CalSAWS DD&I Weekly Status Report

Reporting Period: May 16, 2022 to May 22, 2022

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
58	CalSAWS (CalWIN) UAT Readiness Report/Milestone	Application Development	🟢	• Final Deliverable (FDEL) is in progress • Submission of the FDEL is due on May 27, 2022
71	CalACES Migration Final Acceptance Certification	PMO	🟢	• Submitted updated Final Deliverable (FDEL) on May 17, 2022 • Approval of the FDEL was due on May 16, 2022
75	CalSAWS Migration Work Plan Update #37	PMO	🟢	• Submitted the Final Deliverable (FDEL) on May 13, 2022 • Approval of the FDEL was due on May 20, 2022

[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

Table 1.2-1 – CalSAWS Project Management Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Project Management	• Long term Guest WiFi solution enabled in both Rancho Cordova and Norwalk Project Offices as of May 20, 2022. Project wide communication pending

1.2.1 Project Management

► Continued CalSAWS DD&I Facility Management activities, including:
  o 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	Return to Office (RTO)	Rancho Cordova and Norwalk Project Offices	Ongoing	• 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 • Continued to monitor and review requests from CalSAWS Project staff who are interested in returning to the CalSAWS Rancho Cordova and Norwalk Project offices on a hybrid schedule • Continued to assess updates to Federal, State, and local policies and ordinances for the CalSAWS Project's return to office processes
2	CalSAWS Guest Wi-Fi	Rancho Cordova and Norwalk Project Offices	May 2022	• Long Term solution for Guest Wi-Fi in Rancho Cordova Project Office was enabled on May 20, 2022 • Guest Wi-Fi in Norwalk Project Office was previously enabled • A project wide communication is pending

► Facilitated the CalSAWS Weekly Status Meeting that was held on May 18, 2022
► Began preparations for the Section Directors Meeting that is scheduled for May 24, 2022
► Continued CalSAWS Risk Management activities, including:
  o Continued to work with risk and issue owners to develop and update mitigation plans for the accepted CalSAWS DD&I Project risks and issues
► Continued supporting engagement of project staff working remotely, including:
  o Began development of the monthly CalSAWS Connect newsletter that will be submitted to the CalSAWS Project Team on June 9, 2022
  o Completed preparations and facilitated the monthly virtual CalSAWS Project All Staff meeting on May 18, 2022
► 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 performing Contract Management activities for the CalSAWS DD&I Project
  o 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
► Participated in the CalSAWS Project Steering Committee meeting that was held on May 19, 2022

► Participated in CalSAWS Leadership Team meetings held at the Rancho Cordova project office on May 17 and 18, 2022
► Continued performing Deliverable Management activities for the CalSAWS DD&I Project

Deliverable Management

Table 1.2.1-2 – Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
71	CalACES Migration Final Acceptance Certification	• Submitted an updated version of the FDEL on May 17, 2022, to address additional comments and feedback from reviewers • Approval of the FDEL was due on May 16, 2022
75	CalSAWS Migration Work Plan Update #37	• Facilitated a touchpoint meeting with Deliverable reviewers on May 18, 2022, to address questions and comments for the FDEL, as needed • Approval of the FDEL was due on May 20, 2022

1.2.2 Communications Management

► CalSAWS Communications Management activities including:
  o Continued to gather key communication milestones from the Project teams
► CalSAWS Enhanced Communications Strategy:
  o Continued oversight and management of Power of 58 materials
► CalSAWS External Website (www.calsaws.org):
  o Continued the administration and support of the CalSAWS external website
    • See Table 1.2.2-1 for details on website support activities

Table 1.2.2-1 – Website Support Activities

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

Table 1.2.2-2 – CalSAWS.org Usage Statistics

CATEGORY	DURING REPORTING PERIOD	SINCE LAUNCH
Total Number of Subscribers	43	2,080
Total Number of Unique Users	20,084	1,485,397
Total Number of New Users	15,477	1,485,397
Total Number of Sessions (Individual site visits)	26,503	2,076,724
Average Number of Sessions per User	1.32	1,40
Average Number of Page Views per Session	1.29	1.31
Average Session Duration	0:45	0:56
AskCalSAWS Inquiries – Received/Resolved	16/15	718/711

Figure 1.2.2-1 – Overall CalSAWS.org Usage Trend
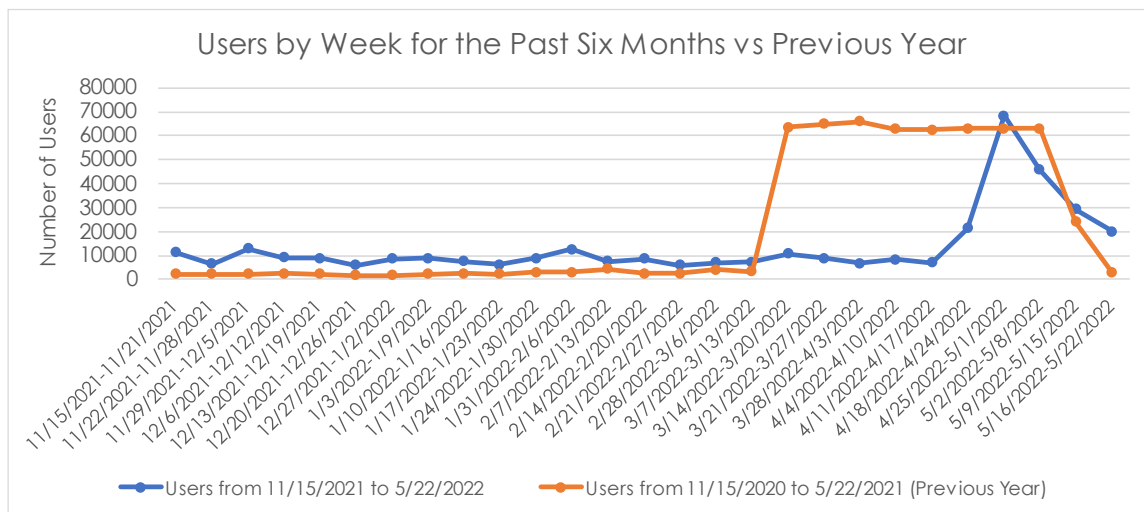
Note:
Increase in usage from the Previous Year (from March 14, 2021 to May 15, 2021) was investigated to be from cities in the United States

Table 1.2.2-3 – CalSAWS.org Subscription Service Statistics

WEBPAGE	PERCENT OF SUBSCRIBERS
Latest News – CalSAWS Buzz Newsletter	33%
Latest News – News	26%
Other Updates – System Updates	23%
Other Updates – Careers	22%
CalSAWS Committees – CalWORKs/CalFresh	21%

1.2.3 Cultural Transformation

► Drafted the voiceover script to record Cultural Transformation updates to be shared at the June 18, 2022 CalSAWS Member Representatives meeting
► Finalized transition plan for Culture Transformation initiatives
► Released the weekly Wellness Wednesday email to the CalSAWS Project staff
► Drafted updates provided at the All Staff meeting about the changes to the first Growth Mindset Conversation

1.2.4 Inclusion, Diversity and Equity Advancement (IDEA)

► Co-Create Phase
   o Workshops
      • Included the video recording of the first two session on "We Are One" site for everyone to view if they were unable to attend
   o Leadership
      • Began the preparation for the leadership coaching session that will be delivered in July
   o CalSAWS "We Are One" SharePoint Site
      • Continued to update the "We Are One" website tab
   o Pulse Survey
      • Completed analysis
      • Continued to prepare the video for the next JPA Board of Directors meeting
   o CalSAWS Table Talks
      • Continued to prepare and announce the session for May: CalSAWS Table Talk: "19 Days in February: Fitz on Purpose, Life, Laughter, and Death"
   o Small Team Building
      • Continued to add the small team building over-arching themes to the IDEA video presentation for the June 2022 CalSAWS JPA Board of Directors Member Representatives Meeting
   o Employee Resource Groups (ERGs)
      • Connected Employee Resource Groups (ERGs) with a speaker who shared how to have effective ERGs
      • Began discussion for the Black Employee Resource Group (BERG) Juneteenth celebration
► General
   o Continued to partner with the CalSAWS Connect team to provide content for the CalSAWS monthly newsletter
   o Continued to engage the Employee Resource Groups (ERGs) to assist with events or ideas to represent their members across the project
   o Continue to connect with the CalSAWS Culture Transformation team

