



# CalSAWS Quality Assurance Weekly Status Report

**Reporting Period: January 3, 2022 to January 9,  
2022**

## Table of Contents

<b>1.0</b>	<b>Quality Assurance.....</b>	<b>3</b>
1.1	Deliverables Management .....	3
1.2	Highlights for the Reporting Period .....	5
1.3	Activities for the Next Reporting Period.....	11
1.4	Deviations from Plan/Adjustments .....	14

## Table of Tables

Table 1-1 - Overall Summary of CalSAWS DD&I Deliverable Status.....	3
Table 1-2 – Overall Summary of OCAT Deliverable Status .....	3
Table 1-3 – Overall Summary of BenefitsCal Deliverable Status .....	4
Table 1-4 – Overall Summary of CalWIN Implementation Deliverable Status .....	4
Table 1-5 – Weekly M&O SCR Updates.....	6
Table 1-6 – Release 22.01 Independent Test Progress .....	7
Table 1-7 – Release 22.02 Independent Test Progress .....	8
Table 1-8 –CalWIN CDT Independent Test Progress.....	8

# CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

## 1.0 Quality Assurance

### 1.1 Deliverables Management

Table 1-1 - Overall Summary of CalSAWS DD&I Deliverable Status












DEL #	DELIVERABLE NAME		STATUS
3.30	QA Monthly Status Report – December 2021		• Submitted FDEL on January 7, 2022
4.30	QA Work Plan - December 2021		• Submitted FDEL on January 7, 2022
7.30	QA Test Monthly Report – December 2021		• Submitted FDEL on January 7, 2022
10.05	Quarterly QA Security Report		• Submitted FDEL on January 10, 2022
12.31	Assessment of CalSAWS Migration Work Plan Update – January 2022		• Submit FDEL by January 20, 2022
42	Assessment of CalSAWS (CalWIN) UAT Readiness Report/Milestone		• Submit DDED by February 14, 2022
44	Assessment of CalSAWS Requirements Traceability Matrix - Update 9		• Submit DDEL by February 23, 2022

Table 1-2 – Overall Summary of OCAT Deliverable Status

DEL #	DELIVERABLE NAME		STATUS
14.14	<b>OCAT</b> - QA Monthly Status Report (OCAT) - December 2021		• Submitted FDEL on January 7, 2022
WP 2.1	<b>OCAT</b> - Project Control Document - 2022 updates (Comment Only)		• Submit DDEL comments by January 28, 2022
WP 5.1	<b>OCAT</b> - General Design - 2021 Annual Update (Comments Only)		• Submit DDEL comments by January 13, 2022
WP 6.1	<b>OCAT</b> - Technical Design - 2022 Annual Update (Comments Only)		• Submit DDEL comments by March 3, 2022

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

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

Table 1-3 – Overall Summary of BenefitsCal Deliverable Status










DEL #	DELIVERABLE NAME		STATUS
3.16	<b>BenefitsCal</b> – Assessment of Portal/Mobile App Work Plan Update – December 2021		<ul style="list-style-type: none"> <li>• Submit FDEL by January 12, 2022</li> </ul>
4.04	<b>BenefitsCal</b> – Assessment of Portal/Mobile App Requirements Traceability Matrix: Updates – Following Final Acceptance		<ul style="list-style-type: none"> <li>• Submit DDEL by February 11, 2022</li> </ul>
10	<b>BenefitsCal</b> - Assessment of Portal Implementation Complete Report & Final Acceptance		<ul style="list-style-type: none"> <li>• Submit DDEL by January 29, 2022</li> </ul>
11	<b>BenefitsCal</b> - Assessment of Mobile App Implementation Complete Report		<ul style="list-style-type: none"> <li>• Submit DDEL by February 5, 2022</li> </ul>

