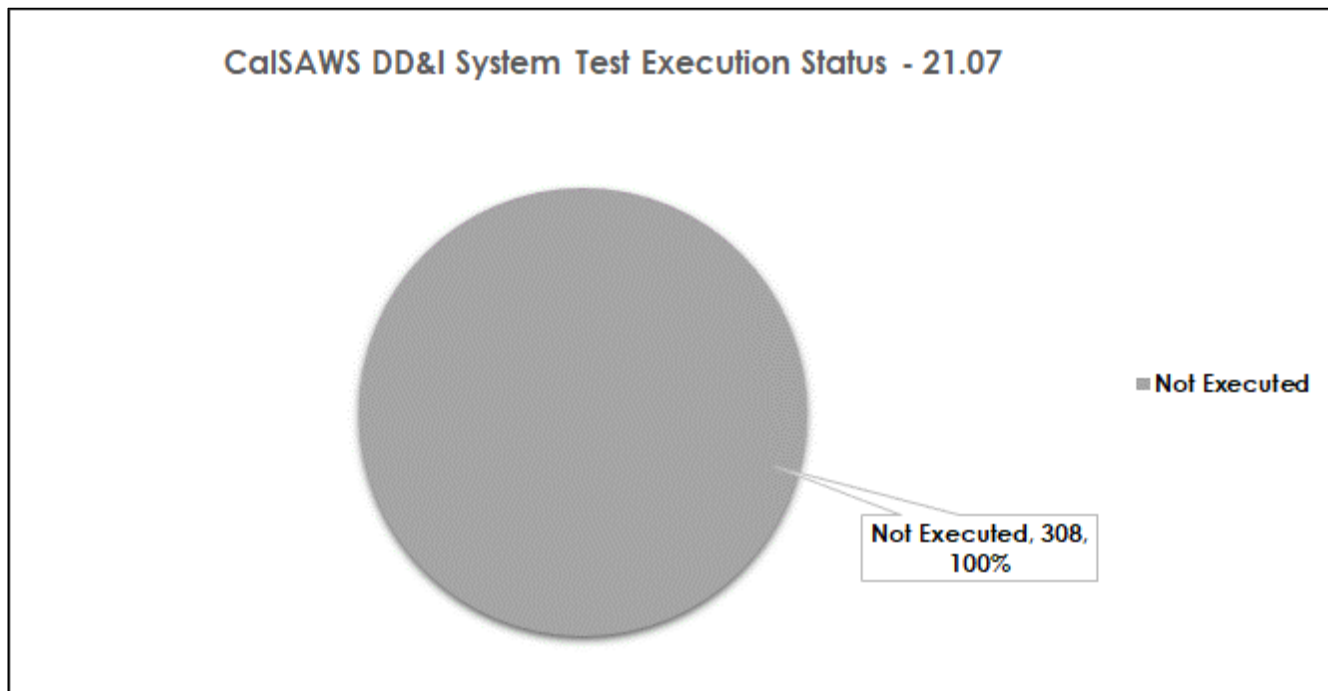
CalSAWS – California Statewide Automated Welfare System

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Table 6.1.2-1 – DDID System Test Status

Pass Rate Target as of May 28, 2021	0%
Pass Rate Actual as of May 28, 2021	0%
System Test Complete Date: July 21, 2021	



Note: Test Script counts are subject to change as test scripts are added or removed throughout the execution phase. Includes testing execution for all CalSAWS DD&I Test Scripts in the release

- ▶ Continued drafting designs for DDIDs. Status is provided in Figure 6.1.1-1 (CalSAWS DDID Design Status) above
- ▶ Continued build activities. Status is provided in Figure 6.1.2-1 (CalSAWS DDID Build Status) above
- ▶ Continued test preparation for 21.07, test execution start date is June 1, 2021. Status is provided in Figure 6.1.2-1 (CalSAWS DDID System Test Execution Status) above

6.1.3 State & C-IV County Interface Partner File Exchange Test

- ▶ Meetings to further plan and discuss File Exchange test execution during June 2021 to July 2021
 - Meetings during the reporting period:
 - ▶ Marin County: May 25, 2021 (1:00 p.m. – 1:30 p.m.)
 - ▶ MEDS/DHCS: May 27, 2021 (10:00 a.m. – 11:00 a.m.)
 - Upcoming Meetings:
 - ▶ EICT (CalWIN): June 3, 2021 (2:30 p.m. – 3:30 p.m.)

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6.1.4 Non-State Forms (NSF):

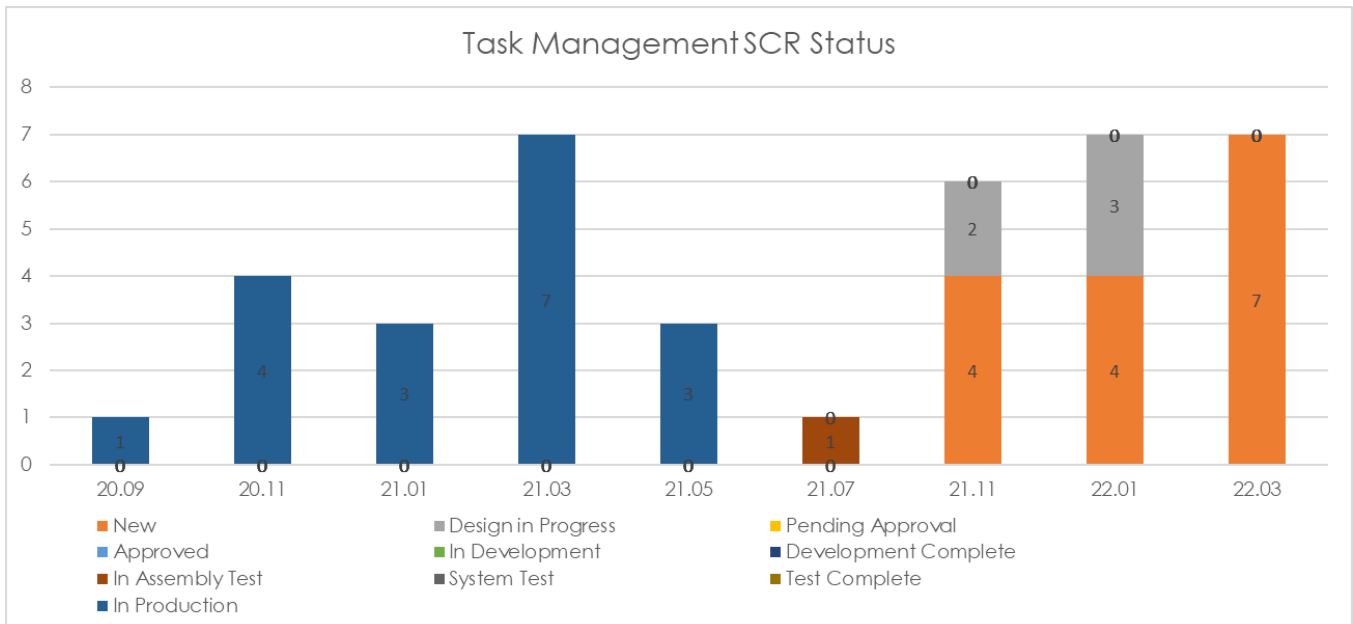
- ▶ Completed assembly test for 21.07 SCRs:
 - CA-215168: DDID 2669 FDS: Non-State Forms – Add State Form GEN 201 (Version 201). Form will be delivered to system test for 21.07 system test cycle
- ▶ State form translations
 - The following table shows status of State form translation SCRs

STATE FORMS – TRANSLATION SCRs	FORM COUNT
New	1
In Design	12
In Development	7
In Test	5
Test Completed	4
In Production	6
Grand Total	35

6.1.5 Task Management

- ▶ Continued to meet with Consortium Business Analysts and Quality Assurance (QA) team to develop designs for the 21.11 release
 - CA-214901 DDID 2197
 - CA-217298 DDID 1629
- ▶ Continued to meet with Consortium Business Analysts and Quality Assurance team (QA) to develop designs for the 22.01 release
 - CA-214915 DDID 2251, DDID 2241
 - CA-214923 DDID 2389
 - CA-214902 DDID 2209

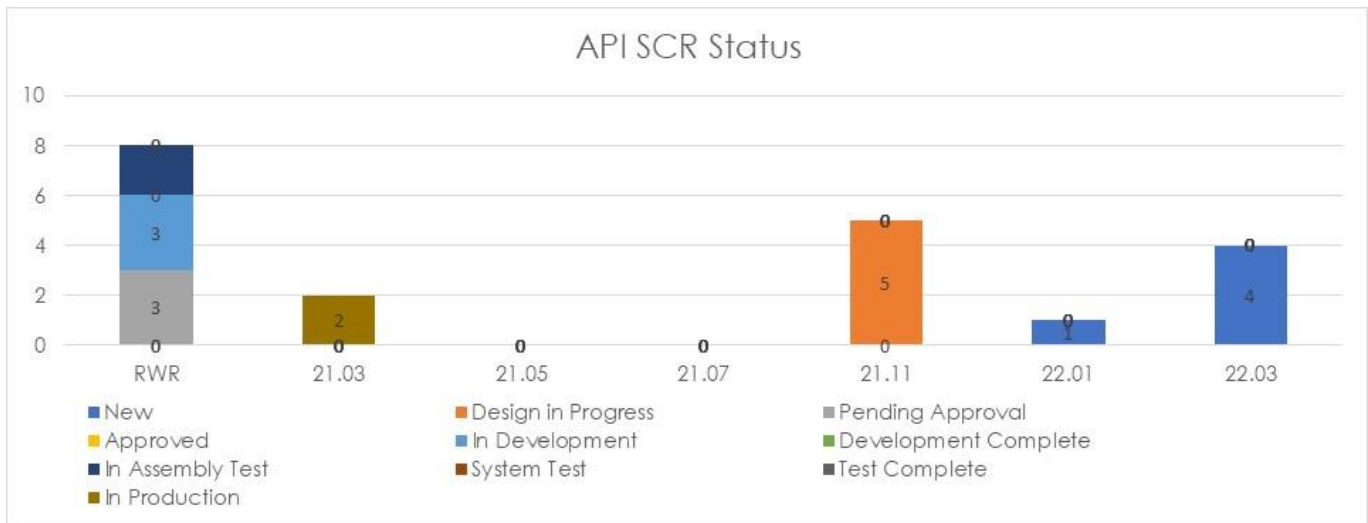
Figure 6.1.6-1 – Task Management DDID Status



6.1.6 API

- ▶ Continued meeting with Consortium Business Analysts and the Quality Assurance (QA) team to develop designs for the 21.11 release
 - CA-214759 – DDID 2356 FDS: API - Worker Info API
 - CA-214757 – DDID 2354 FDS: API - Verifications API
 - CA-214750 – DDID 2347 FDS: API - Issuance API
 - CA-214744 – DDID 2341 FDS: API - Activity Agreements API
 - CA-214746 - DDID 2343 FDS: API - Barriers API