1.3 CRFI/CIT Communications Information

► The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period ending May 22, 2022

Table 1.3-1 – CITs

CIT ID	SUBJECT	CATEGORY	DISTRIBUTION DATE	PRIMARY CalSAWS CONTACT	BACKUP CalSAWS CONTACT
None					

► The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period ending May 22, 2022

Table 1.3-2 – CRFIs

CRFI ID	SUBJECT	DISTRIBUTION DATE	STATUS	RESPONSE DUE DATE	CalSAWS CONTACT
22-036	E2Lite Functionality Opt-in/Out for CalWIN Counties	April 25, 2022	Open	May 20, 2022	Carlos Zepeda
22-039	Interface Partner Testing Contacts Confirmation for CalWIN Wave 3 Counties	May 13, 2022	Open	June 3, 2022	Prem Venugopalan
22-040	CalWIN readiness prerequisites for IPT and UAT	May 16, 2022	Open	June 10, 2022	Melanie Gines, and Llyod Rankine
22-041	CalSAWS Migration - Application Reference List Request	May 16, 2022	Open	June 3, 2022	Melanie Gines, and Llyod Rankine
22-042	CalWIN Counties BenefitsCal Options	May 17, 2022	Open	May 27, 2022	Joel Acevedo
22-043	CalWIN Update Child Care Certificate Batch Opt In/Out	May 18, 2022	Open	June 8, 2022	Gingko Luna

► The following table outlines overdue CalSAWS Requests for Information (CRFIs) for the reporting period ending May 22, 2022

Table 1.3-3 – Overdue CRFIs

CRFI ID	Subject	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
22-036	E2Lite Functionality Opt-in/Out for CalWIN Counties	Alameda County	Alpine County				

1.4 Activities for the Next Reporting Period

1.4.1 Project Management

► Continue CalSAWS DD&I Facility Management activities, including:
  o Continue key initiatives related to facilities at the Rancho Cordova and Norwalk Project Offices, which are provided in Table 1.2.1-1 (Key Facility Initiatives/Projects) above
► Continue CalSAWS Risk Management activities, including:
  o Continue to work with risk and owners to monitor risks and update risk mitigation plans for CalSAWS DD&I Project risks and issues
► Facilitate the CalSAWS Weekly Status Meeting scheduled for May 25, 2022
► Complete preparations and participate in the Section Directors meeting that is scheduled for May 24, 2022
► Continue activities to support Project staff working remotely
  o Complete preparations and facilitate the next monthly virtual CalSAWS Project All Staff Meeting that is scheduled for May 18, 2022
  o Begin development of the next monthly issue of the CalSAWS Connect newsletter that will be distributed to the CalSAWS Project Team on June 9, 2022
  o Continue developing Project communications, as needed
► Continue to support Return to Office (RTO) requests for CalSAWS Project staff to visit the CalSAWS Rancho Cordova and Norwalk Project offices, and support CalSAWS Project staff who have returned to work at the project offices (either full time or as part of the 50/50 model)
► Continue process of reviewing tool capabilities for the high-level CalSAWS Integrated Gantt chart
► 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
71	CalACES Migration Final Acceptance Certification	• Work with Deliverable reviewers to address comments on the FDEL as needed, for approval • Approval of the FDEL was due on May 16, 2022
75	CalSAWS Migration Work Plan Update #37	• Work with Deliverable reviewers to address comments on the FDEL as needed, for approval • Approval of the FDEL was due on May 20, 2022

1.4.2 Communications Management

► Continue to monitor usage and update materials as requested
  o See table 1.4.2-1 for planned website support activities
► CalSAWS Communications Management activities including:
  o Continue to gather key communication milestones from the Project teams
► CalSAWS Enhanced Communications Strategy:
  o 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 develop calendar of events for the ambassador initiatives through the end of the year
► Continue to provide project management support to Culture Ambassadors as they continue to develop the plans for the initiatives
► Continue to coordinate working sessions for each Ambassador group to progress their initiatives planning and discuss their individual contributions
► Continue to develop wellness initiative content to keep the project staff engaged
► Continue to update resources and a collaboration workspace with new relevant materials to support the implementation of the prioritized initiatives
► Continue to monitor Microsoft Teams channels for any help needed from Ambassadors

1.4.4 Inclusion, Diversity & Equity Advancement (IDEA)

► Confirm date for the leadership coaching session in July
► Send final announcements leading up to the May 24, 2022 table talks session
► Continue to confirm plans with BOLD culture for next leadership workshop session in July
► Continue to prepare Inclusion, Diversity & Equity Advancement (IDEA) progress video for the JPA Board of Directors meeting
► Continue to partner with CalSAWS Connect team to provide content for the CalSAWS monthly newsletter
► Continue to partner with our Cultural Transformation team to align on dates
► Continue to engage the Employee Resource Groups (ERGs) to assist with events or ideas to represent their members across the project

1.5 Deviations from Plan/Adjustments

► Consortium acceptance/approval of Final Deliverable (FDEL) #71 (CalACES Migration Final Acceptance Certification) was due on May 20, 2022. Approval of FDEL #71 is expected during the first week of June 2022, after providing additional information regarding Help Desk tickets requested by the Consortium

2.0   Imaging

2.1   Highlights of the Reporting Period

Table 2.1-1 – CalSAWS Imaging Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Contra Costa Migration (Amber)	• Export data copied successfully to the Snowball device, and it was shipped to AWS on May 19, 2022
Placer Migration (Amber)	• Validation is underway for recently submitted export batches

► Training
- o Attended weekly training touchpoint with Consortium Training Manager and Accenture Training Lead on May 19, 2022
- o Uploaded the CalSAWS Fact Sheet – File Upload for Multiple Cases to the CalSAWS Learning Management System
- o Uploaded the CalSAWS Fact Sheet – Imaging Search Results to the CalSAWS Learning Management System
- o Uploaded the updated Imaging Web-Based Training (WBT) modules to the CalSAWS Learning Management System

► Change Management
- o Distributed the T+3 Week Los Angeles County Imaging Change Readiness Survey

► Implementation
- o Provided post-deployment support for the Los Angeles County Imaging Implementation through the Imaging Support Center from May 16, 2022 to May 20, 2022
- o Hosted Imaging and BenefitsCal post-deployment stakeholder calls on May 16, 2022, May 18, 2022 and May 20, 2022
- o Distributed post-deployment emails to Los Angeles County identified stakeholder on May 16, 2022, May 18, 2022, and May 20, 2022
- o Updated Los Angeles County Imaging Readiness Dashboard for County and Project readiness checklists
- o Maintained Los Angeles County and Project Imaging Readiness checklists in Jira

Table 2.1-2 – CalSAWS Imaging Project Milestones

MILESTONES	DUE DATE	STATUS
Migration Activities		In progress
Conduct Santa Clara County Document Migration Discovery Session Check-in	May 16, 2022	Completed
Conduct San Diego County Document Migration Discovery Session Check-in	May 17, 2022	Completed
Conduct Placer County Document Migration Discovery Session Check-in	May 17, 2022	Completed
Conduct Fresno County Document Migration Discovery Session Check-in	May 18, 2022	Completed
Conduct Sonoma County Document Migration Discovery Session Check-in	May 18, 2022	Completed
Conduct Contra Costa County Document Migration Discovery Session Check-in	May 18, 2022	Completed
Conduct Sacramento County Document Migration Discovery Session Check-in	May 18, 2022	Completed
Conduct Yolo County Document Migration Discovery Session Check-in	May 19, 2022	Completed
Conduct Orange County Document Migration Discovery Session Check-in	May 19, 2022	Completed
Conduct Placer County Document Migration Discovery Session Check-in	May 24, 2022	Scheduled
Conduct San Luis Obispo County Document Migration Discovery Session Check-in	May 24, 2022	Scheduled
Conduct Yolo County Document Migration Discovery Session Check-in	May 25, 2022	Scheduled
Conduct Orange County Document Migration Discovery Session Check-in	May 26, 2022	Scheduled
Conduct Ventura County Document Migration Discovery Session Check-in	May 26, 2022	Scheduled

Table 2.1-3 – CalWIN Counties' Wave 1 Status Update

Wave 1	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Delta	Go Live
Placer County	Begin	7/29/20	10/1/20	8/6/20	8/31/20	4/1/21	2/17/22	4/15/22 6/1/22	9/22/22	3/14/22	10/3/22	**Go Live 10/31/22**
	Finish	7/29/20	10/1/20	10/6/20	3/26/21	2/11/22	5/27/22	6/10/22 6/30/22	10/6/22	10/2/22	10/20/22	
	Critical Path	Completed	Completed	Completed	Completed	Completed	Begin 7/27/22	Begin 8/19/22	Begin 9/22/22	Begin 10/20/22	Begin 10/22/22	**55% Progress**
	Status	Completed	Completed	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	