Table 1-4 – Overall Summary of CalWIN Implementation Deliverable Status

DEL #	DELIVERABLE NAME		STATUS
59.12	<b>CalWIN Implementation</b> – Assessment of CalWIN Implementation Migration Work Plan Update – December 2021		<ul style="list-style-type: none"> <li>• Submit FDEL by January 12, 2022</li> </ul>
60	<b>CalWIN Implementation</b> – Assessment of CalWIN Business Process Reengineering (BPR) Plan		<ul style="list-style-type: none"> <li>• Submit comments for Santa Clara and Tulare Wave 2 BPR Plans by January 18, 2022</li> </ul>
64	<b>CalWIN Implementation</b> - Assessment of CalWIN Implementation Support Plan		<ul style="list-style-type: none"> <li>• Submit DDED by February 1, 2022</li> </ul>
WP-1	<b>CalWIN Implementation</b> - County Communication Plan (Comments Only)		<ul style="list-style-type: none"> <li>• Submit vendor DDEL comments by January 18, 2022</li> </ul>
WP-2	<b>CalWIN Implementation</b> - Change Discussion Guides (Comments Only)		<ul style="list-style-type: none"> <li>• Submit vendor DDED comments by January 24, 2022</li> </ul>

## **1.2 Highlights for the Reporting Period**

### **1.2.1 Project Management**

- ▶ Participated in January JPA Planning meetings on January 4 and 6, 2022
- ▶ Conducted CalSAWS Consortium County Validation Framework (CCCVF) orientation sessions for RCMs and workgroup members on January 5 and 7, 2022
- ▶ Participated in review of assumptions and estimates for Virtual assistants (Bots) in San Diego and LA County on January 6, 2022
- ▶ Reviewed CalWIN Converted Data Test (CDT) Risk and Mitigation plan on January 7, 2022
- ▶ Provided updates to QA assigned Risks for Risk Management Group (RMG)
- ▶ Collaborated on Assessment of Imaging Plans for Implementation in LA and CalWIN counties with Hyland and Accenture.

### **1.2.2 Technical**

- ▶ Participated in weekly CalSAWS Tech meeting on January 3, 2022
- ▶ Participated in weekly CloudCheckr meetings on January 3, 2022
- ▶ Participated in daily Primary Data Center (PDC) Decommissioning Touchpoint on January 3, 2022
- ▶ Participated in Consortium FinOps meeting on January 4, 2022
- ▶ Participated in Tech Change Advisory Board (Tech CAB) meeting on January 5, 2022
- ▶ Participated in Purge Standup meetings on January 5 and 6, 2022
- ▶ Participated in DBCR/CTCR Review meetings on January 6, 2022
- ▶ Security
  - Participated in Security Operations discussion on January 7, 2022
- ▶ Batch
  - Provided Batch Operations Dashboard Feedback on January 5, 2022
  - Participated in Batch Performance Status Check meeting on January 5, 2022
- ▶ Analytics
  - Participated in weekly Analytics Status meeting on January 6, 2022
- ▶ BenefitsCal - Participated in daily Operations, and M&O calls on January 3 - 6, 2022
- ▶ CalWIN – Participated in CalSAWS TPOC meeting on January 5, 2022
- ▶ Central Print - Participated in Central Print Status meeting on January 3, 2022
- ▶ Contact Center
  - Participated in CalSAWS Placer Contact Center Discovery sessions on January 4, 2022
  - Participated in CalSAWS Yolo County Contact Center Discovery sessions on January 5, 2022
  - Participated in CalSAWS Contra Costa Contact Center Discovery sessions on January 6, 2022
  - Participated in Discuss Bots Solutions and Estimates meeting on January 6, 2022
  - Participated in Call flows and multiple languages discussion on January 7, 2022
- ▶ Service Management – Participated in ServiceNow Process Improvement Stakeholders meeting on January 6, 2022

### **1.2.3 Imaging**

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

- ▶ Participated in Imaging Migration Standup calls on January 4 and 6, 2022
- ▶ Participated in Enhanced Performance Testing LA County Batch Scan with Hyland on January 6, 2022
- ▶ Reviewed Restoration Plan with Hyland and Consortium on January 6 and 7, 2022
- ▶ Reviewed and tested SCRs (CA-228869)
- ▶ Collaborated with Hyland and Accenture on Assessment of Imaging Plans for Implementation in LA and CalWIN counties.