Figure 6.1.7-1 – API DDID Status



6.1.7 GA/GR

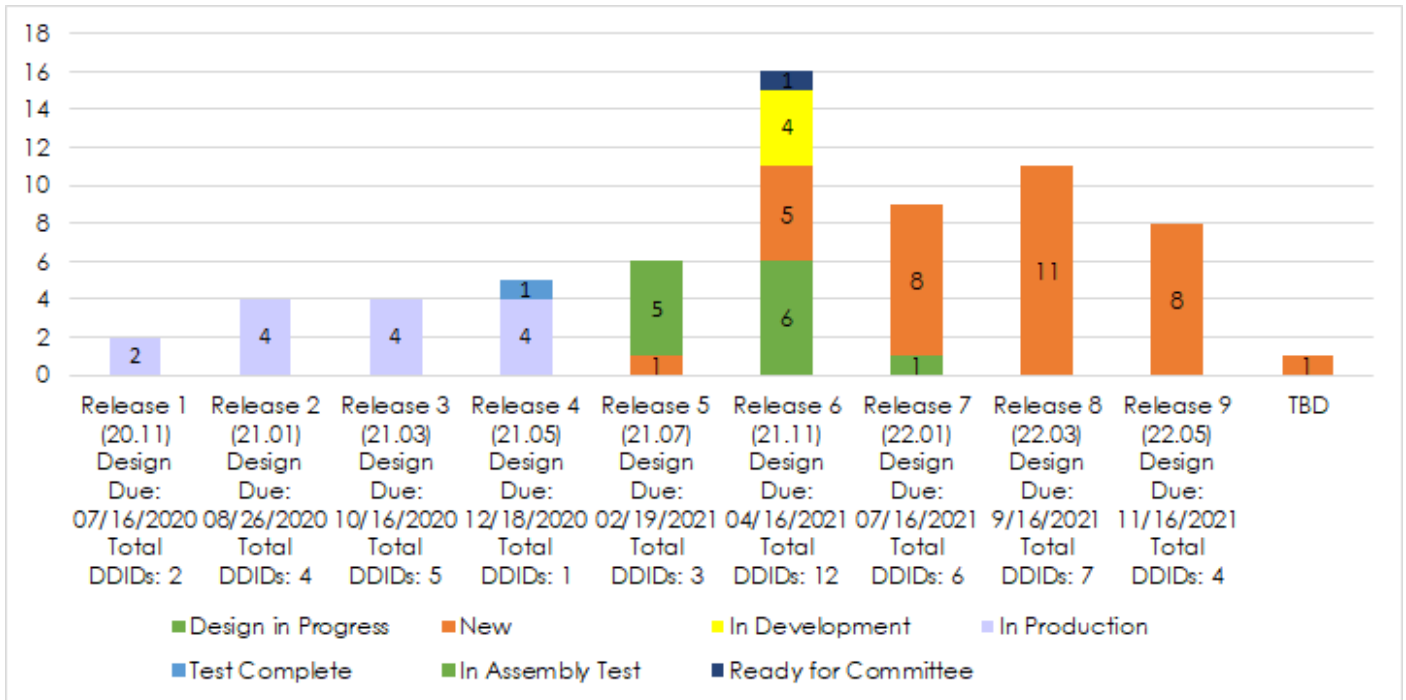
- ▶ General:
 - Provided the weekly status update to Consortium on May 25, 2021
 - Discussed the GA GR Correspondence deliverables and design clarifications on May 25, 2021 and May 27, 2021
 - Discussed the GA GR Correspondence web service design clarifications on May 26, 2021 and May 21, 2021
 - Continued with development of 21.07 SCRs
 - CA-215666 – (Phase 1, Batch 2 [12 rules])
 - CA-215664 – Employment Services- phase 1
 - Continued with 21.11 designs
 - CA-215916 – (Phase 2, Batch 1 [8 rules])
 - CA-215927 – (Phase 2, Batch 2 [8 rules])
 - CA-215672 – (Phase 2, Batch 3 (6 rules))
 - CA-215664 – DDID 2313 FDS: GA GR Employment Services – Phase 1

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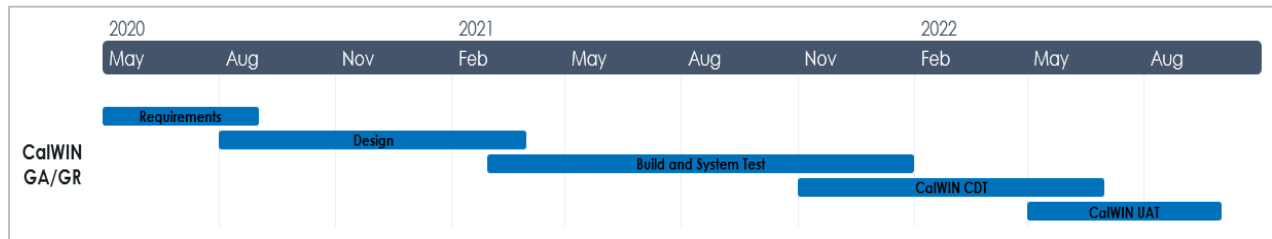
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Figure 6.1.8-1 – GA/GR DDID Status



► CalWIN Correspondence Track:

Figure 6.1.8-2 – GA/GR Correspondence

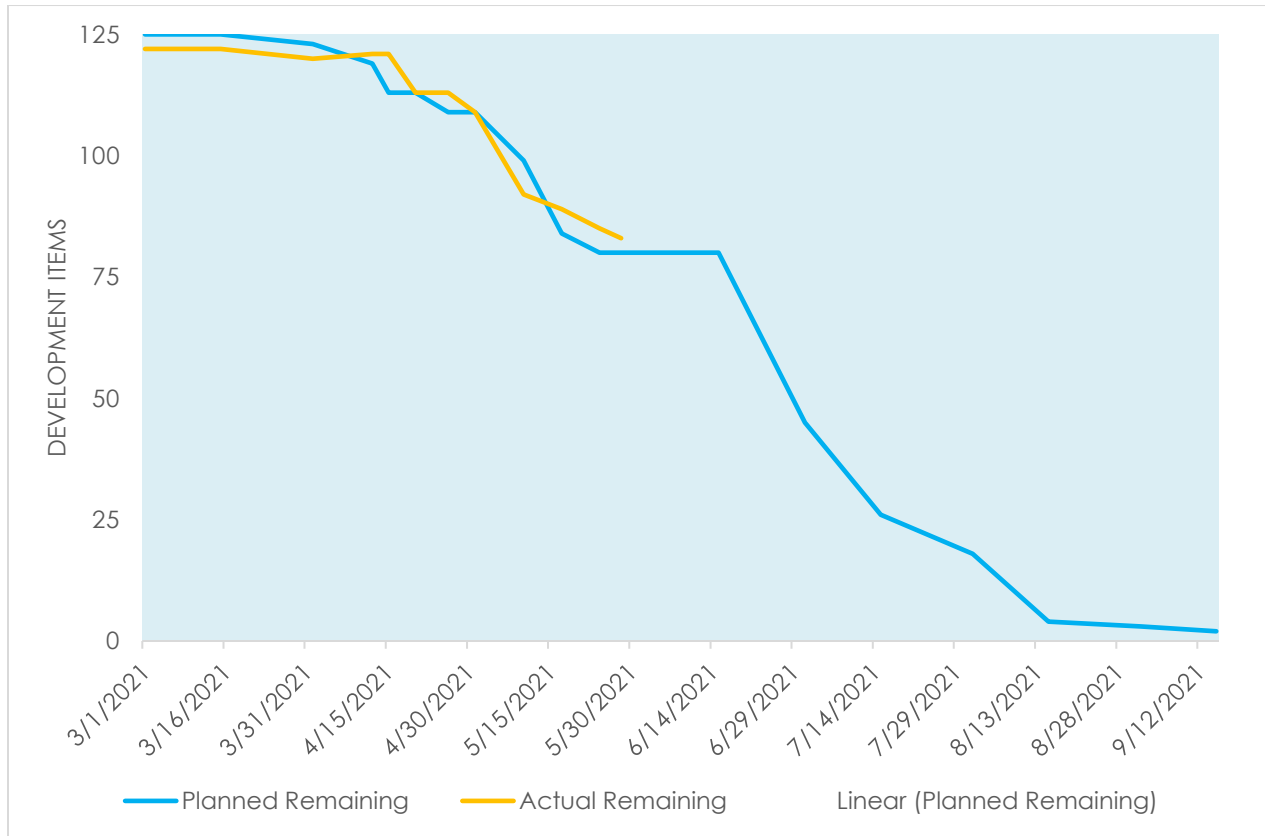


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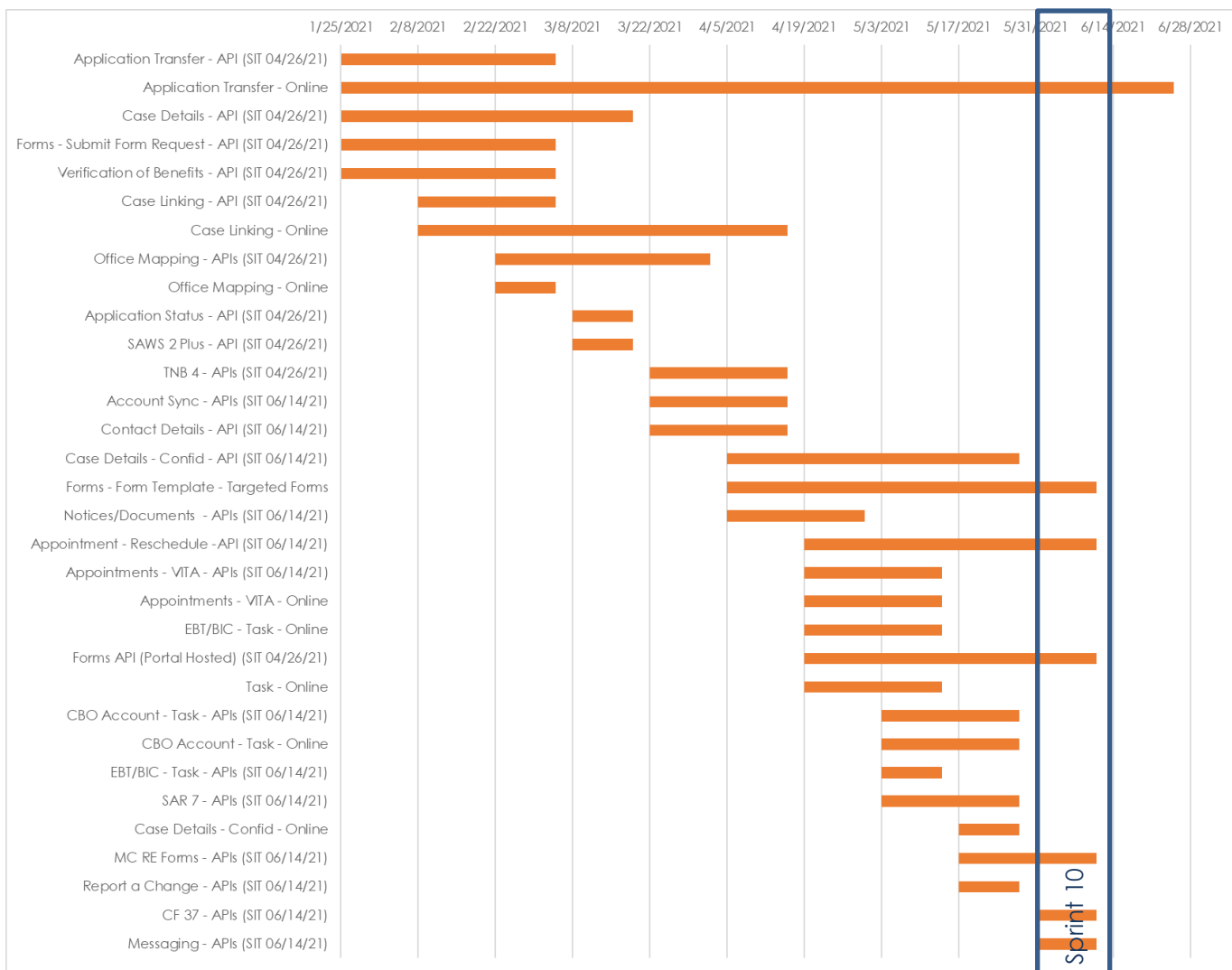
Weekly Status Report Period: May 24, 2021 to May 30, 2021