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

Amber Status: Placer County has resumed exports. The remaining export batches are being validated. Placer County will remain on amber alert until validation results are received to ensure it falls within the 2% error margin

Wave 1	Target Dates	Project Charter Signoff	Mapping SS Completion	Req Document Completion	Document Keyword Mapping Sign Off	Solution/ Sample Build	Sample Testing	Bulk Export	Initial Import	Validate Images in Production	Bulk Delta	Final Batch	Go Live
Yolo County	Begin	1/6/22	1/14/22	1/28/22	1/6/22	2/1/22	3/21/22	4/11/22	5/14/22	9/22/22	10/14/22	10/24/22	**Go Live 10/31/22**
	Finish	1/13/22	1/28/22	1/28/22	1/28/22	3/17/22	4/8/22	5/12/22	5/16/22	10/6/22	10/21/22	10/27/22	
	Critical Path	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Begin 9/22/22	Begin 10/20/22	Begin 10/22/22	**Overall Progress 70%**
	Status	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Awaiting	Awaiting	Awaiting	

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

Table 2.1-4 – CalWIN Counties' Wave 2 Status Update

Wave 2	Target Dates	Project Charter Signoff	Mapping Completion	Doc/ Keyword Mapping Sign Off	Sample Testing	Complete Change Order	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Batch	Go Live
Contra Costa County	Begin	11/5/21	12/21/21	12/22/21	2/22/22	2/8/22	4/4/22	6/1/22	9/22/22	10/20/22	10/22/22	**Go Live 2/27/23**
	Finish	11/11/21	1/5/22	12/31/21	3/18/22	4/1/22 4/15/22	5/21/22	7/1/22	10/6/22	10/21/22	10/24/22	
	Critical Path	Completed	Completed	Completed	Completed	Completed	Begin 6/2/22	Begin 8/28/22	Begin 9/22/22	Begin 10/20/22	Begin 10/22/22	**50% Progress**
	Status	Completed	Completed	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	

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

Amber Status: The export data was successfully copied to the Snowball device on Monday, May 16, 2022. As of Wednesday, May 19, 2022, the Snowball device has been returned to Amazon Web Services. AWS is currently unloading and validating data to prepare for import. Amber status will remain in effect until the validation results are received

Wave 2	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Delta	Go Live
Santa Clara County	Begin	10/15/20	12/1/20	01/17/22	05/09/22	08/08/22	09/12/22	11/07/22	1/19/23	9/1/22	2/13/23	**Go Live 2/27/23**
	Finish	10/15/20	1/20/22	04/29/22	06/10/22	09/09/22	11/04/22	11/30/22	2/2/23	1/31/23	2/23/23	**20% Progress**
	Status	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	Awaiting	Awaiting	

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

Wave 2	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Delta	Go Live
Tulare County	Begin	10/5/20	12/1/20	11/30/20	12/2/20	8/2/21	2/15/22	7/23/22	1/19/23	4/16/22	2/1/23	Go Live 2/27/23 50% Progress
	Finish	10/5/20	12/1/20	1/31/21	7/29/21	12/30/21	4/4/22	06/27/22	2/2/23	1/31/23	2/16/23	
	Status	Completed	Completed	Completed	Completed	Completed	Completed	Awaiting	Awaiting	Awaiting	Awaiting	

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

Table 2.1-5 – CalWIN Counties' Wave 3 Status Update

Wave 3	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Delta	Go Live
Orange County	Begin	1/7/21	3/1/21	3/1/21	2/2/21	4/30/21	4/1/22 4/8/22	8/5/22	3/23/23	8/1/22	4/1/23	Go Live 4/24/23 50% Progress
	Finish	1/7/21	3/1/21	4/30/21	4/22/21	12/30/21	8/1/22	1/31/23	4/6/23	1/31/23	4/20/23	
	Status	Completed	Completed	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	

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

Wave 3	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images In Production	Bulk Delta	Final Delta	Go Live
Santa Barbara County	Begin	1/14/21	3/1/21	8/1/21	2/11/21	3/9/22	6/1/22	8/1/22	3/23/23	8/1/22	4/1/23	Go Live 4/24/23 20% Progress
	Finish	1/14/21	3/1/21	10/31/21	12/30/21	5/31/22	8/1/22	1/31/23	4/6/23	3/31/23	4/20/23	
	Status	Completed	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	Awaiting	

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

Wave 3	Target Dates	Kick Off	Identify Migration Method/ Vendor	Test Network	Document Mapping	Testing	Initial Export	Initial Import	Validate Images in Production	Bulk Delta	Final Delta	Go Live
Ventura County	Begin	1/19/21	3/1/21	3/1/21	2/18/21	6/30/21	4/4/22	9/9//22	3/23/23	9/16/22	4/1/23	Go Live 4/24/23 35% Progress
	Finish	1/19/21	3/1/21	4/30/21	5/31/21	3/31/22	8/31/22	9/31/22	4/6/23	3/31/23	4/20/23	
	Status	Completed	Completed	Completed	Completed	Completed	In progress	Awaiting	Awaiting	Awaiting	Awaiting	

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

2.2 Activities for the Next Reporting Period

► Training
  o Attend Weekly Training Touchpoint with Consortium Training Manager and Accenture Training Lead on May 24, 2022
► Change Management
  o Distribute and monitor responses received through the T+3 Week Los Angeles County Imaging Change Readiness Survey
  o Provide a list of no responses from the T+3 Week Los Angeles County Imaging Change Readiness Survey to the Region 6 Regional Managers and Imaging Leads

► Implementation
  o Upload a list of frequently asked questions from the Imaging Support Center to the Web Portal
  o Update Los Angeles County Imaging Readiness Dashboard for County and Project readiness checklists
  o Maintain Los Angeles County and Project Imaging Readiness checklists in Jira
► Complete configuration and testing for CalWIN UAT environment

2.3 Deviations from Plan/Adjustments

► None for the reporting period

3.0 Customer Service Center (CSC)

3.1 Highlights of the Reporting Period

Table 3.1-1 – CalSAWS Customer Service Center Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
N/A	• Continued to test Task for Cancelling an Appointment in Outbound IVR (CA-25604) and, (CA-226839) Service Change Requests (SCR)
N/A	• Continued discussion with Los Angeles County, Wave 1, and Wave 2 CalWIN Counties about migration to CalSAWS Contact Center Solution
N/A	• Deployed SCRs Telephonic Signature (CA-226838) and, External Party Access (EPA) (CA-226839)
N/A	• Continued Build of Administration Page (CA-226672)

► Continued to test Task for Cancelling an Appointment in Outbound IVR (CA-25604) Service Change Requests (SCR)
► Continued discussion with Los Angeles County, Wave 1, Wave 2, and Wave 3 CalWIN Counties about migration to CalSAWS Contact Center Solution
► Continued Build of Administration Page (CA-226672)

Table 3.1-2 – Customer Service Center Enhancement Milestones

MILESTONES	SYSTEM TEST DELIVERY DATE	STATUS	RELEASE/ MINOR RELEASE
DDID 2292, 2697, 2698, 2723, 2724 WFM/QA/QM Reporting (CA-226209)	December 3, 2021	In Production	22.01
DDID 2718 Task for Cancelling an Appointment in Outbound IVR (CA-25604)	January 24, 2022	System Test	22.03 | 22.05.XX
DDID 2219, 2716, 2717, 2728 Outbound IVR - (CA-226207)	February 4, 2022	System Test	22.03 | 22.05.XX
DDID 2700 Enhanced CCP (CA-226844)	March 18, 2022	In Production	22.03 | 22.05.06
DDID 2727 Work-from-home Modifications (CA-227064)	March 18, 2022	In Production	22.03 | 22.05.06
DDID 2216, 2725 External Party Access IVR (CA-226839)	March 25, 2022	In Production	22.05
DDID 2211, 2217, 2218, 2220, 2729, 2730, 2731, 2046, 2732 Telephonic Signature (CA-226838)	April 1, 2022	In Production	22.05
DDID 2687, 2688, 2689, 2690, 2691, 2692, 2693, 2694, 2695, 2696, 2222, 2702, 2721, 2169, 2284, 2722 Admin Page (CA-226672)	April 4, 2022	In Development	22.05 | 22.06.XX
DDID 2701, 2706 Voice Authentication Languages (CA-226843)	May 5, 2022	In Development	22.05 | 22.06.XX
DDID 2699, 2210, 2705, 2707, 2708, 2709, 2710, 2711, 2712, 2713, 2714, 2715, 2719, 2720, 2258 Inbound IVR (CA-226837)	May 5, 2022	In Development	22.05 | 22.06.XX
DDID 2704 Post-Call Survey (CA-228023)	May 5, 2022	Approved	22.05 | 22.06.XX
DDID 2284 Scheduled Callback (CA-229573)	May 5, 2022	Approved	22.05 | 22.06.XX
DDID 2268 Display the CalSAWS Contact Center IVR Caller ID for outbound calls	May 5, 2022	Design in progress	22.05 | 22.06.XX