### 1.2.4 Functional

- ▶ M&O
  - Participated in the App Dev Leads meeting on January 4, 2022
  - Participated in the Correspondence Design Status meeting on January 4, 2022
  - Participated in the Correspondence User Group meeting on January 5, 2022
  - Participated in the CCB meeting on January 6, 2022
  - Performed SCR reviews for the January 11, 2022 SCRB packet
  - Reviewed SCR Design documents
- ▶ Conversion
  - Reviewed Converted Data Test (CDT) defect priorities
  - Reviewed Data Collection elements associated with "Do not Map" transformation type in the Mapping Transformation Report
  - Reviewed draft CDT Risk with Accenture and Consortium
- ▶ General Assistance/General Relief (GA/GR)
  - Reviewed SCR Design documents and updates
  - Participated in GA/GR Risk discussion on January 4 and 7, 2022.
- ▶ Task Management
  - Participated in the 22.05 SCRs Design reviews
- ▶ Contact Center - Attended meetings as scheduled
- ▶ CalSAWS Case Purge
  - Attended meetings as scheduled
  - Reviewed draft presentation for CalSAWS Case Purge
- ▶ SCR Reviews- The following table summarizes Functional and Technical SCRs in QA review for the reporting period. The QA Team targets all Critical and High priority designs for review and other SCRs at the Consortium's direction. QA review includes review of designs, content revision, SPG Scorecard content and validation of scope changes. Testing activities are reported in the testing sections below.

Table 1-5 – Weekly M&O SCR Updates

Release	SCRs in QA Review
RWR	4
21.07	2
21.11	17
22.01	12
22.02	2
22.03	17
22.05	8

**CalSAWS – California Statewide Automated Welfare System**

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

22.07	2
<b>Grand Total</b>	<b>64</b>

**1.2.5 BenefitsCal**

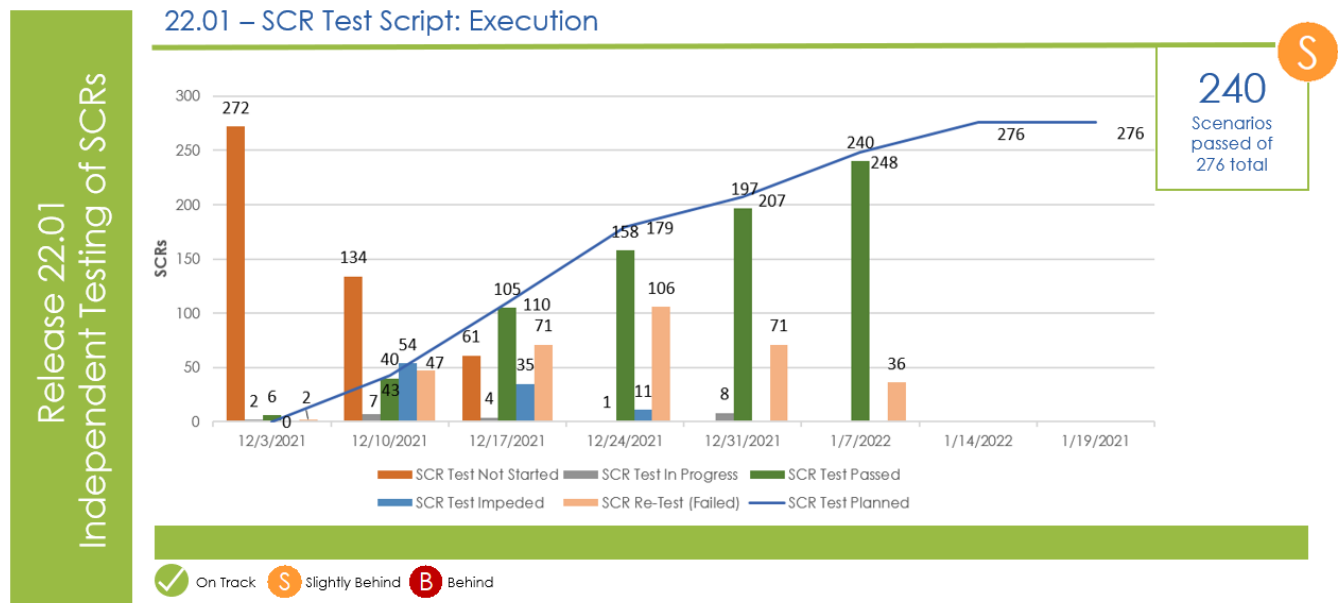
- ▶ Discussed BenefitsCal 4.0 assumptions to help facilitate CalSAWS estimates
- ▶ Discussed communication process for scope and testing activities across teams for future releases
- ▶ Began reviews of Implementation Complete deliverables
- ▶ Reviewed the CX Monthly Report
- ▶ Continued testing support for Release 2.0 Priority Release(s)
- ▶ Participated in daily Release 2.0 API Triage meetings
- ▶ Participated in daily Production and M&O meetings