Figure 6.1.8-3 – CalWIN GA/GR Correspondence Development



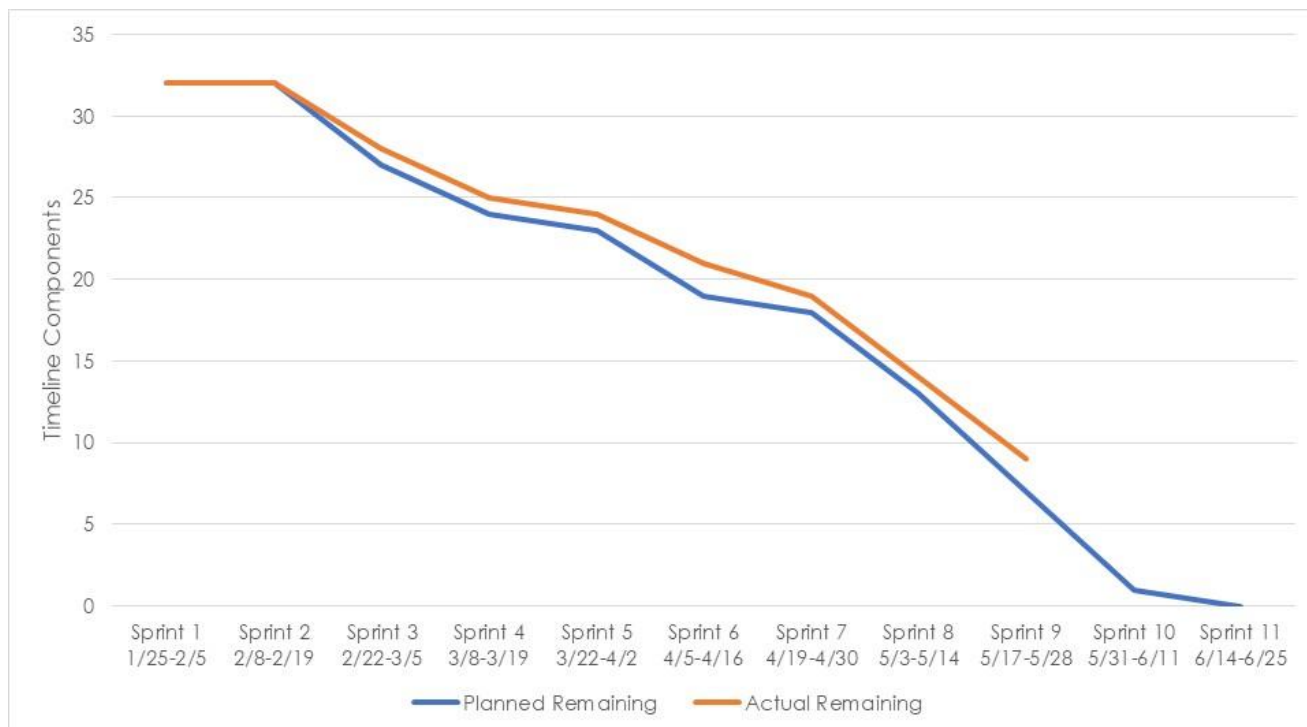
6.1.8 CalSAWS Portal Integration

Figure 6.1.9-1 – CalSAWS BenefitsCal Component Timeline



- ▶ Completed Sprint 9 activities on May 28, 2021. The following components were completed:
 - CBO Account - Task - APIs (System Integrated Test (SIT) June 14, 2021)
 - CBO Account - Task - Online
 - Case Details - Confid - Online
 - Case Details - Confid - API (SIT June 14, 2021)
 - Report a Change - APIs (SIT June 14, 2021)
- ▶ The EBT/BIC - Task - APIs (SIT June 14, 2021) component will extend beyond Sprint 9. Additional enhancements are required to the API from the BenefitsCal System
- ▶ The SAR 7 - APIs (SIT June 14, 2021) component will extend beyond Sprint 9. Additional clarifications are required from the BenefitsCal Team
- ▶ Began Sprint 9 activities and met with Consortium Business Analysts and Quality Assurance (QA) team for design and development activities

Figure 6.1.9-2 – CalSAWS BenefitsCal Burndown Chart



6.1.9 Batch Regression Test

- ▶ Completed Batch Regression Test effort on May 21, 2021 based on:
 - All test scripts executed
 - All failed scenarios associated to Defects
 - All defects are in a 3 -Normal/Low Priority
- ▶ Batch Regression defects continue to make their way through development and testing. Five defects remaining open

6.1.10 Batch Performance Test

- ▶ Batch Performance environment set up took place over the week. Actions included:
 - Refreshed Database with Golden Data Set (GDS) #4 on May 24, 2021
 - Initialized the Analytics Database with an ingestion run which finished on May 26, 2021
 - Began a mock performance run on May 27, 2021
- ▶ Test scripts are being prepared for tracking through JIRA Test Manager (JTM) and a dashboard will be ready by June 6, 2021

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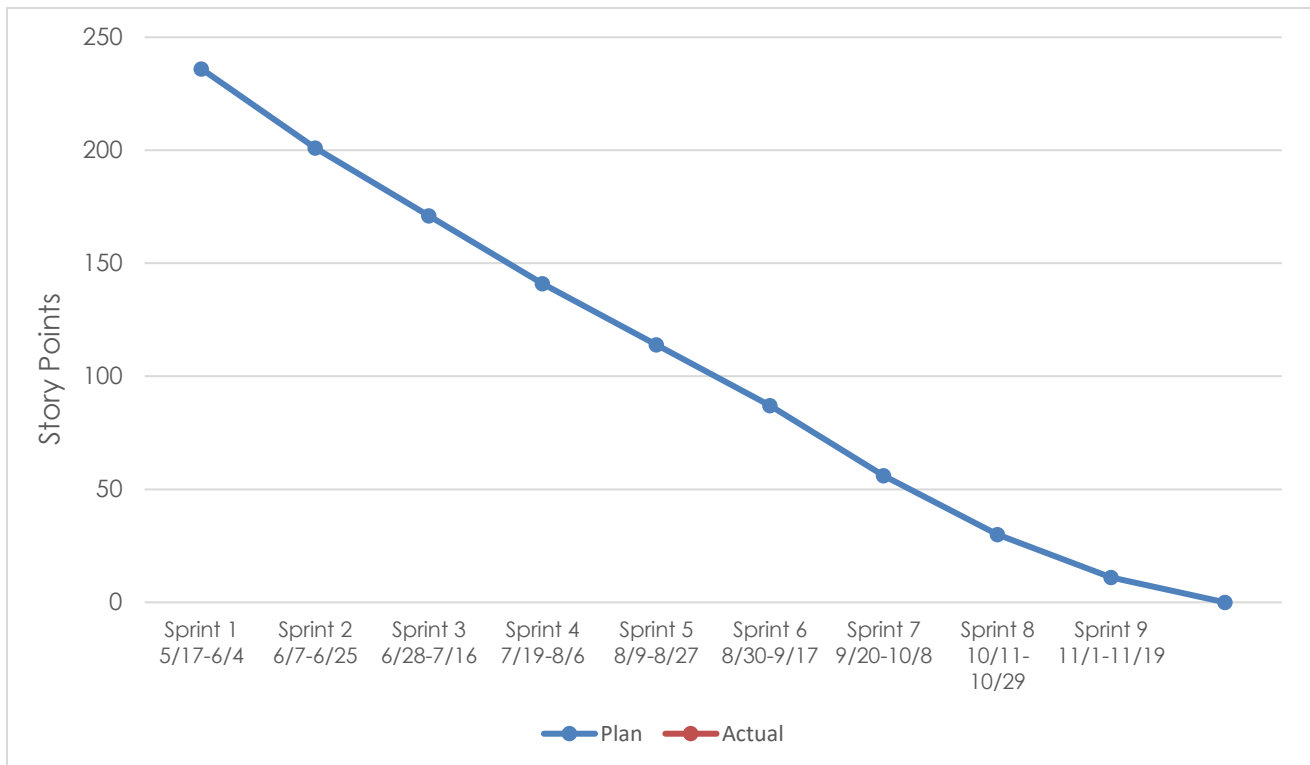
Weekly Status Report Period: May 24, 2021 to May 30, 2021

6.1.11 Case Purge

In July 2020, a team was formed to design, build, test, and deploy a Case Purge solution for the C-IV and LRS/CalSAWS Systems. This Purge functionality is based on the records retention policy approved by the CalSAWS Project Steering Committee in September 2019. The Purge team is using the Agile methodology for this effort and will be deploying functionality to Production at the conclusion of each Sprint. This team is operating independently of the existing Design, Application Development, Training, and Test teams

- ▶ Case Purge in C-IV officially kicked off on April 16, 2021
 - 66.4% complete with all Case Purge processing
 - Resumed processing on May 10, 2021. Running on 10 Threads
 - Estimated to finish by mid-June 2021
- ▶ Continued Sprint 1 of CalSAWS Porting Epic
 - This Epic covers the work to implement what was built for C-IV into CalSAWS
 - Sprint 1 focuses on changes necessary to identify cases in CalSAWS that are eligible for removal under the approved data retention policy
 - Integrated LDS data load stories into planned sprints for CalSAWS port

Figure 6.1.11-1 – CalSAWS Case Purge Burndown Chart



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Table 6.1.11-1 – Planned Purge Sprints

Sprint 1	Case Identification, Case Purge Table updates, Data Removal Detail page PDF's, S3 Storage, Translate LDS Flat File into Oracle Database
Sprint 2	Case Exception logging, Case Deletion Batch, Deletion Tables, Create LDS Issuance and Case Journal History PDF process
Sprint 3	Case Summary/Detail page, Data Removal Identification/Override Reports, Document Removal, create new Status for LDS Cases loaded into Case Purge table
Sprint 4	Case Deletion logging, Purge Status, Deletion Table Names, Image Removal, Re-Verification Batch
Sprint 5	Time Limit Aid Summary page, Data Removal Completion Report, Migrate Transformed LDS Data from Temp to Destination Tables Group 1
Sprint 6	Case Locking, Migrate Transformed LDS Data from Temp to Destination Tables Group 2
Sprint 7	Deletion-driven Tables, Document Disaster Recovery Removal, Deletion Trace logging, County Test for LDS Case Data Load
Sprint 8	Performance Environment Preparation and Execution
Sprint 9	Batch Scheduling, Case Purge Transition

6.1.12 Deliverable Management

Table 6.1.12-1 – Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
52	CalSAWS (C-IV) UAT Readiness Report/Milestone	<ul style="list-style-type: none"> Finalized and submitted the FDEL to the Consortium for review on May 28, 2021 Approval of the FDEL is due on June 7, 2021

6.2 Activities for the Next Reporting Period

- ▶ Continue drafting designs for Migration Impact SCRs
- ▶ Continue test preparation for CalSAWS 21.07 Release
- ▶ Continue build activities for Release 21.07

Deliverable Management

Table 6.2-1 – Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
52	CalSAWS (C-IV) UAT Readiness Report/Milestone	<ul style="list-style-type: none"> Work with Deliverable reviewers to address comments on the FDEL, as needed Approval of the FDEL is due on June 7, 2021

6.3 Deviations from Plan/Adjustments

- ▶ None for the reporting period

6.0 Conversion

7.1 Highlights of the Reporting Period

- ▶ C-IV Conversion
 - Continued build activities for Golden Data Set (GDS)#5
 - Continued design and development on consolidated case review (prioritized) report

Table 7.1-1 – C-IV Mock Conversion Schedule

MILESTONES	TARGETED MONTH	STATUS
C-IV Mock Conversion #1	May 2021	• Complete
C-IV Mock Conversion #2	June 2021	• Not started
C-IV Mock Conversion #3 - County Validation	July 2021	• Not started