Table 3.1-3 – Los Angeles County Milestones

	MILESTONES	DUE DATE	OWNER
1	Design completion	March 11, 2022	CalSAWS Project Team
2	Initial performance/load testing	March 18, 2022	CalSAWS Project Team
3	Training development	May 16, 2022	CalSAWS Project Team
4	Build and unit test	May 20, 2022	CalSAWS Project Team
5	Training content review	May 20, 2022	Consortium
6	System Test	June 3, 2022	CalSAWS Project Team
7	Training execution	June 6, 2022	CalSAWS Project Team
8	Conduct model office	June 13, 2022	Los Angeles County
9	Go-live	August 19, 2022	CalSAWS Project Team
10	Post go-live support	August 22, 2022	CalSAWS Project Team

3.2   Activities for the Next Reporting Period

► Continue discussions with Contra Costa, Los Angeles, Santa Clara, Tulare, Orange, Santa Barbara, and Ventura Counties for County specific Interactive Voice Response (IVR) designs
► Continue build of System Change Requests (SCRs) CA-226843 Voice Authentication Languages and, CA-226672 Administrative Page
► Continued build of Los Angeles County Amazon Web Services (AWS) Accounts and Contact Center Infrastructure (CA-240156)

3.3   Deviations from Plan/Adjustments

► None for the reporting period

4.0   Application Development and Test

4.1   Highlights of the Reporting Period

Table 4.1-1 – CalSAWS Application Development and Test Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
4.1.2 Design Difference Identifiers (DDID) System Test Status	• Completed 22.05 System Testing. 22.05 was successfully deployed to production on May 22, 2022, which will be available to Counties on May 23, 2022
4.1.3 Converted Data Test (CDT)	• CalWIN CDT 83% pass rate on a 78% target

4.1.1 Application Development Summary

Table 4.1.1-1 – CalSAWS Application Development Summary

	Status	22.03	22.05	22.07	22.09	22.11	23.01	23.02
Design	New	0	0	0	6	2	8	1
	Design in Progress	0	1	0	9	1	1	0
	Ready for Committee	0	0	0	1	0	0	0
	Committee Review	0	0	0	0	0	0	0
	Pending Approval	0	0	0	1	0	1	0
Build	Approved	0	0	3	4	1	1	0
	In Development	0	1	4	1	0	1	0
	Development Complete	0	0	0	0	0	0	0
	In Assembly Test	0	0	2	0	0	0	0
Test	System Test	0	3	0	1	0	0	0
	Test Complete	0	0	0	0	0	0	0
	In Production	35	20	0	0	0	0	0
	Grand Total	**35**	**25**	**9**	**23**	**4**	**12**	**1**

|	
System Change Requests (SCRs) in Production	915

Notes:
- This table includes Application Development System Change Requests (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

▶ Continued drafting designs and development activities. Status is provided in Table 4.1.1-1 (CalSAWS Application Development Summary), above

4.1.2 Design Difference Identifiers (DDID) System Test Status

Figure 4.1.2-1 – DDID System Test Status
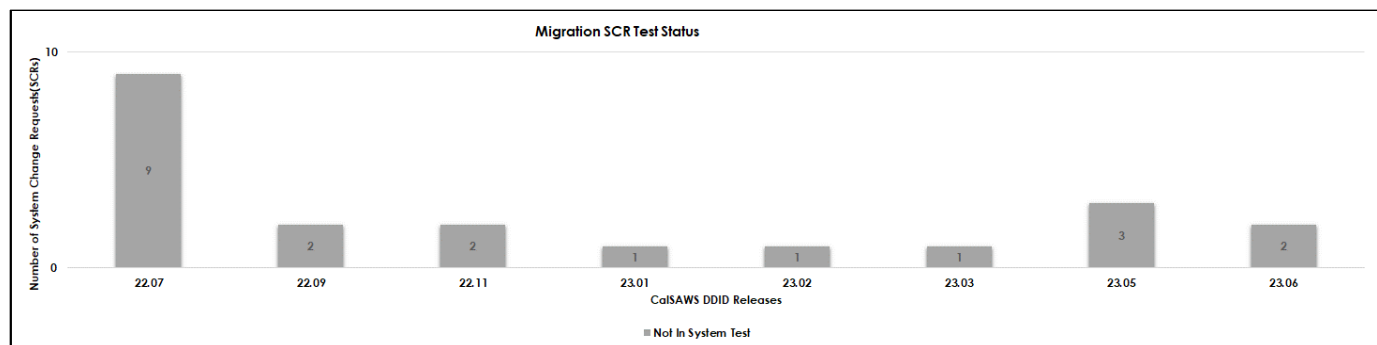
Notes:
- Includes all System Change Requests (SCRs) that have a funding source of CalSAWS DD&I that are not in "Rejected" or "Pending Rejection" status and are targeted for a baseline release. This includes SCRs associated to DDID 1967 for the unforeseen allowance and DDID 1631 for the reports allowance. In Production includes "In Production" status; Test

Complete includes "Test Completed" status; 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 System Change Requests (SCRs) targeted for the release, such as DD&I Training and Technical System Change Requests (SCRs)

Table 4.1.2-1 – DDID System Test Execution Status – 22.05

Pass rate target as of May 18, 2022	**100%**
Pass rate actual as of May 18, 2022	**100%**
System Test Completed date: May 18, 2022	

Figure 4.1.2-2 – DDID System Test Execution Status – 22.05
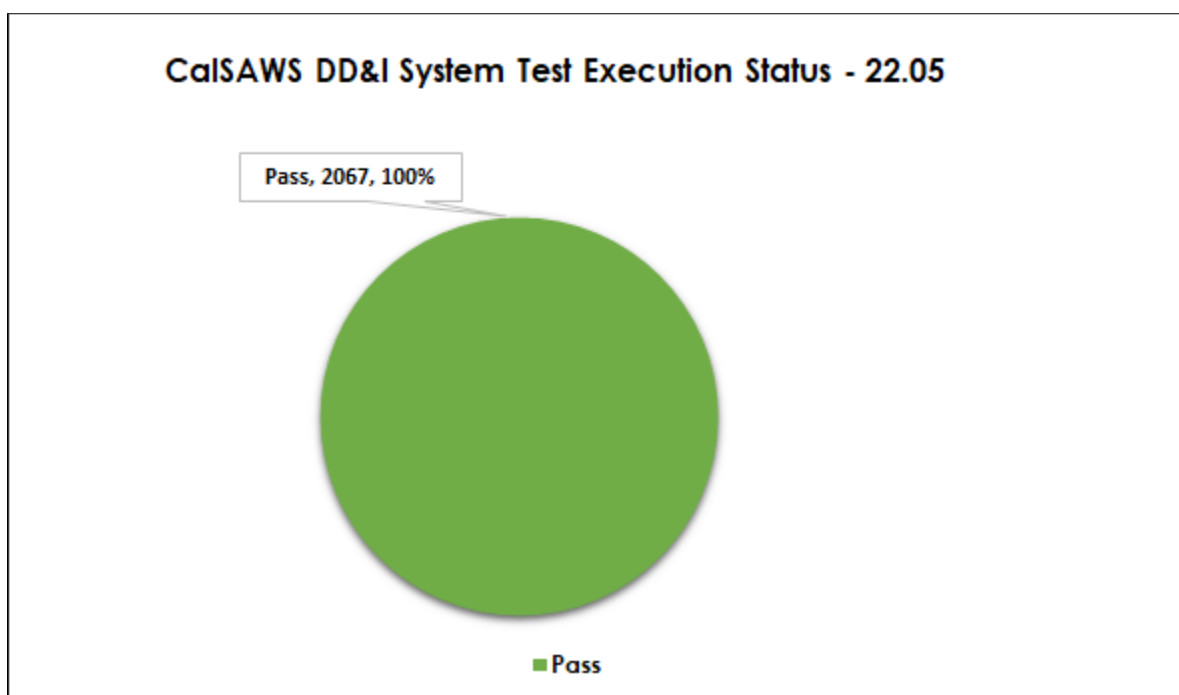
Note:

- 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

► Completed test execution for 22.05

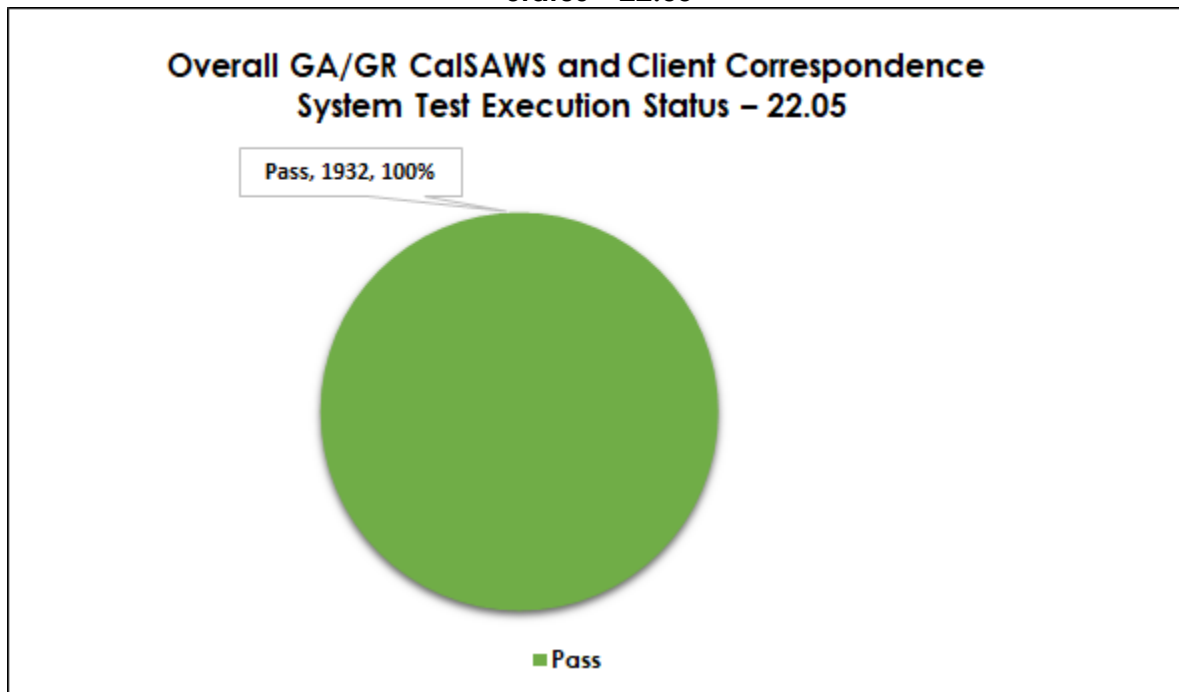**Figure 4.1.2-3 – Overall GA/GR CalSAWS and Client Correspondence System Test Execution Status – 22.05**

Overall GA/GR CalSAWS and Client Correspondence System Test Execution Status – 22.05

Pass, 1932, 100%

■ Pass

Figure 4.1.2-4 – GA/GR System Test Execution Status by Area – 22.05

GA/GR CalSAWS System Test Execution Status by Area – 22.05

Pass, 1345, 100%

■ Pass

GA/GR Correspondence System Test Execution Status by Area – 22.05

Pass, 587, 100%
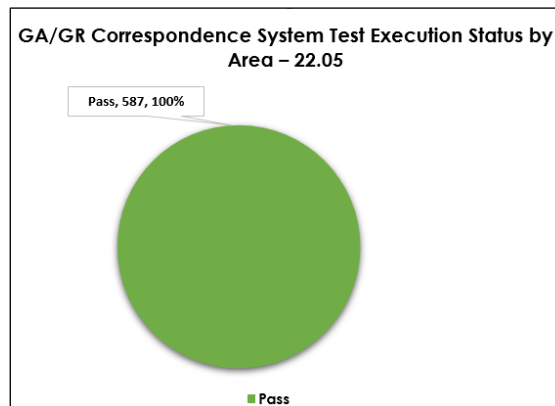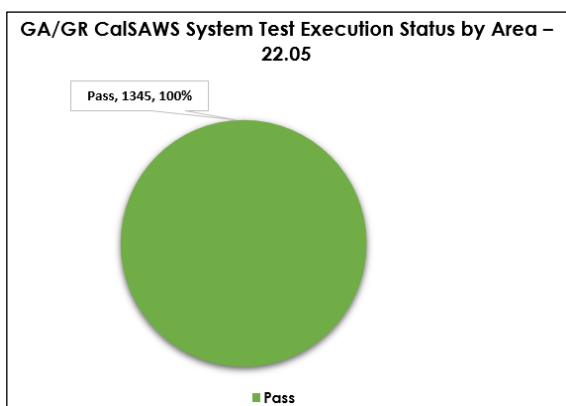
■ Pass

Table 4.1.2-2 - GA/GR System Test Execution Status by Area – 22.05

GA/GR CalSAWS	
Pass rate target as of May 18, 2022	**100%**
Pass rate actual as of May 18, 2022	**100%**
System Test completed date: May 18, 2022	

GA/GR Client Correspondence	
Pass rate target as of May 18, 2022	**100%**
Pass rate actual as of May 18, 2022	**100%**
System Test completed date: May 18, 2022	

4.1.3   Converted Data Test (CDT)

► Continued test execution of CalWIN Converted Data Test (CDT) phase

Table 4.1.3-1 – CalWIN CDT Execution Status

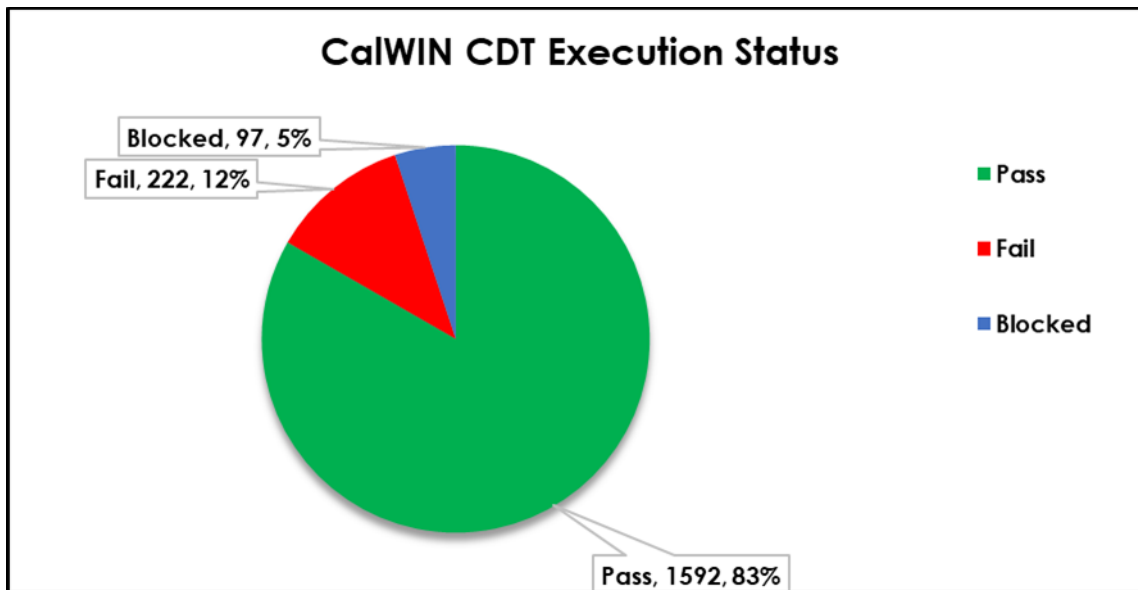| CalWIN CDT	
Pass rate target as of May 20, 2022	**78%**
Pass rate actual as of May 20, 2022	**83%**
System Test completed date: May 31, 2022	