**1.2.6 Test**

- ▶ CalSAWS Release 22.01
  - Performed Independent Test script execution and defect retesting
  - Continued QA Review of System Test script executions
  - Completed Manual Regression test script execution
  - Participated in the Integrated Test meeting on January 4, 2022
  - Participated in the weekly GA/GR Testing Review meetings on January 4, 2022
  - Participated in the weekly System Test Status calls for GA/GR Project meeting on January 5, 2022

Table 1-6 – Release 22.01 Independent Test Progress

Test Cycle	Total Scenarios	Not Executed	In Progress	Pass	Fail	Blocked
22.01 Release – ClearBest QA Independent Test Results	276	0% (0)	0% (0)	87% (240)	13% (36)	0% (0)



**CalSAWS – California Statewide Automated Welfare System**

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

- ▶ CalSAWS Release 22.02
  - Performed Independent Test execution

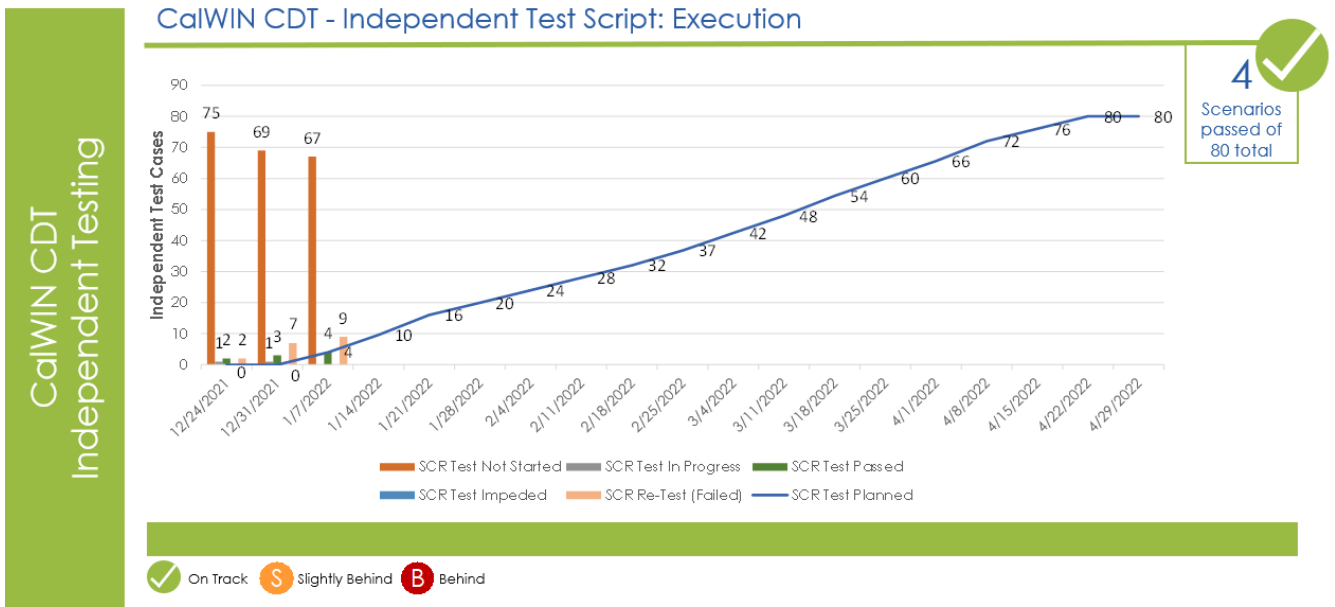
Table 1-7 – Release 22.02 Independent Test Progress