- ▶ CalWIN Conversion:
 - Continued Performance Discovery Runs
 - ▶ Completed executing CalWIN Wave 1 (filtered Data) reviewing results
 - Data Model Update Epic MVP achieved, all 21.01 and 21.03 data model changes have been mapped. Approximately 90% complete
 - ▶ Completed Data Model Sprint 1
 - ▶ Continued Data Model Update Sprint 2 (1 item on hold pending MDCR and Defect number)
 - Continued EDBC Match Sprint 2
 - Conversion System Test Epic is approximately 65% complete with a plan to complete by the beginning of June 2021
 - ▶ Completed scenarios identified for Initial Online Functional Area, except where blocked
 - ▶ Continued scenarios identified for Special Units Functional Area
 - Continued Converted Data Delivery planning updates
- ▶ CalWIN Data Migration (Gainwell Technologies)
 - The team continued to meet with the document migration team and assess document migration processes
- ▶ CalWIN Data Retention M&O (Gainwell Technologies)
 - All counties have completed initial data retention runs
 - Planning for future data retention in progress
- ▶ Ancillary Systems Conversion:
 - Automated Framework
 - ▶ 241 files have been uploaded during the month of May 2021

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- ▶ 7 Functional areas for individual Counties are sending production size data sets
- Access to Amazon Web Services (AWS)
 - ▶ Received 29 of the 29 County and functional area users have been granted access to the CalSAWS Amazon Web Services (AWS) Cloud for uploading County extracted files
- Continued to provide weekly status updates regarding the Ancillary Systems Conversion effort

Table 7.1-3 – Ancillary Status by Functional Area

Phase	Collections	Fraud	Task Management
Data Mapping	On-schedule	On-schedule	On-schedule
Transformation	13 of 14 Counties have successfully submitted	All Counties have successfully submitted	All Counties have successfully submitted
Risk or Issues	None	None	None

Table 7.1-4 – 6 Month Horizon Milestones

MILESTONES	TARGETED MONTH	STATUS
Facilitate Ancillary Conversion data mapping workshops	October 2020 – January 2021	• Complete
Design/build/test conversion routines	October 2020 – July 2021	• In-progress (on-schedule)
Facilitate on-going support for Ancillary Conversion data mapping	February 2021 – September 2023	• In-progress (on-schedule)

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**Table 7.1-5 – CalWIN Conversion Statistics
21.01 - 21.03 (April 2021 - May 2021)**

CalSAWS Conversion Data Model Updates: 21.01-21.03										
Sprint	Total Items	Sprint Duration	Item Status							
			Not Started	Analysis and Mapping in Progress	Ready for Consortium Review	Build in Progress	On Hold	Completed	CNR	Deferred
Planning	32	3/22/2021 - 4/2/2021	32 additional items identified for 21.01 and 21.03 Release changes (not previously planned)							
Data Model Sprint 1	34	4/5/2021 – 5/3/2021	0	0	0	0	0	34	0	0
EDBC Match Sprint 1	41	4/5/2021 – 5/3/2021	0	0	0	0	0	41	0	0
Data Model Sprint 2	50	5/3/2021 - 5/31/2021	7	3	0	15	0	25	0	0
EDBC Match Sprint 2	32	5/3/2021 - 5/31/2021	6	3	0	6	0	17	0	0

NOTES: 'Conversion Not Required' (CNR) represents those target tables that during analysis or mapping was determined there is no need to convert into the targeted CalSAWS table. The 'Deferred' column represents differences which are dependent on CalSAWS Application Development Team designs

Table 7.1-6 – CalWIN 21.01-21.03 (April 2021 – May 2021) - System test Scenario Progress

CalWIN - System test (Online)					
Sprint	Total Items	Sprint Duration	Item Status		
			Not Started	Build in Progress	Completed
ST Driving Queries (Online)	46	3/22/2021 - 4/23/2021	0	0	46
ST JTM Scenarios (Online)	46	3/22/2021 - 4/23/2021	0	0 (3 on hold)	43
ST Driving Queries (Special Units)	25	6/7/2021-7/2/2021	20	0	5
ST JTM Scenarios (Special Units)	25	6/7/2021-7/2/2021	14	0	11
ST Driving Queries (EDBC)	20	5/3/2021 - 6/4/2021	0	0 (2 on Hold)	18
ST JTM Scenarios (EDBC)	20	5/3/2021 - 6/4/2021	2	13	5

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Table 7.1-7 – CalWIN 21.01-21.03 (April 2021 – May 2021) - Issue Status breakdown

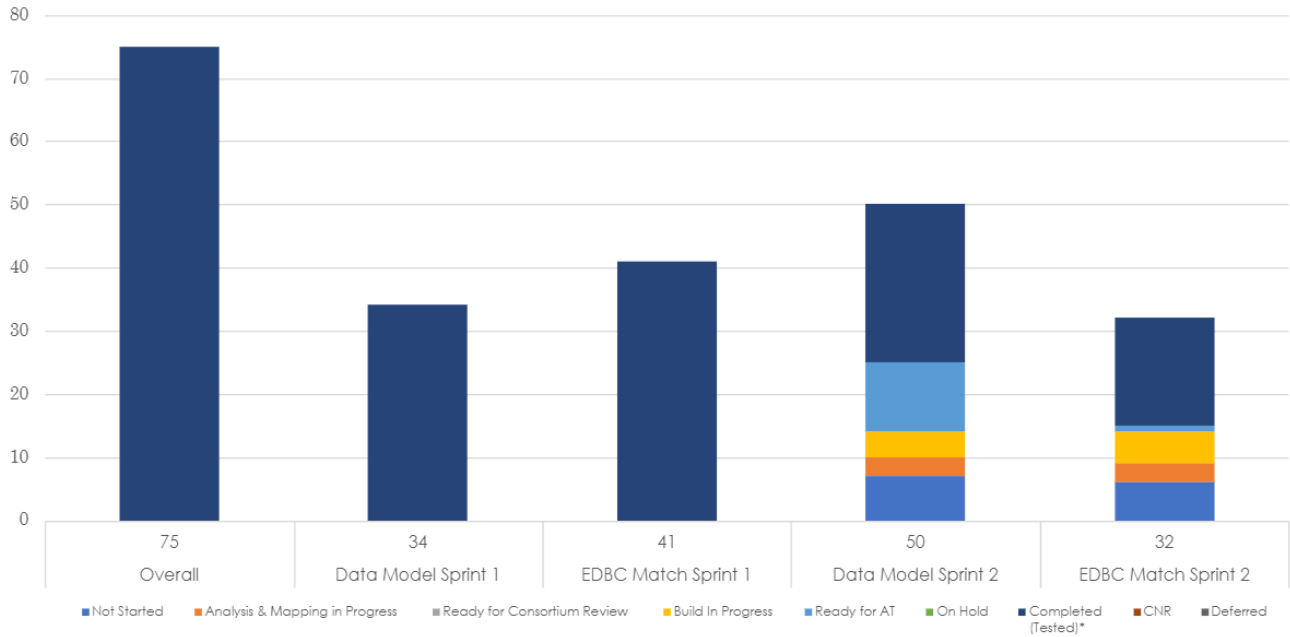
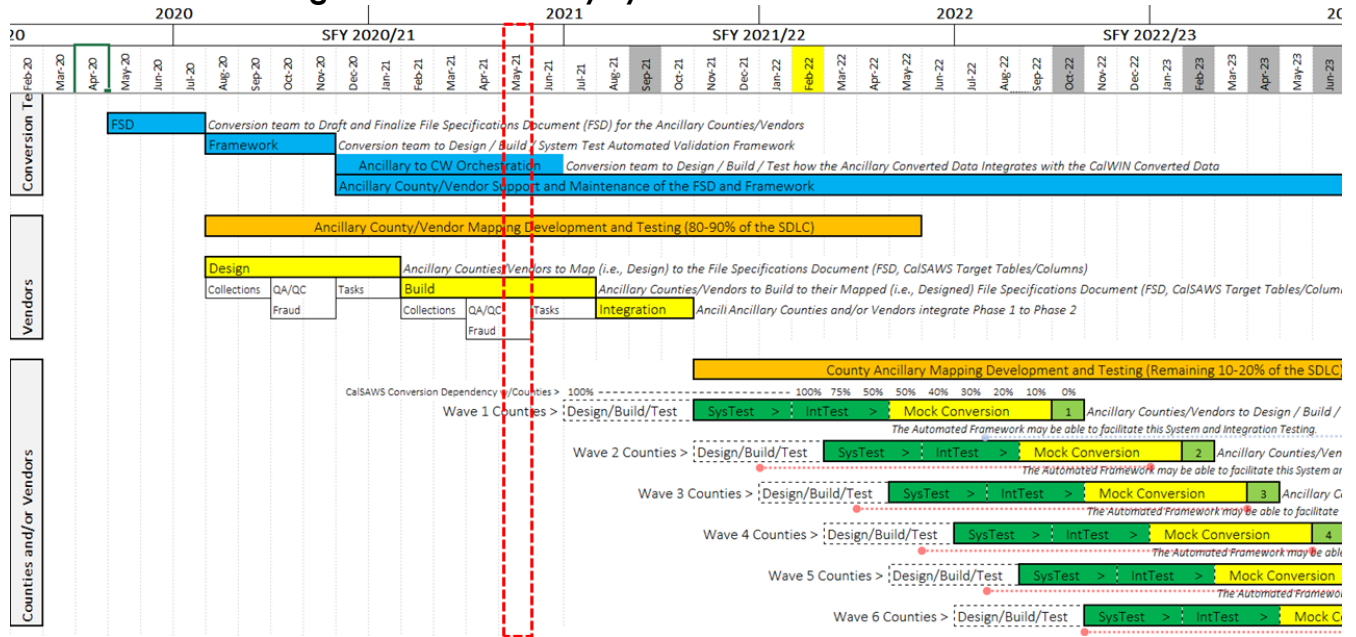


Figure 7.1-3– Ancillary Systems Conversion Gantt Chart



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Table 7.1-8 – Ancillary Systems Conversion Milestones

FINISH	MILESTONE	MILESTONE DESCRIPTION	STATUS
July 2020	Project Kick-Off/Discovery Sessions	Team introductions and Project overview	Complete
August 2020	File Specification Document (FSD)	CalSAWS DB (structures) as Conversion Target	Complete
August 2020	Project Planning	Detailed walkthrough of the Project schedule and File Specification Document (FSD)	Complete
December 2020	Automation Framework Complete	Exception handling for Ancillary provided Data is ready for the Counties	Complete
February 2021	Design/Mapping Complete	All CalSAWS DB Targets (defined in FSD) have Source Mappings from Ancillary	Complete
July 2021	Build Complete	Development activities dependent Design Mapping are ready to Start (or are Complete)	In-progress
January 2022	System Test Complete	System Test execution dependent on test scripts and Build Complete are ready to Start (or are Complete)	Not started
April 2022	Integration Test Complete	End-to-End Test execution dependent on test scripts and System Test Complete are ready to Start (or are Complete)	Not started
August 2023	Mock Conversion Ancillary System Data Delivered	Counties to delivery Ancillary System Data to the CalSAWS Conversion team as a Pre-Requisite to begin Mock Conversions	Not started
August 2023	Wave 1 – 6 Mock Conversions	Simulated Cutover Activities dependent on Integration Test Complete are ready to Start (or are Complete)	Not started
August 2023	Wave 1 – 6 Mock Conversions Data Validation	Validation of Data (from Mock Conversion) are ready to Start (or are Complete)	Not started
October 2023	Wave 1 – 6 Conversion Cutovers	Execution of (live) Cutover Activities are ready to Start (or are Complete)	Not started

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Table 7.1-9 – Ancillary Systems Conversion Milestones - Network Connectivity

FINISH	TECHNICAL MILESTONE	TECHNICAL MILESTONE DESCRIPTION
January 2021	Ancillary System Drop Zone Identified (in CalSAWS AWS)	Accounts in the CalSAWS AWS have been created for the Ancillary Counties to send files/data
February 2021	Protocol for Sending Data Confirmed	Ancillary Counties and CalSAWS Project Technical teams have determined and agreed to the methods and processes for sending files/data to CalSAWS AWS (S3)
February 2021	Identity and Access Management Credentials Enabled	CalSAWS Project Technical teams have provided Ancillary Counties credentials granting the Access to send files to CalSAWS AWS (S3)
June 2021	Test File Transmission Successful	Ancillary Counties and CalSAWS Project Technical teams have successfully sent files to CalSAWS AWS (S3)

