



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: August 23, 2021 to August 29,
2021**

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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 Final Deliverable Expectation Document (FDED) on 08/26/21.

Business Process Re-Engineering (BPR)

- ▶ Resolved comments for the Placer To-Be Draft Word Product (DWP) and submitted the Final Work Product (FWP) for formal sign-off.
- ▶ Conducted working sessions with Contra Costa County to resolve comments on the To-Be DWP. Final Work Product (FWP) submission targeted for 09/02/21.
- ▶ Completed meetings with Tulare County to prepare 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	09/01/21	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 08/29/21

Organizational Change Management (OCM)

- ▶ Continued building content for the September OCM POC meeting presentation.
- ▶ Responded to comments received for the County Communication Plan FDED.
- ▶ Continued drafting the OCM Plan DDEL.
- ▶ Presented OCM material at OPAC meeting scheduled for 08/26/21.

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Training

- ▶ Continued developing the draft training schedules based on County Profile information (Wave 2).
- ▶ Continued working with the training developers to create instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Continued the CalSAWS knowledge transfer for the Training Development team and monitor progress.
- ▶ Delivered training and participated in training of the ISS team members the week of 08/23/21.
- ▶ Delivered the training update for the OPAC meeting on 08/26/21.
- ▶ Onboarded a new team member on 08/23/21.
- ▶ Prepared for and met with Contra Costa County on 08/25/21 to review training roles and draft training schedule. Identified action items and began follow-up.
- ▶ Developed the training development schedule, assignments, and tracker on 08/24/21.

Implementation Support Services (ISS)

- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Created a Visioning Lab II follow-up survey and one-page recap summary.
- ▶ Drafted two Case Review Guides templates and corresponding action steps; received confirmation for level of effort (LOE) for Gainwell to complete reports needs by 09/13/21 to aid Counties in pre-conversion data cleansing.
- ▶ Gained consensus on Case Review Guide County report processes for conversion impacts and report distribution.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

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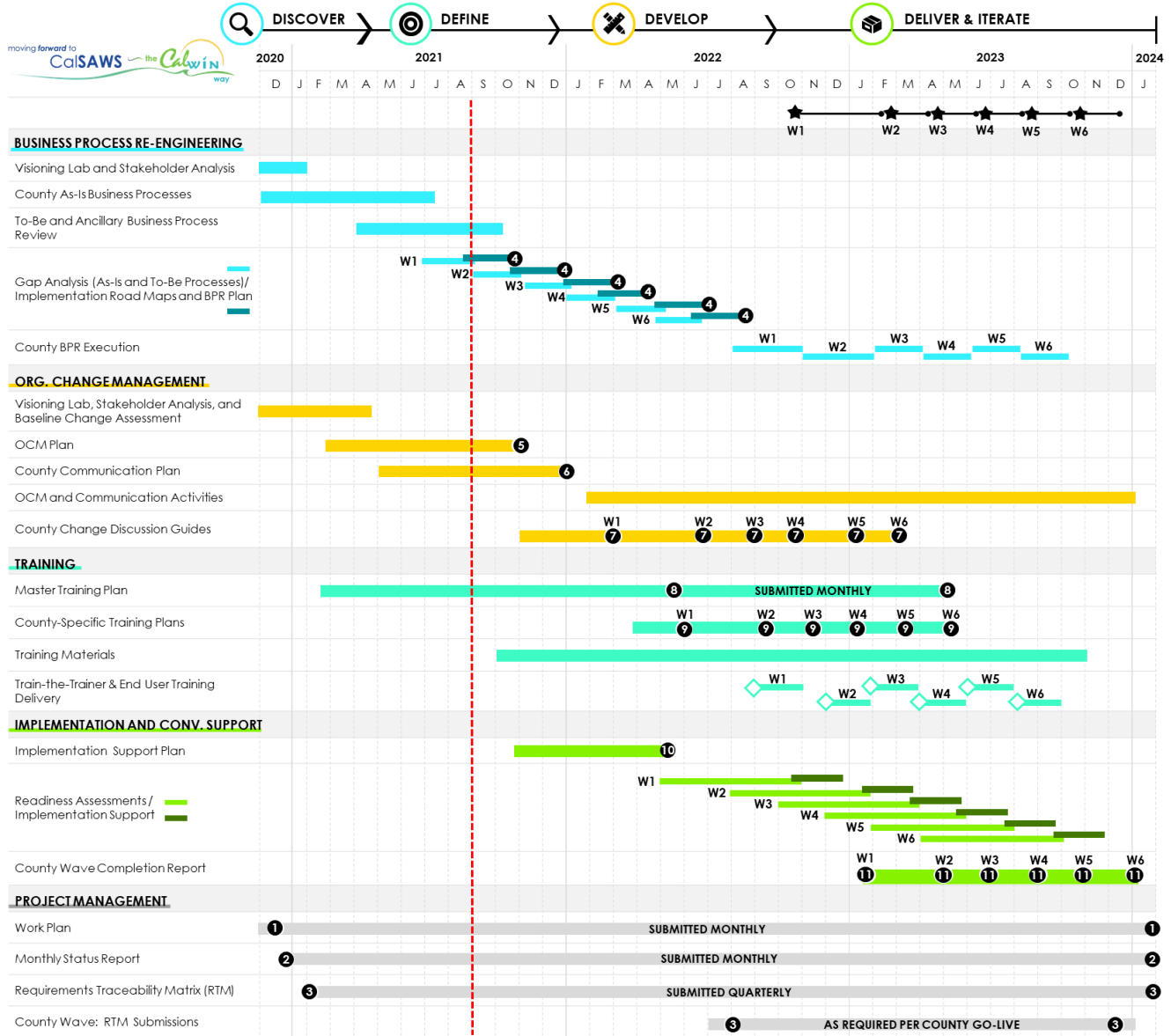
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Project Timeline

Figure 2 – Project Gantt Chart

Project Timeline



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1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

Table 1 – Deliverable Status for Current Reporting Period

Completed
Coming Soon

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/04/20	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	FDED submitted on 08/26/21 FDED approval due 08/31/21
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

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1.3 Project Risks and Issues

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

Table 3 – Risks & Issues

ID	Title	Details	Status	Impact	Severity	Date Logged

1.4 CRFI/CIT Communications Information

There were no CalSAWS Information 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 Yolo County To-Be DWP and prepare submission of the To-Be FWP.
- ▶ Conduct the final working session with Contra Costa County to resolve To-Be DWP comments.
- ▶ Prepare Contra Costa County To-Be FWP for submission and formal sign-off.
- ▶ 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.
- ▶ Pending final approval of the County Communication Plan FEED.
- ▶ Continue drafting the OCM Plan DDEL.
- ▶ Deliver ChangeScout Demo on Tuesday, 09/02/21.

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Training

- ▶ Continue developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ 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.
- ▶ Participate in Tulare and Santa Clara Counties leadership team meetings for BPR To-Be on 08/31/21.
- ▶ Participate in Wave 1 Check-in meeting on 09/01/21.
- ▶ Participate in Wave 3 Check-in meeting on 09/02/21.
- ▶ Prepare for and meet with Yolo County and with Placer County on 09/02/21 to review their training roles and draft training schedules.
- ▶ Assign courses for training development to the training team.

Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Create Case Review for the two (2) 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.
- ▶ Meet with the CalSAWS Reporting Team on outstanding implementation questions on 08/30/21.
- ▶ Meet and discuss Case Review Guides with WCDS team on 08/31/21.
- ▶ Conduct follow-up meetings with Placer County on implementation-related questions on 09/01/21.
- ▶ Participate in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.