Figure 4.1.3-1 – CalWIN CDT Weekly Test Script Passed Burndown Chart
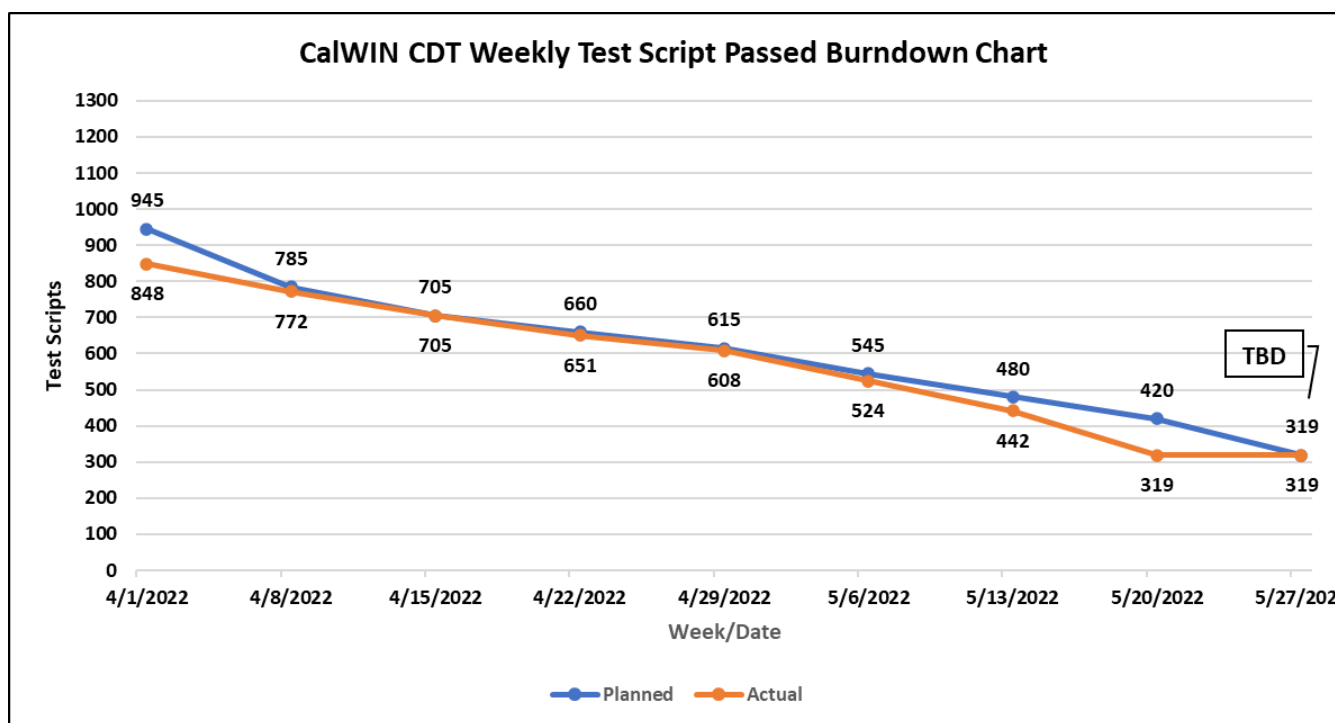
Note:
- Test Script counts are subject to change as test scripts are added or removed throughout the execution phase

Figure 4.1.3-2 – CalWIN CDT Execution Status

CalWIN CDT Execution Status

- Blocked, 97, 5%
- Fail, 222, 12%
- Pass, 1592, 83%

Legend: ■ Pass ■ Fail ■ Blocked

Note:
- Test Script counts are subject to change as test scripts are added or removed throughout the execution phase

Table 4.1.3-2 – CalWIN Converted Data Test (CDT) Execution Status by Functional Area

CalWIN CDT Execution Status by Functional Area	Pass	Fail	Blocked	Total
Ancillary	32	0	0	32
CalHEERS	74	2	3	79
Correspondence	144	16	0	160
Eligibility	293	65	65	423
Fiscal	297	11	2	310
GA/GR	192	39	0	231
Online	160	27	0	187
Reports	87	33	0	120
High-Volume Online Transactions	313	29	27	369
Total	**1592**	**222**	**97**	**1911**

Note:
- High-Transaction volume are the scripts that are executed via our Automated Regression scripts that are being manually executed against Converted data. Test script counts are subject to change as test scripts are added or removed throughout the execution phase

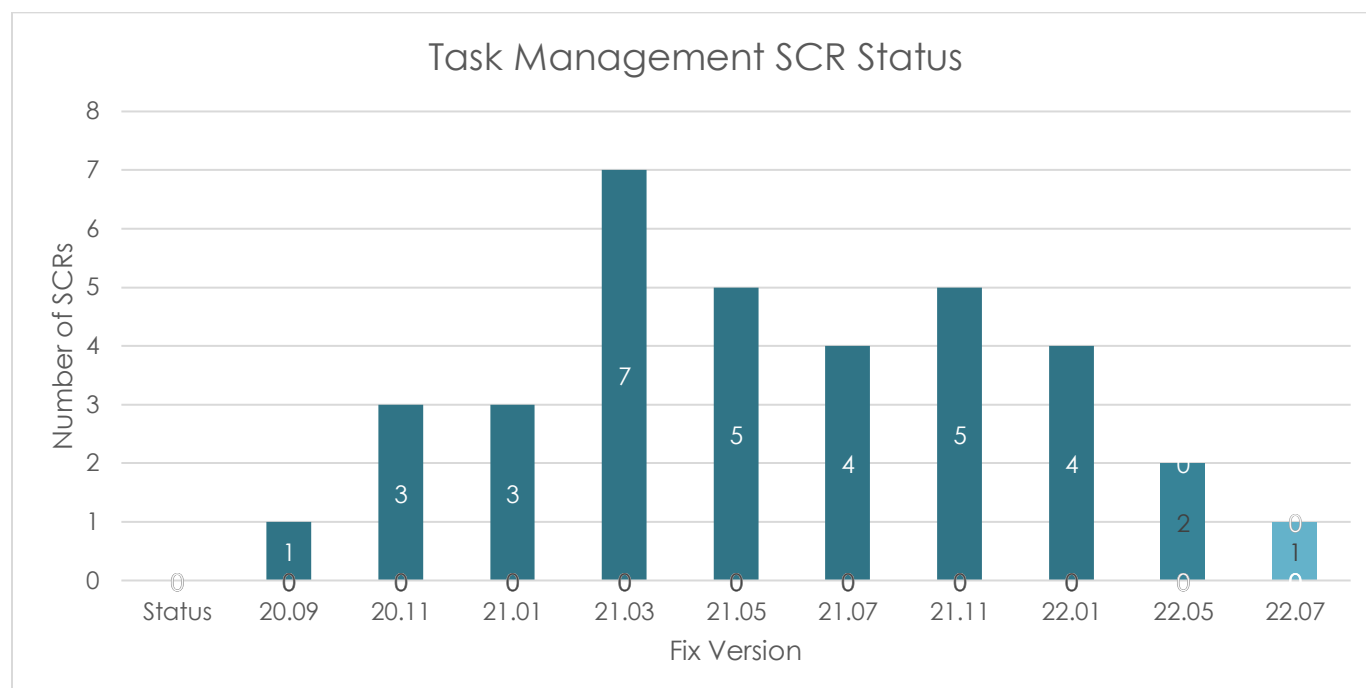**Figure 4.1.3-3 – CalWIN Converted Data Test (CDT) Defects**
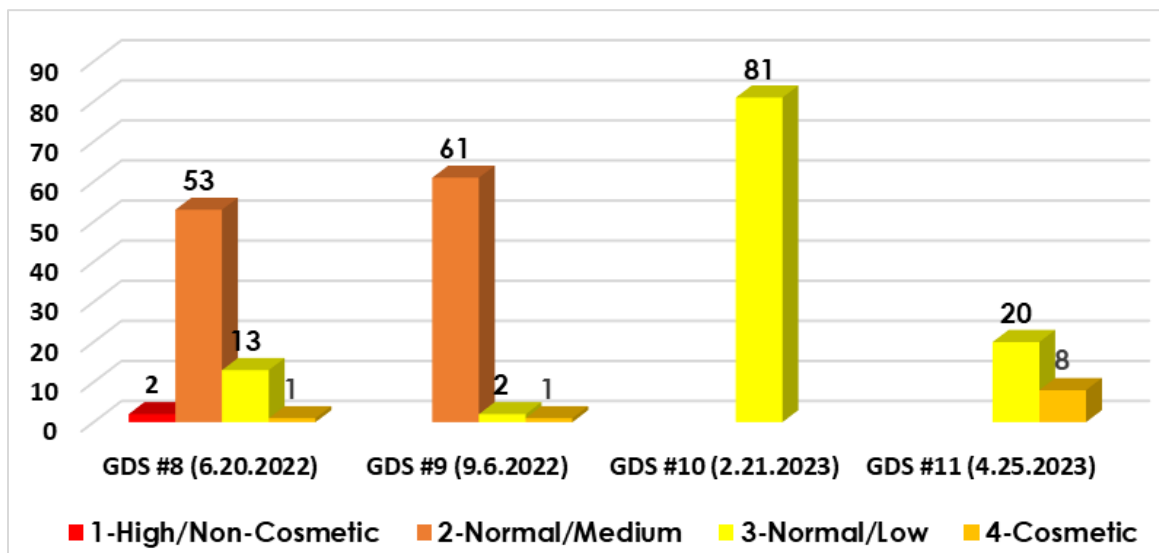
► 15 defects being triaged by Application Development (new or assigned status)