Test Cycle	Total Scenarios	Not Executed	In Progress	Pass	Fail	Blocked
22.02 Release – ClearBest QA Independent Test Results	8	0% (0)	0% (0)	75% (6)	0% (0)	25% (2)

- ▶ CalSAWS Release 22.03
  - Created initial release scorecard
- ▶ CalSAWS Converted Data Testing – Functional Testing activities
  - Performed Independent Test script execution
  - Conducted QA Review of System Test scenarios

Table 1-8 –CalWIN CDT Independent Test Progress

Test Cycle	Total Scenarios	Not Executed	In Progress	Pass	Fail	Blocked
CalWIN CDT – ClearBest QA Independent Test Results	80	84% (67)	0% (0)	5% (4)	11% (9)	0% (0)



- ▶ BenefitsCal Activities
  - Participated in the daily Operations and M&O calls on January 4 – 7, 2022
  - Participated in the daily Defects and Activities calls on January 4 – 7, 2022
  - Executed Independent Test on Priority Release 2.0.5
  - Began test execution and reviews for BenefitsCal Monthly Release 2.1
  - Continued to monitor open defects
- ▶ Other Consortium Support Test Activities



## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

- Monitored test support for priority releases
- Participated in the JPA presentation Prep Check-in on January 4, 2022
- Participated in UAT Converted Data options discussion with the UAT Consortium and Accenture converted data team on January 5, 2022
- Co-facilitated an ERG event – Día de Los Reyes on January 6, 2022
- Participated in project Wave discussion on January 6, 2022
- Participated in a CalSAWS – State and Fiscal reports county meeting on January 6, 2022
- Participate in the CalWIN CDT Risk and Mitigation Review meeting on January 7, 2022
- ▶ CalWIN UAT
  - Facilitated CalWIN UAT planning meetings on January 4 and 6, 2022
  - Facilitated weekly UAT Test Scenario and Script touch points with Consortium UAT and ISS support team on January 4 and 6, 2022
  - Facilitated CalWIN UAT Planning and Prep - OCM/BPR and Application Training meeting with Consortium UAT, Deloitte and Consortium Training, OCM, and ISS team on January 4, 2022
  - Facilitated weekly UAT Test Scenario Status meeting with Consortium UAT and ISS support team on January 5, 2022
  - Co-Facilitated a Q&A on CRFI RFI 21-075 with Contra Costa on January 6, 2022
  - Closed out and reconciled all CRFI 21-075 Test Scenario and Script development recruitment responses and addressed inquiries
  - Completed initial CalWIN UAT slides for January 2022 JPA General Membership meeting
  - Completed Analysis on UAT converted data set approach Option #1 and identified a set of test scenarios to be validated with converted data by each wave
  - Continue planning and preparation activities

