



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: August 16, 2021 to
August 22, 2021**

Table of Contents

1.0 CalWIN Implementation Support Services.....2

1.1 Highlights of the Reporting Period.....2

1.2 Project Deliverable Summary5

1.3 Project Risks and Issues 6

1.4 CRFI/CIT Communications Information 6

1.5 Activities for the Next Reporting Period 6

1.6 Deviations from Plan/Adjustments7

1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued planning for and onboarding staff resources.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with the points of contact (POCs) to update the statuses.
- ▶ Continued monitoring and updating the ISS Questions and Answers (Q&A) Log.
- ▶ Submitted the County Communication Plan Draft Deliverable Expectation Document (DDED) on 08/16/21.

Business Process Re-Engineering (BPR)

- ▶ Received review comments for the Placer County Draft Word Product (DWP). Comment resolution is planned for 08/27/21.
- ▶ Conducted working sessions with Contra Costa County for DWP and incremental comment resolution is being managed through working sessions.
- ▶ Supported Yolo County with questions arising during review. Yolo DWP review comments are due 08/27/21.
- ▶ Completed both Pre-Meetings with Wave-2 Counties, Santa Clara and Tulare, for To-Be BPR. The Counties are actively preparing for To-Be sessions, reviewing CalSAWS learning content and the Base To-Be Process Flows and Process Change Inventories for their Counties.

Figure 1 – To-Be Process Timetable by County

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Start Final Review	County Sign-Off on Final To-Be Work Product
Wave 1						
Contra Costa	06/21/21	07/30/21	08/04/21	08/31/21	09/02/21	09/10/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/03/21	09/13/21
Wave 2						
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/05/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/05/21
Wave 3						
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21
Orange	11/15/21	12/14/21	12/15/21	12/31/21	01/10/22	01/14/22
Ventura	11/15/21	12/14/21	12/15/21	12/31/21	01/10/22	01/14/22
Wave 4						
Solano	01/10/22	02/04/22	02/15/22	02/28/22	03/08/22	03/14/22
Santa Cruz	01/10/22	02/04/22	02/15/22	02/28/22	03/08/22	03/14/22
San Mateo	02/07/22	03/04/22	03/07/22	03/18/22	03/28/22	04/01/22
San Diego	02/07/22	03/04/22	03/07/22	03/18/22	03/28/22	04/01/22
Wave 5						
Alameda	03/07/22	04/01/22	04/04/22	04/15/22	04/25/22	04/29/22
Fresno	03/07/22	04/01/22	04/04/22	04/15/22	04/25/22	04/29/22
Sonoma	04/04/22	04/29/22	05/02/22	05/13/22	05/23/22	05/27/22
Wave 6						
San Francisco	04/04/22	04/29/22	05/02/22	05/13/22	05/23/22	05/27/22
Sacramento	05/02/22	05/27/22	05/31/22	06/14/22	06/21/22	06/28/22
San Luis Obispo	05/02/22	05/27/22	05/31/22	06/14/22	06/21/22	06/28/22

*As of 08/20/21

Organizational Change Management (OCM)

- ▶ Continued outlining content for the September OCM POC meeting presentation.
- ▶ Onboarded a new OCM team member.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, August 24, 2021

Reporting Period: August 16, 2021 to August 22, 2021

- ▶ Submitted the County Communication Plan DDED on 08/16/21.
- ▶ Continued drafting the OCM Plan Draft Deliverable (DDEL).
- ▶ Continued building OCM material for OPAC meeting.

Training

- ▶ Continued developing the Wave-1 draft training schedules based on County Profile information.
- ▶ Continued working with the training developers to create instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Continued CalSAWS knowledge transfer for the Training Development team and monitor progress.
- ▶ Prepared for training of ISS team members the week of 08/23/21.
- ▶ Prepared the training update for the OPAC meeting scheduled for 08/19/21.
- ▶ Conducted the TAC session on 08/18/21.