► 242 open converted data defects

4.1.4 Task Management

► Continued development for the 22.07 release

o CA-214922 DDID 2388 – FDS: Task Management - Task Start Date

Figure 4.1.4-1 – Task Management Design Difference Identifiers (DDID) Status

4.1.5 Application Programming Interface (API)

► Continued development on the following Application Programming Interfaces (APIs):
 o CA-214741 DDID 2298 – FDS: API - Person - MDM API

Figure 4.1.5-1 – Application Programming Interface (API) DDID Status
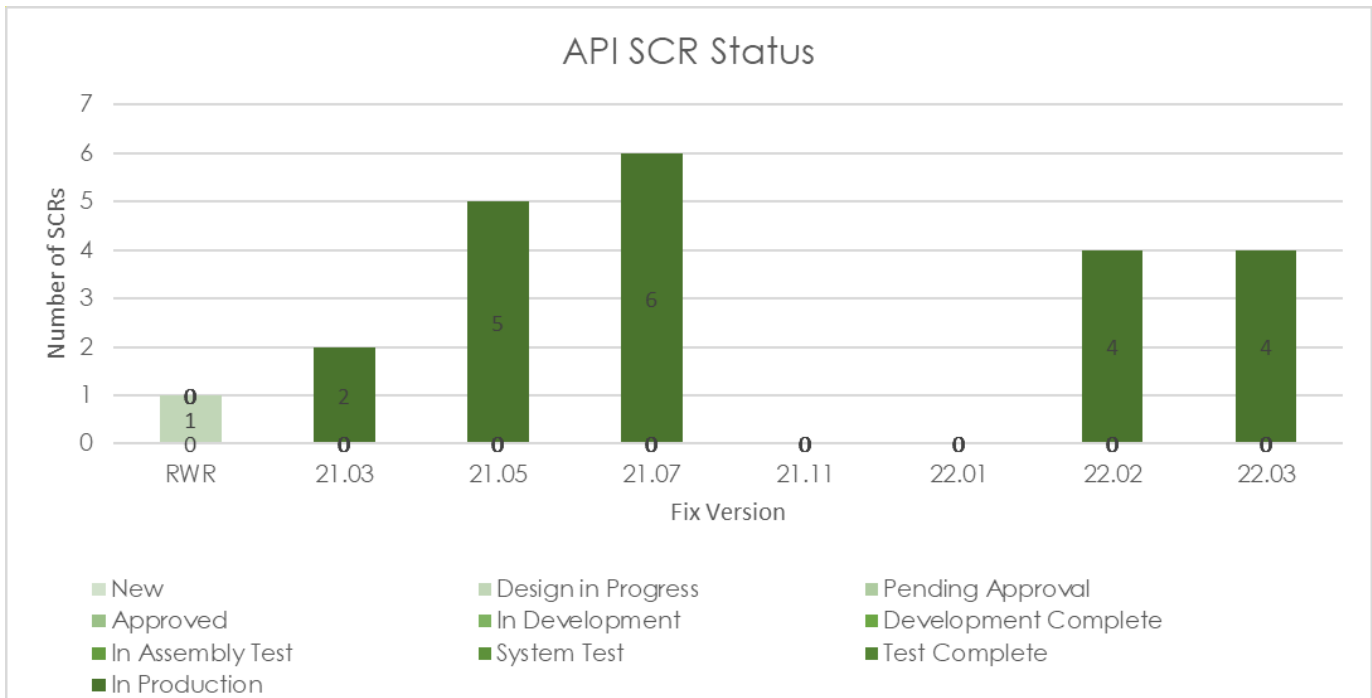
4.1.6 General Assistance/General Relief (GA/GR)

► General:
  o Provided the weekly status update and General Assistance/General Relief (GA/GR) release plan changes to Consortium on May 17, 2022
  o Discussed the General Assistance/General Relief (GA/GR) Correspondence work products and design clarifications on May 17, 2022, and May 19, 2022
  o Discussed the General Assistance/General Relief (GA/GR) Correspondence web service design clarifications on May 18, 2022, and May 20, 2022
  o Discussed Gainwell System Test status on May 18, 2022
  o Design Review for following SCRs was completed
    • CA-240916 – GA/GR Automated Solution - Imaging Updates
    • CA-245352 – Implement Additional Miscellaneous Parameters for EDBC-triggered Reason Codes
    • CA-245506 – Batch Sync Recommendations
  o Documentation for SCR CA-242600 - GA/GR Opt-in and Migration County readiness checklist (documentation Only) was completed
  o Below GA/GR SCRs are in design
    • CA-242939: GA GR M&O Process for Correspondence Administration (22.07)
    • CA-244842: Set GAGR Aid Code for CalFresh program on PACF cases (for GA/GR Automated solution) (22.09)
    • CA-220016: GA GR Automated Solution Admin Changes - Wave 1 (22.09)

Figure 4.1.6-1 – GA/GR Design Difference Identifiers (DDID) Status
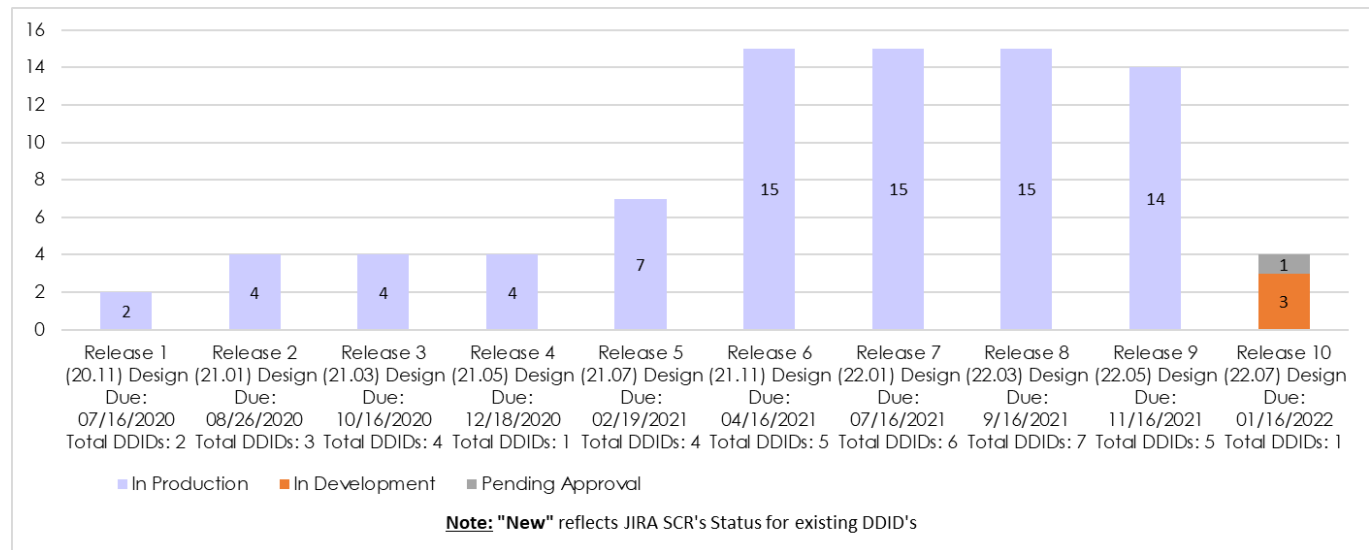
4.1.7 Case Purge