### 1.2.7 Implementation

- ▶ CalSAWS Maintenance and Operations (M&O)
  - Participated in weekly Training Touchpoint
  - Participated in CalSAWS Training Committee meeting
- ▶ CalWIN Implementation Support Services (ISS)
  - Participated in weekly CalWIN ISS Management meeting
  - Participated in weekly CalWIN ISS OCM Leads meeting
  - Participated in weekly ISS Manager Touchpoint
  - Conducted weekly Implementation Targeted Onsite Support (TOSS) Team meeting
  - Participated in weekly CalWIN Conversion and Change Management meeting
  - Participated in biweekly CalWIN UAT Planning and Prep for OCM/BPR and Application Training meeting
  - Participated in review of WCDS presentation content for January 14 meeting
  - Planned TOSS staff assignments with Consortium Implementation management
  - Prepared and participated in Wave 1 Check-In Meeting
  - Prepared Implementation framework artifacts: Implementation Lead Toolkit and Communications Toolkit
  - Scheduled working sessions for ISS Action Plans from C-IV Migration Implementation, Change, and Training Retrospectives

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

- Participated in CalWIN ISS Training planning
- Participated in Wave 4 – Task Management and Lobby Management Q&A sessions
- Participated in Wave 4 – Case Assignment and Appointment Scheduling, Application Registration, and Intake Q&A sessions
- Participated in Wave 4 – Case Maintenance Q&A session
- Prepared for JPA presentation
- Reviewed Deloitte DDEL #06 - County Communication Plan, captured comments
- Reviewed Deloitte DDEL #04.04 County BPR Plan Santa Clara, captured comments
- Reviewed Deloitte #04.05 County BPR Plan Tulare, captured comments
- Prepared communications on Implementation framework for January OPAC meeting
- Participated in Wave Discussion with project leadership
- Participated in CalWIN UAT Planning and Prep - OCM/BPR and Application Training session
- Participated in discussion on converted data test rejected items
- Participated in CalWIN security profile discussion
- ▶ Release Management – Verify Release 22.01 Training SCRs and SCRB items

### 1.2.8 OCAT

- ▶ Participated in the biweekly OCAT Operation and Release Management meeting on January 6, 2022

### 1.3 Activities for the Next Reporting Period

#### 1.3.1 Project Management

- ▶ Facilitate CCCVF update at Region 4 monthly status meeting on January 10, 2022
- ▶ Provide CCCVF update at the monthly Region 4 Status meeting on January 10, 2022
- ▶ Participate in Discuss Bots Solution Estimates meeting on January 11, 2022
- ▶ Participate in CalWIN Work Plan - Dec 2021 Walk Through meeting on January 11, 2022
- ▶ Support Regional Committee Member Orientation session on January 11, 2022
- ▶ Participate in Risk Management Group (RMG) meeting on January 12, 2022
- ▶ Provide QA status update for Monthly CalSAWS IT Report meeting on January 12, 2022
- ▶ Participate in CalWIN CDT Risk and Mitigation review on January 13, 2022
- ▶ Co-Facilitate CCCVF Framework Workgroup Orientation on January 13, 2022
- ▶ Participate in CalSAWS IV&V / PMO & QA Bi-Weekly meeting on January 14, 2022
- ▶ Participate in GA/GR Executive Project Status meeting on January 15, 2022