Implementation Support Services (ISS)

- ▶ Participated in the Wave-1 Counties' To-Be sessions and demonstrations for Yolo County.
- ▶ Developed the executive summary from the Visioning Lab II (the Visioning Lab was conducted 07/29/21) for distribution to the County Directors and delegates on 08/18/21.
- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Participated in in-person meetings with Gainwell and the CalSAWS Conversion Team on 08/17/21 to discuss the process around report generation, documenting requirements, and case review guides to aid Counties in pre-conversion data cleansing.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

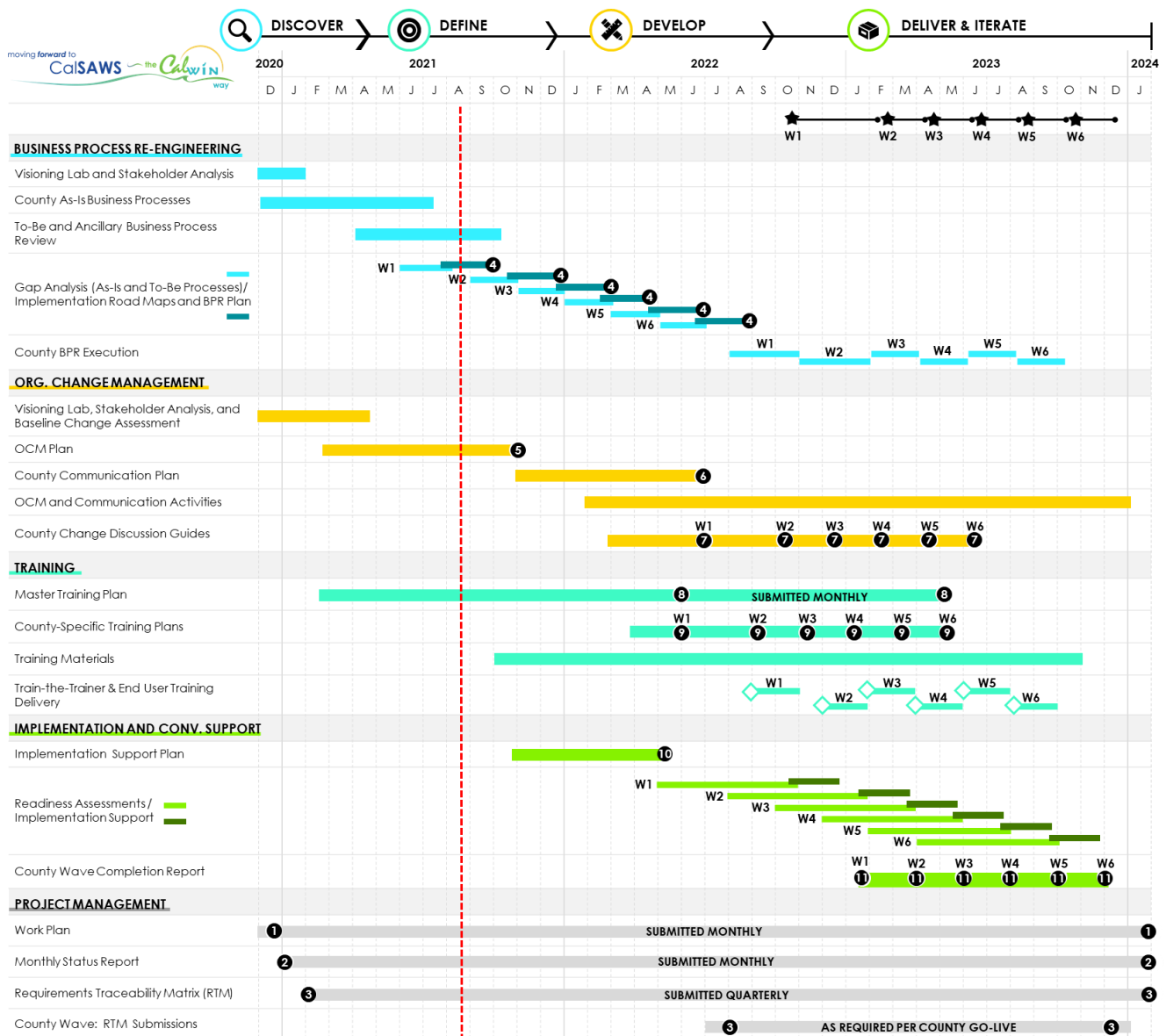
CalWIN Implementation Support Phase

Weekly Status Report, August 24, 2021

Reporting Period: August 16, 2021 to August 22, 2021

Project Timeline

Figure 2 – Project Gantt Chart



CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, August 24, 2021

Reporting Period: August 16, 2021 to August 22, 2021

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	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
02	Monthly Status Report – Initial	12/04/20	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	07/14/21	07/26/21	10/01/21	10/22/21	10/27/21
05	Organizational Change Management Plan	07/14/21	07/26/21	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	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	10/27/21	11/08/21	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	
01.08	Work Plan – Aug 2021	On-Track	FDEL submit 09/03/21 FDEL approval due 09/13/21
02	Monthly Status Report – Initial	Complete	
02.08	Monthly Status Report – Aug 2021	On-Track	FDEL submit 09/03/21 FDEL approval due 09/13/21
03	Requirements Traceability Matrix Initial	Complete	
03.02	Requirement Traceability Matrix – Quarter 2	On-Track	FDEL submit 09/03/21 FDEL approval due 09/13/21
04	Business Process Re-Engineering Plan	On-Track	DDEL submission due 10/01/21
05	Organizational Change Management Plan	On-Track	DDEL submission due 10/04/21
06	County Communication Plan	On-Track	DDED submitted on 08/16/21 FDED submission due 08/26/21
07	County Change Guide	On-Track	DDED submission due 01/14/22
08	Master Training Plan	On-Track	DDED submission due 10/27/21
09	County Specific Training Plan	On-Track	DDED submission due 10/27/21
10	Implementation Support Plan	On-Track	DDED submission due 01/14/22