Deliverable Management

Table 7.1-10 – Conversion Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

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7.2 Activities for the Next Reporting Period

- ▶ C-IV Conversion:
 - Continue to execute Eligibility Determination Benefit Calculation (EDBC) Match
 - Continue to work on GDS #5
- ▶ CalWIN Conversion:
 - Continue discovery runs in performance environment with filtered data
 - Update Development Data Models to Source CalWIN R65
 - Continue EDBC match bug resolutions Sprint 2
 - Continue data model update Sprint 2
 - Complete System Test Online scenario Sprint 1
 - Continue System test Special Units scenario Sprint 2
 - Continue Converted Data Delivery planning activities
- ▶ CalWIN Data Migration (Gainwell Technologies)
 - Continue documentation with CalSAWS on extraction plans around shell cases
 - Perform extraction on CalWIN wave 5 and 6
- ▶ CalWIN Data Retention M&O (Gainwell Technologies)
 - Continue planning for future data retention runs
- ▶ Ancillary Systems Conversion:
 - On-going support for mapping and data extract activities on Ancillary Collections, Fraud and Task Management
 - Continue design/build/test of data conversion routines and remains on schedule for completion by end of June 2021
 - Continue to update the Ancillary Systems file specifications documents (as needed)
 - Continue to update the Ancillary Systems Conversion Plan work product (as needed)

Deliverable Management

Table 7.2-1 – Conversion Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

7.3 Deviations from Plan/Adjustments

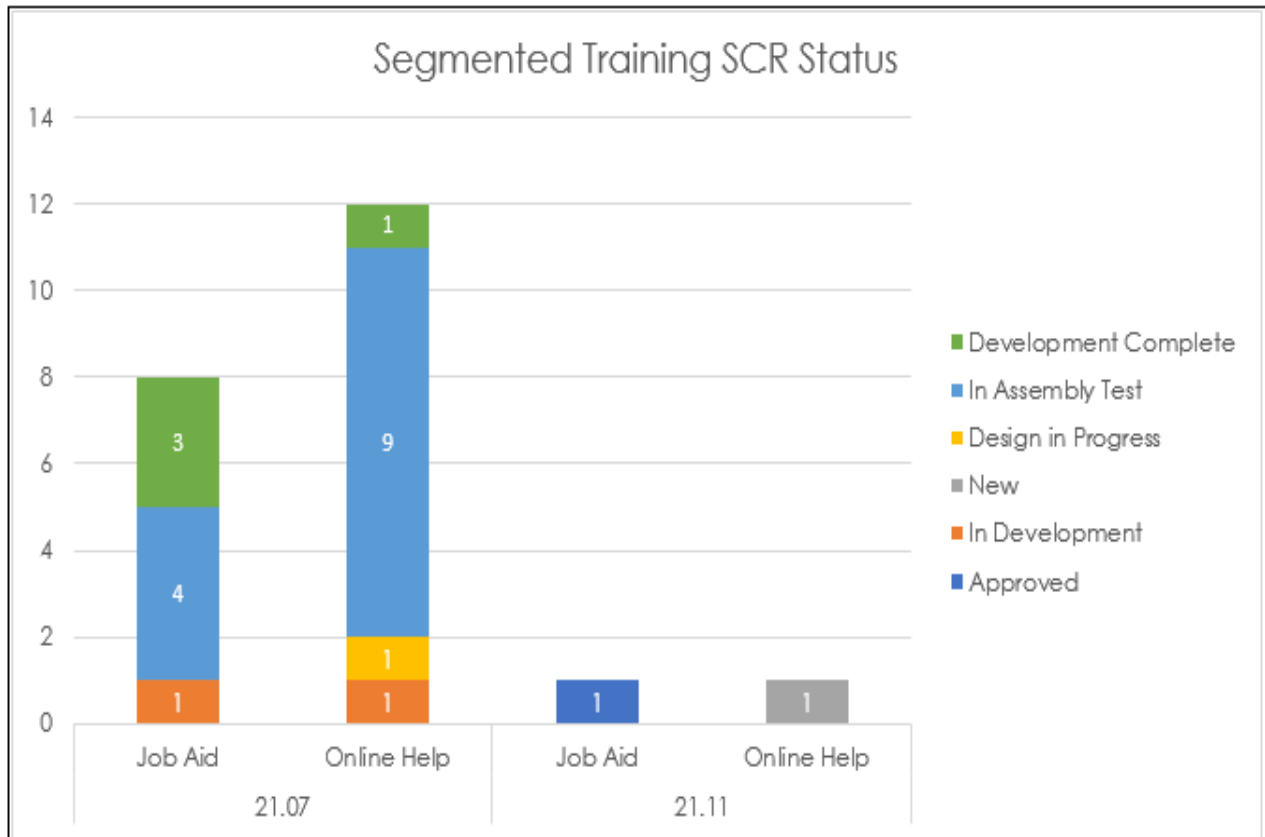
- ▶ None for the reporting period

7.0 Training

8.1 Highlights of the Reporting Period

- ▶ Hosted weekly Training Touchpoint meeting on May 25, 2021
- ▶ Continued work on R21.07 Training SCRs
- ▶ Continued development of C-IV Migration Web Based Training (WBT) Design and Build
- ▶ Continued to update the CalSAWS Learning Management System (LMS) with Migration materials
- ▶ Continued development of Training Environment Roadshow materials and guide
- ▶ Imaging
 - Attended Weekly Training Touchpoint on May 25, 2021
 - Hosted Imaging Document Retrieval WBT Walkthrough on May 26, 2021
 - Monitor CRFI 21-032 Request for Imaging Train-the-SME (ITTSME) Participants Responses
 - Continued Imaging WBT Build
 - Monitor feedback/comments for Imaging Quick Guides
 - Started Imaging Reference Guide development

Figure 8.1-1 Training SCR Status



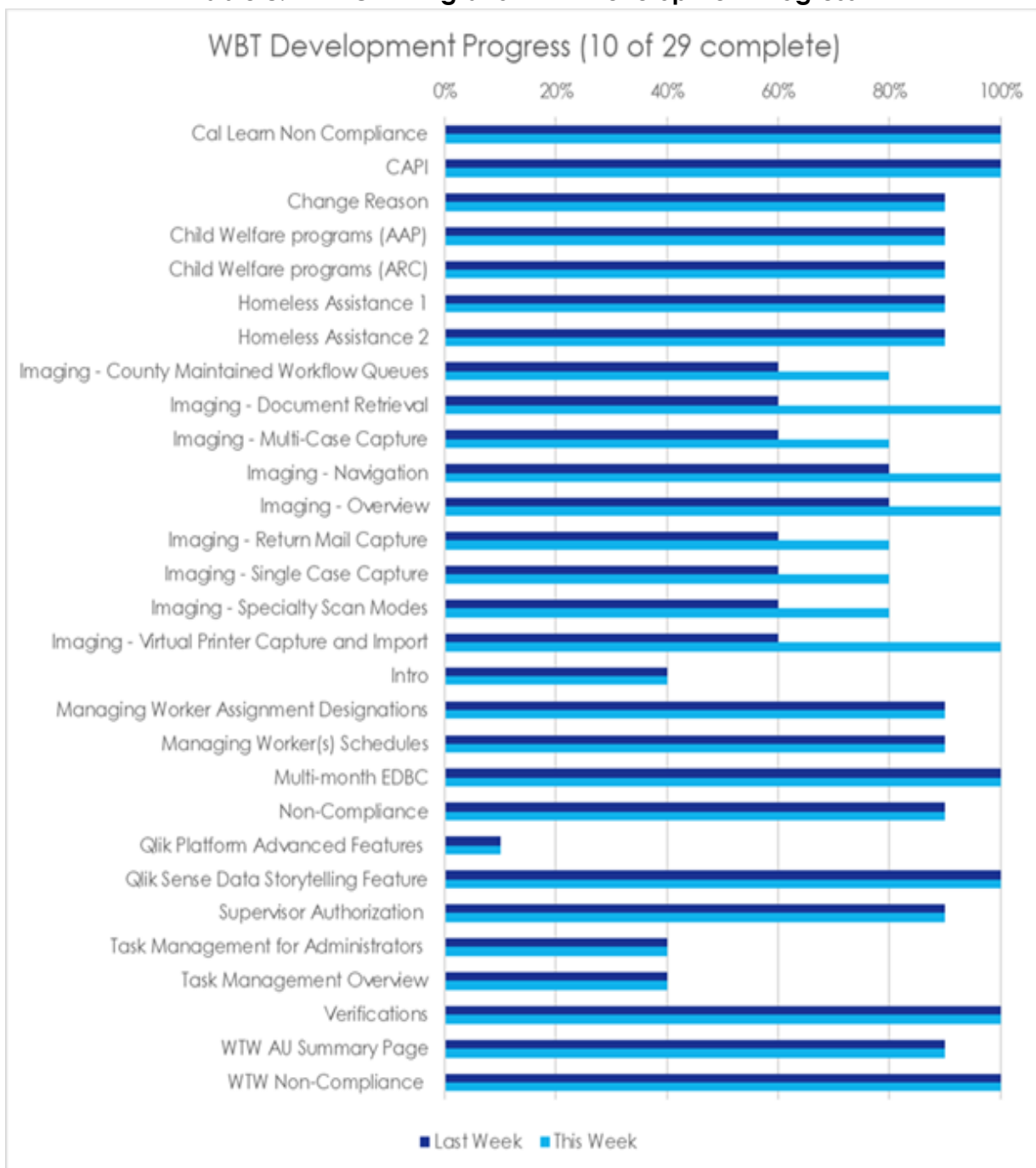
Note: The above bar chart shows the number of SCRs, not individual Job Aid/Online Help updates