#### 1.3.2 Technical

- ▶ Participate in weekly CloudCheckr meeting on January 10, 2022
- ▶ Participate in Project Readiness Integrated Readiness Areas - T-2 Integrated Readiness Status on December 10, 2022
- ▶ Participate in Consortium FinOps meeting on January 11, 2022
- ▶ Participate in DBCR/CTCR Review meetings on January 11 and 13, 2022
- ▶ Participate in CalSAWS Performance Report meeting on January 12, 2022
- ▶ Participate in Tech Change Advisory Board (Tech CAB) meeting on January 12, 2022
- ▶ Participate in Environment Integration/Management Review meeting on January 13, 2022
- ▶ Analytics
  - Participate in Review Geo Coding 40 County Solution meeting on January 12, 2022
  - Participate in Analytics Weekly Roundup meeting on January 13, 2022
- ▶ BenefitsCal
  - Participate in BenefitsCal Release 4.0 Design Sessions: Two-Way Messaging, Reports on January 11 and 13, 2022
  - Participate in Performance Test Call - CalSAWS and BenefitsCal on January 13, 2022
  - Participate in daily Operations and M&O calls on January 11 - 14, 2022
- ▶ Batch
  - Participate in December Batch Review meeting on January 10, 2022
  - Participate in Batch Performance Checkpoint meeting on January 12, 2022
- ▶ Central Print
  - Participate in CalSAWS Central Print - Status meeting on January 10, 2022
  - Participate in Central Print Transition Touchpoint meeting on January 12, 2022
  - Participate in CalWIN Wave 1 Central Print Kick-Off Meeting on January 12, 2022
- ▶ Contact Center
  - Participate in CalSAWS and Los Angeles Contact Center Sessions on January 10, 2022
  - Participate in Discuss Bots Solution Estimates (Continued) on January 11, 2022

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

- Participate in weekly CalSAWS Placer Contact Center Discovery Sessions on January 11, 2022
- Participate in San Bernardino CSC Support meeting on January 11, 2022
- Participate in CalSAWS Yolo County Contact Center Discovery discussions on January 12, 2022
- Participate in weekly CalSAWS Contra Costa Contact Center Discovery sessions on January 13, 2022
- ▶ Service Management – Participate in Security Team ServiceNow Initiatives meeting on January 13, 2022

### 1.3.3 Imaging

- ▶ Participate in end-to-end Imaging Integration meeting on January 10, 2022
- ▶ Participate in Imaging Migration meeting on January 11, 2022
- ▶ Participate in weekly LA Document Migration Check-In meeting on January 13, 2022

### 1.3.4 Functional

- ▶ M&O
  - Participate in the App Dev Leads meeting on January 11, 2022
  - Participate in the SCRB meeting on January 11, 2022
  - Participate in the Correspondence Design meeting on January 11, 2022
  - Participate in the CalWORKs/CalFresh Committee meeting on January 12, 2022
  - Participate in the Usability Committee meeting on January 13, 2022
  - Review SCR Design Documents
- ▶ Conversion
  - Attend scheduled meetings
  - Attend CalWIN CDT Risk and Mitigation review on January 13, 2022
  - Continue to review Data Collection elements associated with "Do not Map" transformation type in the Mapping Transformation Report
- ▶ General Assistance/General Relief (GA/GR)
  - Review SCR designs in progress
  - Monitor design and testing activities for Accenture and Gainwell
  - Attend GA/GR Risk discussion at Section Directors
- ▶ Task Management
  - Review Design documents and attend scheduled meetings
- ▶ Contact Center
  - Participate in weekly Contact Center Test Automation Cross Team call
- ▶ Case Purge
  - Track CalSAWS Purge sprint activities

### 1.3.5 BenefitsCal

- ▶ Participate in daily Release 2.0 API Triage meetings
- ▶ Review changes for Release 2.1 and validate Partner Coordination
- ▶ Participate in daily Production and M&O meetings
- ▶ Participate in the Release 4 Design sessions
- ▶ Attend the Release Testing Schedule meeting
- ▶ Attend the weekly BenefitsCal Code for America meeting