11	Wave Completion Report	On-Track	DDED submission due 09/15/22

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, August 24, 2021

Reporting Period: August 16, 2021 to August 22, 2021

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 Transmittal (CIT) 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 onboarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate information for the CalWIN Counties.

Business Process Re-Engineering (BPR)

- ▶ Resolve comments received for the Placer County To-Be DWP and prepare submission of the To-Be Final Work Product (FWP).
- ▶ Assist Yolo and Contra Costa Counties with any questions arising from their review of their To-Be DWPs.
- ▶ Conduct working session with Contra Costa County to resolve any additional To-Be DWP comments.
- ▶ Continue support of the Wave-2 Counties as they prepare for To-Be sessions, starting 09/13/21.

Organizational Change Management (OCM)

- ▶ Continue building content for the September OCM POC meeting presentation.
- ▶ Draft the County Communication Plan FDED.
- ▶ Continue drafting the OCM Plan DDEL.
- ▶ Present OCM material at OPAC meeting scheduled for 08/26/21.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, August 24, 2021

Reporting Period: August 16, 2021 to August 22, 2021

Training

- ▶ Continue developing the draft training schedules based on County Profile information (Wave 2).
- ▶ Continue working with the training developers to create instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Continue the CalSAWS knowledge transfer for the Training Development team and monitor progress.
- ▶ Deliver training and participate in training of the ISS team members the week of 08/23/21.
- ▶ Deliver the training update for the OPAC meeting scheduled for 08/26/21.
- ▶ Onboard a new team member on 08/23/21.
- ▶ Prepare for and meet with Contra Costa County on 08/25/21 to review training roles and draft training schedule.
- ▶ Develop the training development schedule, assignments, and tracker on 08/24/21.

Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Meet with the CalWIN Security Team to discuss transmission of the conversion reports.
- ▶ Create Case Review for the three (3) items that were prioritized.
- ▶ Create a centralized point of contact (POC) listing for the CalSAWS Migration project across vendors and tracks for the CalWIN Counties; solicited input from vendors.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.