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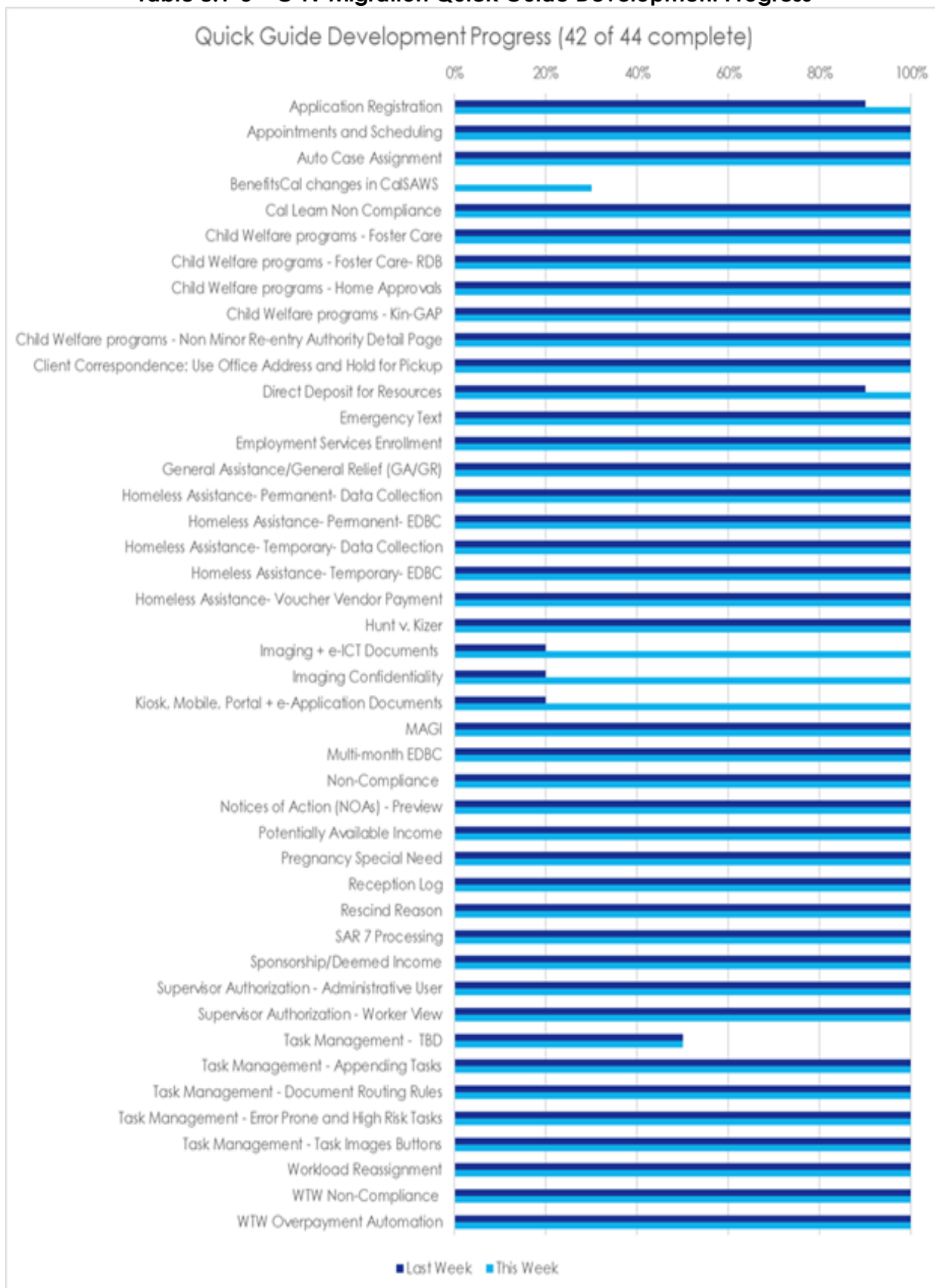
Weekly Status Report Period: May 24, 2021 to May 30, 2021

Table 8.1-2 – C-IV Migration WBT Development Progress



Note: The above training materials are subject to change (Name, type, etc.)

Table 8.1-3 – C-IV Migration Quick Guide Development Progress



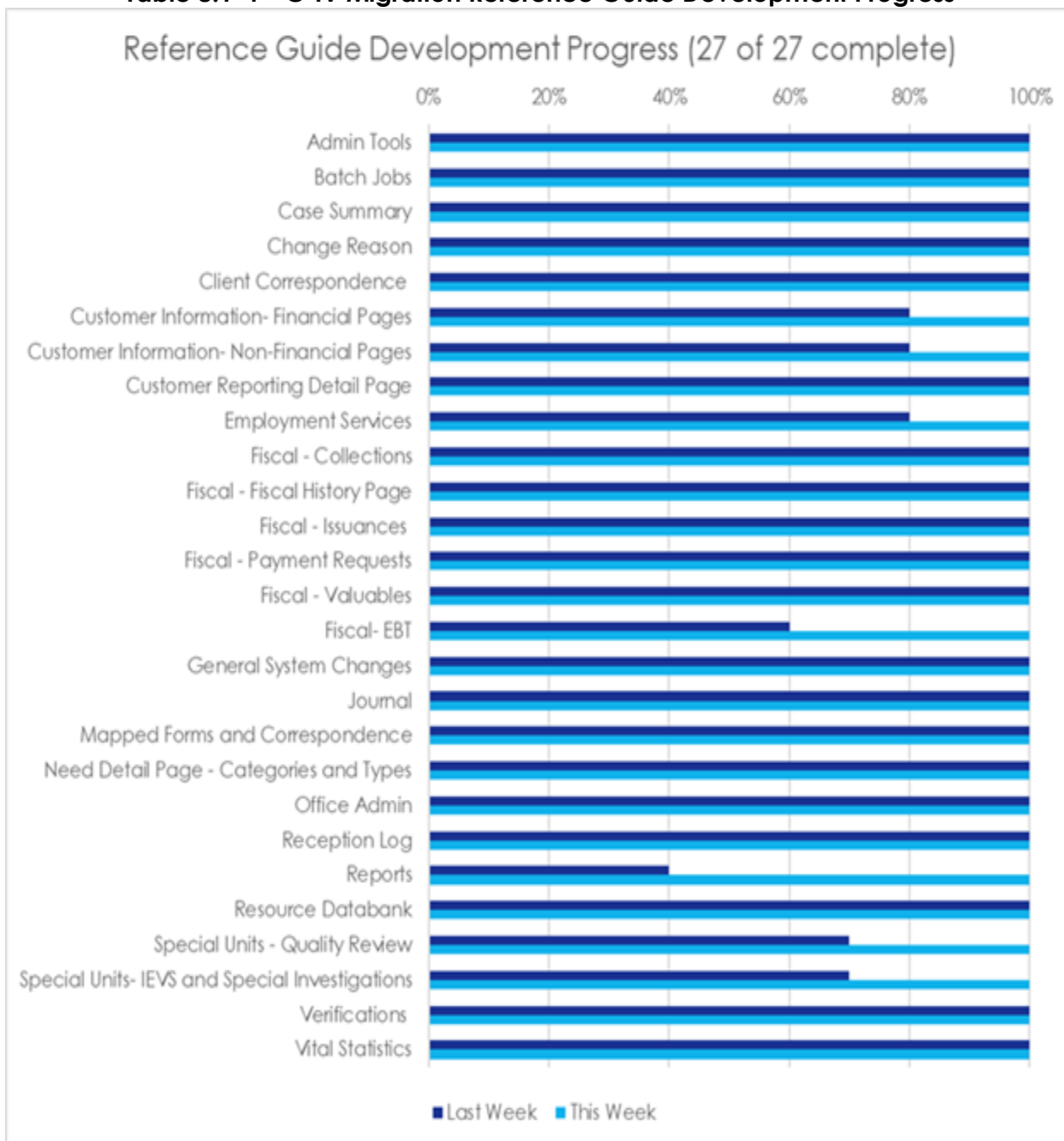
Note: The above training materials are subject to change (Name, type, etc.)

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Table 8.1-4 – C-IV Migration Reference Guide Development Progress



Note: The above training materials are subject to change (Name, type, etc.)

Deliverable Management

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

Table 8.1-5 – Training Deliverable Status for Current Reporting Period

8.2 Activities for the Next Reporting Period

- ▶ Host weekly Training Touchpoint meeting on June 1, 2021
- ▶ Continue working on R21.07 Training SCRs and monitor Defects
- ▶ Continue to provide support to the Consortium Training team on Migration Web Based Training (WBT) development
- ▶ Continue to provide support to the Consortium Business Analysts and ClearBest on the process for updating job aids
- ▶ Continue to provide support to the Consortium Training Team and Production Operations team on the new Release Notes process
- ▶ Continue to review the County-level Implementation Readiness Checklist to confirm Training tasks for the 39 C-IV Counties
- ▶ Imaging
 - Attend Early Training Prep – Check in on June 1, 2021
 - Attend Weekly Training Touchpoint with Consortium Training Manager on June 2, 2021
 - Host Imaging Virtual Printer Capture and Import WBT on June 3, 2021
 - Finalize Imaging Overview and Navigation WBTs
 - Continue Imaging WBT Build
 - Continue Imaging Quick Guide review for Imaging + eICT Documents and Kiosk, Mobile, Portal + eApplication
 - Finalize Imaging Quick Guide – Confidentiality
 - Continue Imaging Reference Guide development

Deliverable Management

Table 8.2-1 – Training Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

8.3 Deviations from Plan/Adjustments

- ▶ None for the reporting period

8.0 Deployment

9.1 Highlights of the Reporting Period

9.1.1 Implementation

- ▶ Hosted the Implementation Readiness Checkpoint Pre-Meet with the Region Managers on May 26, 2021, in which the following topics were covered: Greenlight Meetings, County Preparation Packet, Mock Conversion #1 Outcomes, and the Post-Deployment Support Model
- ▶ Worked with Conversion to coordinate the Connectivity Test effort with C-IV County Participants on May 24 and 25, 2021
- ▶ Distributed the May Implementation Readiness Packet and Dashboard to the C-IV Counties via CIT on May 24, 2021
- ▶ Began coordination with the UAT team on how testing outcomes will be communicated and actioned by the Implementation Team, as appropriate
- ▶ Continued preparing a pathway to green light approach that incorporates the appropriate stakeholders, checkpoints, and readiness inputs
 - Continued preparing the template for the green light and pre green light meetings
- ▶ Continued compiling inputs into a County Preparation Phase packet, which will include actions that County users, Security Administrators, and Office Supervisors/Managers may have to take once C-IV user data is converted into CalSAWS
 - Continued refinement of the Conversion Security Matrix, which will include a list of all the new CalSAWS-only security groups maintained at the County level
 - Shared the County Preparation Phase packet with Design, Application Development, and Business Analysts for review of downstream impacts, priority, and overall accuracy
- ▶ Continued coordination with the BenefitsCal and Central Print Implementation teams on the Integrated Readiness Approach for the CalSAWS Portfolio
- ▶ Continued to develop an in-depth post-deployment support plan, as well as a County Preparation Phase support plan for the C-IV Counties and their security administrators
- ▶ Hosted the last of the Quarterly Implementation Regional Touchpoints #3 from May 25-27, 2021. The remaining touchpoints were hosted based on the below schedule:

Table 9.1.1-1 – Implementation Regional Touchpoint #3 Schedule

REGION	DATE AND TIME
1	May 26, 2021 1:30 p.m. – 4:30 p.m.
2	May 25, 2021 1:30 p.m. – 4:30 p.m.
3	May 25, 2021 9:00 a.m. – 12:00 p.m.
4	May 18, 2021 9:00 a.m. – 12:00 p.m.
5	May 27, 2021 1:30 p.m. – 4:30 p.m.