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

### 1.3.6 Test

- ▶ CalSAWS Release 22.01
  - Perform defect retesting
  - Continue QA Review of System Test script executions
  - Participate in the weekly Integrated Test Team meeting on January 11, 2022
  - Participate in the weekly GA/GR Testing Review meeting on January 11, 2022
  - Participate in the weekly System Test Status call for GA/GR Project meeting on January 12, 2022
- ▶ CalSAWS Release 22.02
  - Perform Independent Test script execution
  - Monitor release and develop test scenarios
- ▶ CalSAWS Release 22.03
  - Submit scorecard for Consortium approval
  - Perform Independent Test script preparation activities
- ▶ CalSAWS Converted Data Testing – Functional Testing activities
  - Perform Independent Test script execution
  - Participate in the CalWIN CDT weekly status meeting on January 11, 2022
  - Conduct QA Review of System Test scenarios
- ▶ BenefitsCal Activities
  - Perform test execution and QA reviews for BenefitsCal Monthly Release 2.1
  - Facilitate the BenefitsCal Release 2.1 QA/Consortium Test Touchpoint meeting on January 10, 2022
  - Participate in the daily Defects and Activities calls on January 10-14, 2022
  - Participate in the daily Operations and M&O calls on January 10-14, 2022
  - Continue to monitor open defects
- ▶ Other Consortium Support Test Activities
  - Monitor and provide test support for priority releases
  - Participate in the CalWIN ISS - Stand up meeting on January 10, 2022
- ▶ CalWIN UAT
  - Facilitate CalWIN UAT planning meetings on January 10 and 12, 2022
  - Facilitate CalWIN UAT Planning and Prep – Test scenario review focus and process improvement meeting with Consortium UAT team on January 10, 2022
  - Participate in the CalWIN ISS - Stand up meeting to address UAT Q&A on January 10, 2022
  - Facilitate weekly UAT Test Scenario and Script touch points with Consortium UAT and ISS support team on January 11 and 13, 2022
  - Incorporate feedback and finalize CalWIN UAT slides for January 2022 JPA General Membership meeting
  - Monitor Test Scenario development
  - Continue planning and preparation activities

### 1.3.7 Implementation

- ▶ CalSAWS Maintenance and Operations (M&O)
  - Review Imaging Training Guides
  - Participate in weekly Training Touchpoint meeting
  - Participate in LA County Imaging Implementation Readiness Checkpoint

## CalSAWS – California Statewide Automated Welfare System

CalSAWS Quality Assurance

Weekly Status Report Period: January 3, 2022 to January 9, 2022

---

- ▶ CalWIN Implementation Support Services (ISS)
  - Participate in weekly CalWIN ISS Management meeting
  - Participate in weekly CalWIN ISS OCM Leads meeting
  - Participate in weekly ISS Manager Touchpoint
  - Participate in weekly CalWIN Conversion and Change Management meeting
  - Prepare for and conduct Weekly Implementation Team Meeting
  - Continue planning TOSS staff assignments with Consortium Implementation management
  - Review Deloitte DDEL #06 - County Communication Plan
  - Review Deloitte DDEL #04.04 County BPR Plan Santa Clara
  - Review Deloitte DDEL #04.05 County BPR Plan Tulare
  - Participate in Solano To-Be Process Mapping sessions
  - Participate in Santa Cruz To-Be Process Mapping sessions
  - Participate in CalWIN ISS Stand Up meeting with counties
  - Prepare Implementation framework artifacts: Implementation Lead Toolkit and Communications Toolkit
  - Conduct ISS Action Plan working sessions (from C-IV Migration Implementation, Change, and Training Retrospectives) for Implementation, Change Management, and Training
  - Prepare for JPA presentation
  - Prepare for Targeted Topic: Child Care – Session #1
  - Participate in biweekly CalWIN ISS Training Touchpoint
  - Participate in T-3W LA County Imaging Change Readiness Survey Planning meeting
  - Prepare for WCDS Subcommittee Meeting
- ▶ Release Management
  - Verify Release 22.01 Training SCRs and SCRB items
  - Participate in Project Readiness Integrated Readiness Areas - T-2 Integrated Readiness Status meeting
- ▶ Special Projects - Support the IDEA Buddy Survey – Round 2

### 1.3.8 OCAT

- ▶ Participate in monthly OCAT SLA Reporting meeting on January 10, 2022
- ▶ Participate in OCAT Dashboard Report Redesign meeting with CDSS, Consortium, and Cambria on January 11, 2022

## 1.4 Deviations from Plan/Adjustments

- ▶ None for the reporting period