



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: September 13, 2021 to
September 19, 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.
- ▶ Received approval for the following Deliverables on 09/13/21:
 - 01.08 Work Plan – August 2021
 - 02.08 Monthly Status Report – August 2021
 - 03.02 Requirement Traceability Matrix – Quarter 2

Business Process Re-Engineering (BPR)

- ▶ Resolved final clarifications on the Yolo County To-Be Final Work Product (FWP) 09/17/21. FWP is pending formal sign-off which is planned for 09/20/21.
- ▶ Completed Pre-Meet Part-1 with Santa Barbara County in preparation for their To-Be sessions.
- ▶ Completed Week-1 of To-Be BPR sessions with Santa Clara and Tulare 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	09/02/21	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	09/08/21	09/17/21
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 09/19/21

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Organizational Change Management (OCM)

- ▶ Continued building content for the September OCM POC meeting presentation.
- ▶ Continued drafting the County Communication Plan Draft Deliverable (DDEL).
- ▶ Continued drafting the OCM Plan DDEL.
- ▶ Continued collecting Change Impacts from the BPR To-Be sessions.

Training

- ▶ Continued developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Confirmed and prepared for Wave-2 meetings with the Counties for the week of September 27 to review draft schedules and training roles.
- ▶ Continued training development by creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continued to prototype development of the Learning Journey Map.
- ▶ Finalized the presentation materials and facilitated the Training Advisory Council (TAC) meeting on 09/15/21.
- ▶ Sent meeting minutes and materials to the TAC members on 09/16/21.
- ▶ Participated in a planning session with the CalWIN ISS Leads and the Consortium Customer Engagement Team on 09/17/21.

Implementation Support Services (ISS)

- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Presented the Conversion Readiness Approach to the CalWIN Counties at the Stand-Up Meeting on 09/13/21.
- ▶ Met with the DD&I Lead to collaborate on upcoming DDI milestones on 09/14/21.
- ▶ Conducted OPAC preparation meetings on 09/14/21 and 09/16/21.
- ▶ Incorporated feedback for the Case Review Guide: Vehicle Switch from the Consortium Team and Welfare Client Data Systems (WCDS) reviews.
- ▶ Incorporated feedback for the CalSAWS Information Transmittal (CIT) CalWIN ISS Case Review Guide and sent to CalSAWS PMO for distribution on 09/17/21.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