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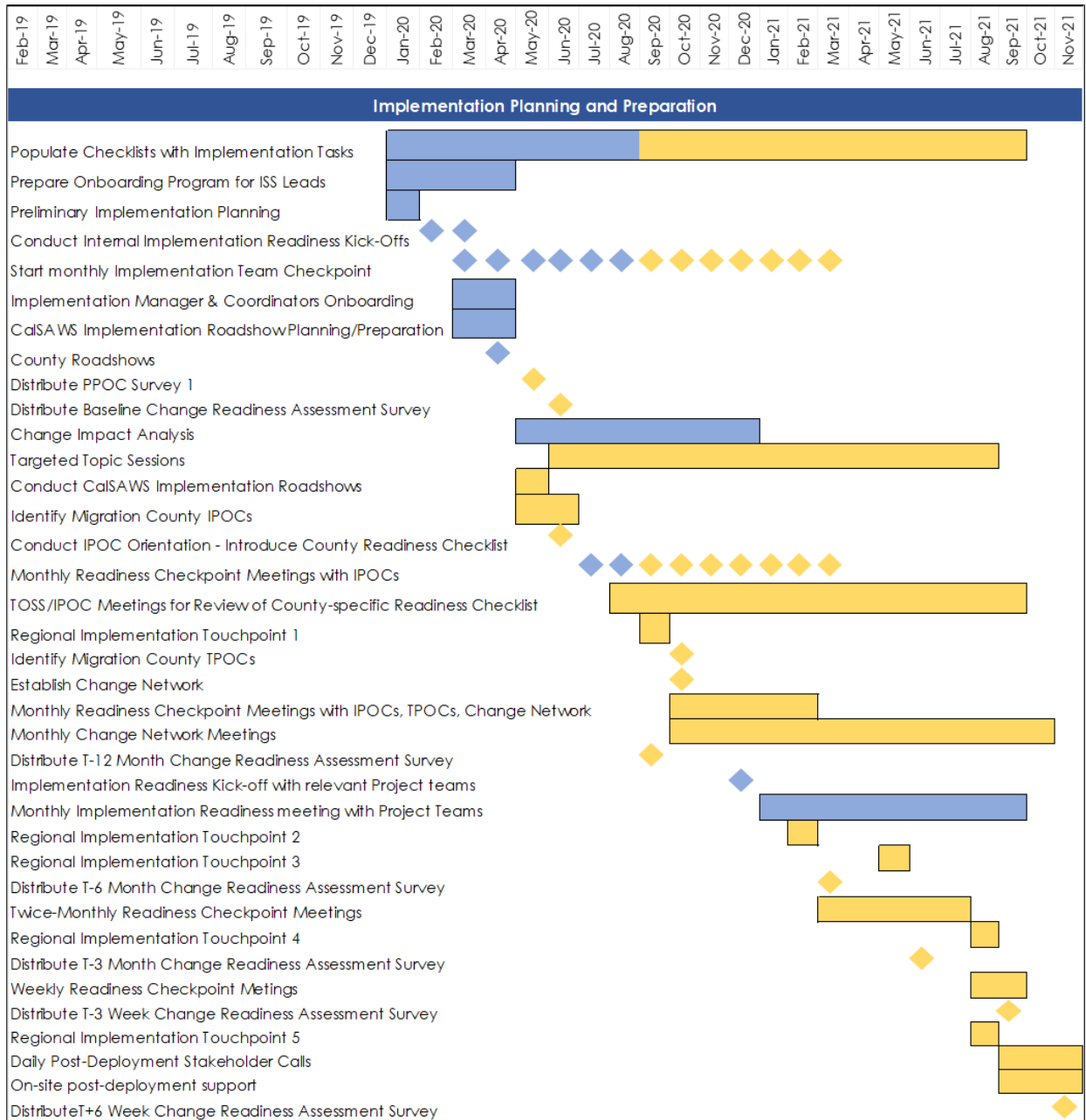
- ▶ Continued to maintain a master FAQ document of all Implementation-related questions asked across various meetings, emails, and other feedback mechanisms (posted monthly to the Web Portal)
- ▶ Continued the maintenance of the County and Project Readiness Checklists in JIRA as a tracking mechanism across multiple Project teams, which serves as a comprehensive dashboard reporting tool on Implementation Readiness
 - Continued maintenance by comparing Project Readiness Checklist to the CalSAWS Migration Work Plan to existing tasks and milestones
- ▶ Continued to maintain the Project-level checklists with known Implementation milestones and tasks in the areas of Application Readiness, Conversion Readiness, Technical Readiness, Change Readiness, Training Readiness, Implementation Support Readiness, and Integration Readiness
- ▶ Continued to maintain the Master County Readiness Checklist (updating each County's respective checklist as applicable), confirming with relevant Project teams on the accuracy of task descriptions, owners, target started dates, and target completion dates
 - Regional TOSS teams completed their May occurrences of the monthly TOSS/IPOC touchpoints, in which checklist task statuses are discussed
 - Continued tracking actual completion dates for each County, as tasks are coming due
 - Continued providing guidance and clarification to IPOCs on readiness activities and the ongoing progress of the Readiness Checklist
 - Continued to assess potential additional readiness activities that originate from Project teams, as well as the Counties, and include in checklist(s) as appropriate
- ▶ Continued tracking the County profiles, which includes attributes that define a County's Readiness Tasks, including number of workers, being task-based, having an intranet, etc.
- ▶ Maintained schedule of Implementation meetings (see Table 9.1.1-2)
- ▶ Imaging
 - Attended Weekly Implementation Readiness Checkpoint with Consortium Implementation Lead on May 24, 2021
 - Presented Imaging content at the following CalSAWS Quarterly Regional Touchpoints:
 - Region 3: May 25, 2021
 - Region 2: May 25, 2021
 - Region 1: May 26, 2021
 - Region 5: May 27, 2021
 - Attended Pre-Meet for Monthly Implementation Readiness Checkpoint with Consortium Regional Managers on May 26, 2021
 - Continued to maintain Imaging tasks on Project and County readiness checklists
 - Continued supporting Implementation team in answering County Imaging questions

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Figure 9.1.1-1 – Implementation Gantt Chart



NOTE: Activities in yellow indicate direct interaction with the C-IV Counties

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Table 9.1.1-2 – C-IV Migration Implementation Readiness Meetings with Key Stakeholders

DAY	BEGIN DATE	FREQUENCY	PARTICIPANTS
Pre-Implementation			
Monthly Implementation Readiness Checkpoint	T-18 Months March 2020	Monthly	Implementation team/Training, Regional Managers
Monthly Project pre-meets to Implementation Readiness Checkpoints	T-15 Months June 2020	Monthly	Implementation team/Training, Regional Managers
Monthly Implementation Readiness Checkpoint – added participants	T-14 Months July 2020	Monthly	Implementation team/Training, Regional Managers, IPOCs
TOSS/IPOC Meetings for Review of County-specific Readiness Checklist	T-13 Months August 2020	As established by IPOC preference	TOSS, IPOCs, Regional Managers
Regional Implementation Touchpoints	T-12 Months September 2020	Quarterly	TOSS, Regional Managers, IPOCs (regional), Regional Stakeholders
Monthly Implementation Readiness Checkpoint – added participants	T-9 Months December 2020	Monthly	Implementation team/Training, Regional Managers, IPOCs, TPOCs
Bi-Monthly Implementation Readiness Checkpoint	T-5 Months April 2021	Bi-monthly	Implementation team/Training, Regional Managers, IPOCs, TPOCs
Weekly Implementation Readiness Checkpoint	T-1 Month August 2021	Weekly	Implementation team/Training, Regional Managers, IPOCs, TPOCs, CNCs
Post-Implementation			
Daily Post-Deployment Support Meeting	September 2021	Daily (30 Business Days)	Implementation team (including onsite support team members)
Daily Post Deployment Stakeholder Call	September 2021	Daily (30 Business Days)	Implementation team/Training, Regional Managers, IPOCs, TPOCs, and County Stakeholders

Deliverable Management

Table 9.1.1-3 – Deployment Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

9.1.2 Change Management

- ▶ Continued to maintain the CalSAWS Deliverable #41 Operational Working Document (OWD), which captures change readiness tasks, target start and execution dates, and associated owners until go-live
- ▶ Continued to add and track communications events on the Change Management Communications Roadmap, including the creation of infographics, videos, and other Change Communications
- ▶ Change Network
 - Continued to monitor input from the Change Network Champion (CNC) Feedback Form and provide responses in a timely manner
 - Continued developing and compiling the June Change Network Champion presentation materials
 - Prepared for the June CNC Meeting Dry-Run on June 3, 2021
- ▶ Targeted Topics/Just-in-Time (JIT) demonstrations
 - Change Reason
 - ▶ Continued to compile the Change Reason JIT Demonstration follow-up materials, including the Q&A document
 - Eligibility Processing
 - ▶ Continued planning for the Eligibility Processing Just-in-Time Demonstrations on June 15, 2021
 - ▶ Held an Eligibility Processing Just-in-Time Demonstration meeting on May 27, 2021
 - Employment Services
 - ▶ Continued planning for the Employment Services Just-in-Time Demonstrations on June 29, 2021
 - ▶ Held an Employment Services Just-in-Time demonstration meeting on May 28, 2021
- ▶ Communication
 - News Blast #4
 - ▶ Continued Identifying topics for the final News Blast #4 to be distributed in August 2021
 - Infographics
 - ▶ Continued creating an Excitement infographic to be distributed in June
 - Go-Live Packet
 - ▶ Continued developing the Informational Migration Packet
 - User Readiness Assessment Survey
 - ▶ Continued developing the T-3 Month User Readiness Assessment Survey for distribution in June 2021, as well as the corresponding communications
- ▶ Continued the Drive Change Team Efforts phase of the Change Impact Analysis (CIA)
 - Reviewed 1,143 designs/design differences
 - ▶ 776 have been identified as having some level of impact
 - ▶ 22 have been identified as having a high level of impact
 - ▶ 147 have been identified as having a medium level of impact
 - ▶ 607 have been identified as having a low level of impact
 - ▶ 367 have been identified as having no impact to C-IV users (i.e., migrated from C-IV or only impacting Los Angeles County)

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- Change Management is collaborating closely with Training to align on potential Project actions for each identified change, such as Web Based Trainings (WBTs), Job Aids, Training Templates (Quick Guides, Reference Guides), Targeted Topic Sessions, Short Videos, etc.
- ▶ Continued coordination and collaboration with Conversion team on Change Management's role in communicating and tracking manual case reviews, as well as downstream application/batch impacts based on unreconcilable data
- ▶ Continued to monitor Sandbox performance and follow up on the status of open environment defects
- ▶ Imaging
 - Continued coordination and collaboration of 'C-IV Migration to CalSAWS Organizational Change Management (OCM)' and 'Imaging OCM' Teams
 - Attended Customer Engagement Management Team meeting on May 25, 2021
 - Hosted bi-weekly Imaging Change Management, Training, and Implementation Touchpoint with Consortium Staff on May 26, 2021
 - Attended Weekly Change Management Touchpoint with Consortium Change Management Leads on May 26, 2021
 - Presented Imaging updates at CalSAWS Imaging and Contact Center Projects Joint Status meeting on May 26, 2021
 - Drafted Imaging content for C-IV Migration Change Network June Monthly meeting
 - Drafted Document Migration Infographic for C-IV Counties
 - Los Angeles County Imaging Change Management
 - ▶ Distributed CalSAWS Imaging Newsletter #2 and related CIT on June 25, 2021
 - ▶ Consolidated questions and answers from Los Angeles County Imaging Demonstrations and published to Web Portal on June 26, 2021
 - ▶ Hosted Los Angeles County Imaging Change Network Monthly meeting on May 27, 2021
 - ▶ Continued monitoring responses for the Los Angeles County T-6M Change Readiness Assessment Survey
- ▶ Task Management
 - Continued coordination with Task Management Application Development teams for overview of the solution and change
 - Continued review and development of Task Management training and change management materials, including migration WBTs, infographics, and targeted topic session materials.
- ▶ FCED
 - Continued reviewing C-IV impacts of FCED SCRs and creating associated communications, as appropriate

Figure 9.1.2-1 – LRS Sandbox Environment: Total Number of Counties that Logged in per Week (excluding 02/01/2021-02/09/2021*)

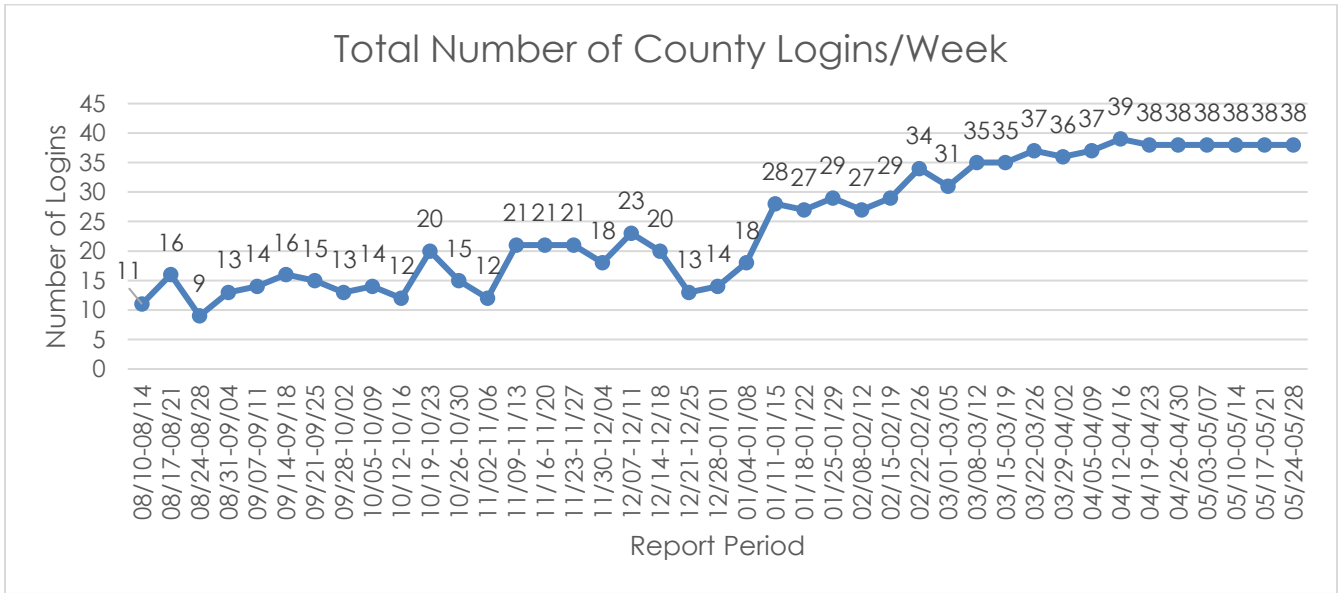
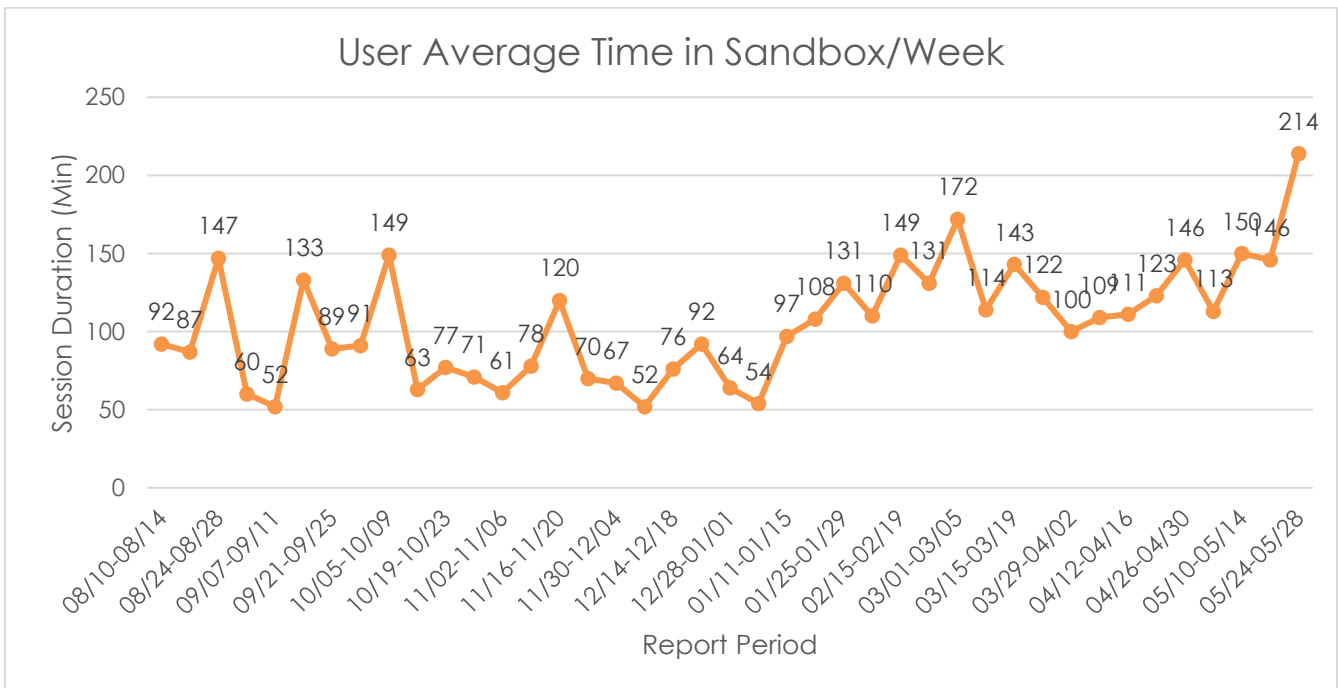


Figure 9.1.2-2 – LRS Sandbox Environment: Average Time Users Spent in the Sandbox per Week (excluding 02/01/2021-02/09/2021*)



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Table 9.1.2-1 – Login Counts & Total Logged Time by County During Reporting Period

COUNTY	USER	LOGIN COUNT	TOTAL LOGGED TIME
Alameda	Users 1	2	01:18:19
Amador	User 5	1	00:00:00
Butte	Users 1, 2	24	19:07:40
Contra Costa	User 1, 2, 3	59	39:31:33
Del Norte	User 2	3	00:12:27
El Dorado	Users 1, 2, 5, 6	8	01:39:24
Fresno	User 1	1	00:00:00
Glenn	Users 1	3	01:42:08
Humboldt	Users 1, 2, 3, 4, 5, 6	47	38:39:56
Kern	Users 4, 5, 6	29	28:48:14
Kings	Users 1	1	00:18:10
Lake	Users 1	1	00:26:10
Los Angeles	Users 4, 6	10	02:52:04
Madera	User 1, 5	2	00:23:49
Marin	Users 1, 3, 6	13	04:40:22
Mariposa	User 1	1	00:30:23
Mendocino	User 1, 3	3	03:34:51
Merced	User 1	1	00:02:17
Monterey	Users 1, 4, 6	18	10:12:11
Nevada	User 1, 2, 3	6	01:49:45
Orange	Users 1, 2, 3, 4, 5	32	11:21:14
Placer	Users 1, 3, 4	9	11:07:21
Riverside	Users 1, 2, 3, 5	26	11:35:57
San Benito	Users 1, 6	19	13:24:43
San Bernardino	Users 1, 2, 3, 4, 5, 6	15	04:36:28
San Diego	Users 1, 2, 3, 4, 5, 6	118	109:28:46
San Francisco	Users 1, 2, 3, 4, 5	9	1:24:57
San Joaquin	User 4, 6	2	0
San Luis Obispo	Users 1, 2, 3	15	06:33:29
Santa Clara	Users 1, 2, 3, 5, 6	22	09:13:49
Shasta	User 1, 2, 3, 5	11	00:56:54
Siskiyou	User 2	1	00:13:43
Stanislaus	Users 1, 2, 3, 5	14	09:47:14
Sutter	Users 1, 2, 3, 5, 6	19	07:02:49
Tehama	Users 1, 2, 3	3	01:00:03
Trinity	Users 3	1	00:08:30
Ventura	Users 1, 6	3	01:39:04
Yolo	Users 1, 2, 3, 4, 5, 6	37	21:55:20

9.2 Activities for the Next Reporting Period

9.2.1 Implementation

- ▶ Host the Implementation Readiness Checkpoint with the C-IV Counties on June 2, 2021, in which the following topics will be covered: County Prep Phase Packet and Security Matrix overview, Outcomes of Converted Data Test, BenefitsCal Demos, and Change Management Updates
- ▶ Finalize the County Prep Phase Packet and Security Matrix and prepare for distribution to C-IV Counties via CIT
- ▶ Continue coordination with the UAT team on how testing outcomes will be communicated and actioned by the Implementation Team, as appropriate
- ▶ Continue to develop a County Preparation Phase support model
- ▶ Continue coordination with the BenefitsCal and Central Print Implementation teams on an integrated readiness approach
- ▶ Continue preparing a pathway to green light approach that incorporates the appropriate stakeholders, checkpoints, and readiness inputs
 - Continue preparing a presentation template for the green light and pre green light meetings
- ▶ Continue to maintain Project-level and County-level Readiness checklists with known Implementation milestones and tasks in the areas of Application Readiness, Conversion Readiness, Technical Readiness, Change Readiness, Training Readiness, Implementation Support Readiness, and Integration Readiness
 - Continue to update County-specific checklists based on feedback from IPOCs
 - Continue to track upcoming task due dates and actual completion dates
 - Continue tracking County Profiles attributes, which will feed into County-specific readiness criteria
- ▶ Continue ongoing engagement with County IPOCs, documenting questions asked in the Master FAQ tracker, and researching and providing the associated resolution in support of readiness activities
- ▶ Imaging
 - Attend Monthly Implementation Readiness Checkpoint on June 2, 2021
 - Continue supporting Implementation team in answering County Imaging questions
 - Continue monitoring Project Implementation Readiness tasks for Imaging
 - Continue creating Project and County Imaging Readiness Checklists for Los Angeles County Imaging implementation

Deliverable Management

Table 9.2.1-1 – Deployment Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

9.2.2 Change Management

- ▶ Continue to maintain Deliverable #41 Ongoing Working Document (OWD)
- ▶ Continue to add Communications Events and expected completion dates to the Change Management Communications Roadmap for Change Management activities and County engagement points
 - Based on Change Readiness Assessment Surveys results, Change Network feedback, and Change Impact Analysis outcomes, continue to determine topics and create content for change communications, such as infographics, videos, and the CalSAWS Newsletter
 - Continue content for Change Communications (infographics, news blasts, videos etc.)
- ▶ Change Network
 - Continue to monitor input from the Change Network Champions (CNC) Feedback Form and provide responses in a timely manner
 - Continue to prepare for the June occurrence of the Change Network Champions (CNC) Monthly meeting
 - Host the June occurrence of the Change Network Champions (CNC) Dry-Run on June 3, 2021
- ▶ Targeted Topics / Just-in-Time (JIT) demonstrations
 - Change Reason
 - ▶ Finalize Change Reason Just-in-Time (JIT) follow-up materials and prepare to distribute attendees
 - Eligibility Processing
 - ▶ Continue to prepare for upcoming demonstration session
 - Employment Services
 - ▶ Continue to prepare for upcoming demonstration session
- ▶ Communication
 - News Blast #4
 - ▶ Continue discussing which topics to include in the final News Blast to be distributed in August 2021
 - Infographics
 - ▶ Finalize the create Excitement Infographic and prepare to distribute to Counties via CIT
 - Go-Live Packet
 - ▶ Continue working on the Informational Migration Packet
- ▶ User Readiness Assessment Survey
 - Continue developing the T-3 Month User Readiness Assessment Survey in preparation for distribution in June 2021
- ▶ Continue to drive change team efforts phase of the C-IV to CalSAWS Change Impact Analysis
 - Continue coordination with Training Team on Organizational Change Management (OCM) recommendations based on Change Impact Analysis (CIA) outcomes
- ▶ Continue coordination with Conversion on case review tracking, Application Development Team input, and necessary County outreach
 - Continue to review Conversion impacts from JIRA extract
- ▶ Continue to monitor Sandbox environment performance and escalate issues as necessary

CalSAWS – California Statewide Automated Welfare System

CalSAWS DD&I Project Phase

Weekly Status Report Period: May 24, 2021 to May 30, 2021

- ▶ Imaging
 - Attend Weekly Change Management Touchpoint with Consortium Change Management Leads on June 2, 2021
 - Attend Dry-Run for the June C-IV CNC Monthly Meeting on June 3, 2021
 - Continue development on Document Migration Infographic for C-IV Counties
 - Continue planning Los Angeles County Imaging Change Communications for June
 - Continue monitoring responses for the Los Angeles County T-6M Change Readiness Assessment Survey
- ▶ Task Management
 - Continue coordination with Task Management Application Development teams for overview of the solution and change
 - Continue review and development of in progress training and change management materials; continue planning and development of Task Management CFPs
- ▶ FCED
 - Continue reviewing C-IV impacts of FCED SCRs and creating associated communications, as appropriate

9.3 Deviations from Plan/Adjustments

- ▶ None for the reporting period

9.0 Appendices

Appendix A – CalSAWS Deliverable Summary

Appendix B – CalSAWS Migration Work Plan Summary

Appendix C – CalSAWS DD&I Project Gantt Chart

Appendix D – CalSAWS Project Risks and Issues

Appendix E – OBIEE and State & Management Master Inventory