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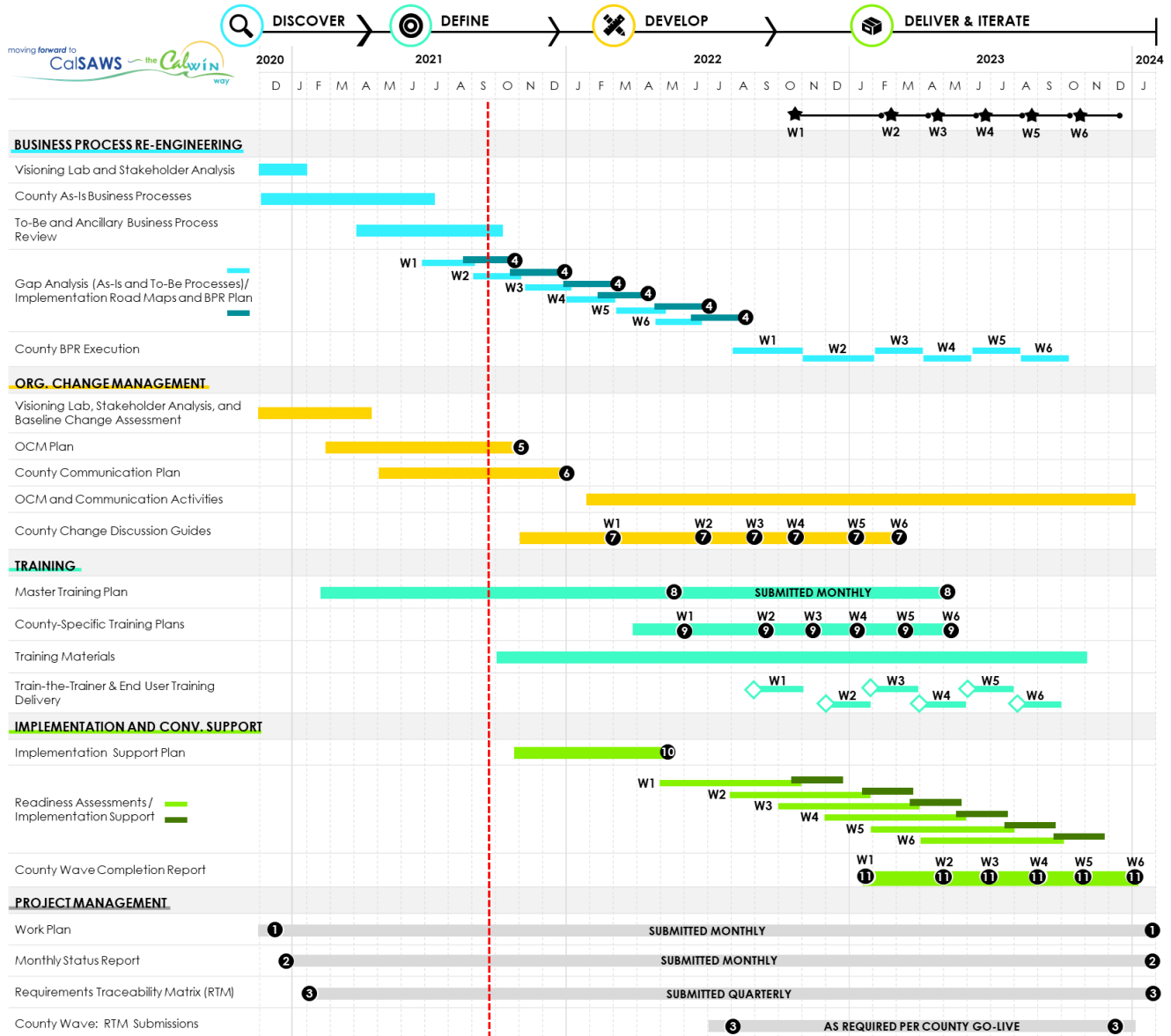
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Project Timeline

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	
01.09	Work Plan – September 2021	On-Track	FDEL submission due 10/05/21
02	Monthly Status Report – Initial	Complete	
02.08	Monthly Status Report – Aug 2021	On-Track	FDEL submission due 10/05/21
03	Requirements Traceability Matrix Initial	Complete	
03.02	Requirement Traceability Matrix – Quarter 2	Complete	FDEL submitted on 09/03/21 FDEL approved 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	DDEL submission due 01/03/22
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 for the reporting period. There is one (1) open CIT for the reporting period listed in the table below.

Table 4 – CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0272-21	CalWIN Conversion PPOC	First of 91 CalWIN Implementation Support Services (ISS) Conversion Case Review Guide (CRG)	Conversion	09/20/21	Cathryn van Namen	Paul Trisler

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)

- ▶ Obtain Yolo County To-Be FWP formal sign-off.
- ▶ Complete Week-2 To-Be BPR sessions with Santa Clara and Tulare (Wave-2) Counties.
- ▶ Complete Pre-Meet Part-2 with Santa Barbara County in preparation for To-Be BPR.

Organizational Change Management (OCM)

- ▶ Develop the Wave-1 Change Readiness Survey.
- ▶ Continue drafting the County Communication Plan DDEL.
- ▶ Continue drafting the OCM Plan DDEL.
- ▶ Continue collecting the Change Impacts from the BPR To-Be sessions.

Training

- ▶ Continue developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Confirm and prepare for Wave-2 meetings with the Counties for the week of 07/27/21 to review draft schedules and training roles.

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- ▶ Continue training development by creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continue prototype development of the Learning Journey Map.
- ▶ Present the training update to OPAC on 09/23/21.

Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties focusing on re-prioritizing.
- ▶ Continue to create report requirements documents for OCM items.
- ▶ Conduct Conversion Office Hours on 09/20/21 and 09/22/21 with CalWIN Counties and Conversion Leads.
- ▶ Meet with the Customer Engagement Team on 09/21/21 for Implementation Planning prep.
- ▶ Present the Conversion Readiness Activities at the September OPAC meeting on 09/23/21.
- ▶ Review and consolidate the Visioning Lab II Survey responses on 09/24/21.
- ▶ 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.