In July 2020, a team was formed to design, build, test, and deploy a Case Purge solution for C-IV and CalSAWS. 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 is 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

► Completed Sprint 7 and 8 features included in the 22.05 baseline System Change Requests (SCRs). This release includes the following items and have been deployed to production with the 22.05 release on May 22, 2022:
  o Sprint 7 SCR CA-229308
    • Update Time Limit Aid Summary and Detail pages to pull data from retained tables in read-only mode
    • Update Deletion Model to include Residential and Receipt tables
    • Update CalSAWS application to validate and block CalHEERS referrals from linking to purged cases
    • Port Case Data Removal Completion Report into CalSAWS
    • Update BenefitsCal page to validate and remove links to purged cases
  o Sprint 8 SCR CA-229309
    • Update Case Re-Verification Batch to exclude CS (Child Protective Services) program for all Counties
    • Design CalSAWS Disaster Recovery Document Removal process
    • Update Exception and Trace logging
    • Update Stored Procedure to delete from Residential and Receipt tables
    • Include Verify Lawful Presence (VLP) records into Case Data Removal when CalSAWS cases are linked to Department of Health Services (DHS) removed cases
    • Create Data Change for OBIEE cleanup for Delete Track table

Figure 4.1.7-1 – Case Purge Burndown Chart

Table 4.1.7-1 – Planned Purge Sprints

SPRINT NUMBER	SPRINT DESCRIPTION
Sprint 1	Porting Case Summary page updates, Case Data Removal page updates
Sprint 2	Add Case Locking, Image View only
Sprint 3	Porting the Identification sweep logic, adding new Eligibility Determination Benefit Calculation/Recovery Account (EDBC/RA) Rules to Identification Sweeps, Porting Portable Document Format (PDF) Generation Process, Increasing Journal Portable Document Format (PDF) Character Limit
Sprint 4	Porting Case Deletion Logging process, adding new CalHEERS tables to Deletion Model, Remove Recovery Account Responsible Party tables from Deletion Model
Sprint 5	Porting Case Identification and Override Reports, Port Document Removal process to S3, Create Stored Procedure Database Change Requests (DBCRs), Schedule Batch for Journal Portable Document Format (PDF) Re-run
Sprint 6	Creating CalSAWS Re-Verification Batch, Updating Identification and Re-Verification logic to include new Recovery Account rules, Updating Document S3 storage service framework, Updating Identification Batch to exclude CS program
Sprint 7	Porting Time Limit Aid Summary page changes, Porting Case Completion Report, Updating Deletion Model to include Residential and Receipt tables, Updating CalSAWS page to validate and block CalHEERS referrals,

SPRINT NUMBER	SPRINT DESCRIPTION
	Combining Document and Imaging removal process with Data Removal Batch, Updating Benefits Cal page to validate for removed cases during linkage
Sprint 8	OBIEE Cleanup for Delete Track, Updating Batch to Verify Lawful Presence (VLP)
Sprint 9	Image Deletion, Porting for Disaster Recovery Document Deletion
Sprint 10	Performance Environment Preparation and Execution
Sprint 11	Batch Scheduling, Case Purge Transition

4.1.8   Deliverable Management

Table 4.1.8-1 – Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
58	CalSAWS (CalWIN) UAT Readiness Report Milestone	• Continued developing the FDEL • Submission of the FDEL is due on May 27, 2022

4.2   Activities for the Next Reporting Period

► Continue drafting designs for Migration Impact System Change Requests (SCRs)
► Continue test execution for CalSAWS 22.05 Release

Deliverable Management

Table 4.2-1 – Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
58	CalSAWS (CalWIN) UAT Readiness Report Milestone	• Finalize and submit the FDEL to the Consortium for review and feedback • Submission of the FDEL is due on May 27, 2022

4.3   Deviations from Plan/Adjustments

► None for the reporting period

5.0 Conversion

5.1 Highlights of the Reporting Period

Table 5.1-1 – CalSAWS Conversion Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
5.1.1 CalWIN Conversion	• Wave 1 Mock Cutover 1 remains on-schedule to begin in June 2022 • On-schedule to deliver GDS 8 on June 20, 2022 for County Data Validation (CDV) • Wave 1 CDV Participants and Security Profiles have been Confirmed (in preparation for GDS 8 / CDV) via CRFI 22-022

5.1.1 CalWIN Conversion

► Continued to triage Converted Data Testing (CDT) defects as they are created

► Continued environment "Fit Testing" of Conversion 19 and conversion 17 environments in prep for Mock Cutovers.

► Continued Golden Data Set (GDS) 8 Epic on April 11, 2022
  o Continued to assess and prioritize Converted Data Testing (CDT) items based on Converted Data Testing (CDT) prioritization for Golden Data Set (GDS) delivery
  o GDS 8 Epic is focused on:
    • 22.03, R68
    • Converted Data Test (CDT) defects, and
    • General Assistance/General Relief (GA/GR)
    Note: GA/GR total items include a large number Code Set and table mappings that have already been performed but required 22.03 to be fully tested and mappings validated

Table 5.1.1-1 – CalWIN Conversion Statistics Golden Data Set (GDS) 8 (April 2022 – June 2022)

Sprint	Total - Deferred Items	Sprint Duration		Not Started (0%)	Analysis & Mapping in Progress (25%)	Ready for Consortium Review (30%)	Build In Progress (50%)	Ready for AT (75%)	On Hold (5%)	Completed (Tested)* (100%)	CNR (100%)	Deferred (0%)
Overall	231	4/11/2022	6/3/2022	89	8	0	7	14	0	112	0	0
R68/22.03 GA-GR	20	4/11/2022	4/29/2022	0	0	0	0	0	0	20	0	0
22.03	40	4/11/2022	4/29/2022	0	0	0	0	0	0	40	0	0
GDS#8 Bugfix 1	53	4/18/2022	5/13/2022	0	0	0	0	9	0	43	0	0
R69	7	5/9/2022	5/20/2022	7	0	0	0	0	0	0	0	0
R69 CSMs	tbd	5/23/2022	5/27/2022	0	0	0	0	0	0	0	0	0
GDS#8 Bugfix 2	28	5/9/2022	5/20/2022	5	4	0	7	4	0	8	0	0
22.05 (7) + GA/GR (64)	83	5/16/2022	5/27/2022	77	4	0	0	1	0	1	0	0
Hardening	tbd	5/30/2022	6/3/2022	0	0	0	0	0	0	0	0	0

5.1.2 Gainwell Technologies

► CalWIN Document Migration
  o Continued planning for delivery of all Client Correspondence (CC)
  o Continued delivery of Client Correspondence (CC) from CalWIN

5.1.3 Ancillary Systems Conversion

► Continued to address issues found in production dataset size files. These files are necessary for CalWIN Core Conversion orchestration and integrations
► Facilitated exception reports review sessions with the Ancillary Counties to address questions and concerns

Table 5.1.3-1 – County Status by Ancillary System

| COUNTY	COLLECTIONS	FRAUD	TASK MANAGEMENT
Contra Costa	**Design and build completed** Received production sized files	N/A	N/A
Placer	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files
Yolo	**Design and build completed** Received production sized files	N/A	N/A
Santa Clara	N/A	N/A	**Design and build completed** Received production sized files
Tulare	**Design and build completed** Received production sized files	N/A	N/A
Orange	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files
Santa Barbara	N/A	N/A	**Design and build completed** Received production sized files
Ventura	**Design and build completed** Received production sized files	N/A	N/A
San Mateo	**Design and build completed** Received production sized files	N/A	**Design and build completed** Received production sized files
Santa Cruz	**Design and build completed** Received production sized files	N/A	**Design and build in-progress** Received production sized files
Solano	**Design and build completed**	N/A	N/A

COUNTY	COLLECTIONS	FRAUD	TASK MANAGEMENT
	Received production sized files		
Alameda	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files	N/A
Fresno	**Design and build completed** Received production sized files	N/A	N/A
Sonoma	**Design and build completed** Received production sized files	N/A	**Design and build completed** Received production sized files
Sacramento	N/A	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files
San Francisco	**Design and build completed** Received production sized files	N/A	N/A
San Luis Obispo	**Design and build completed** Received production sized files	**Design and build completed** Received production sized files	N/A

Figure 5.1.3-1– Ancillary Systems Conversion Gantt Chart
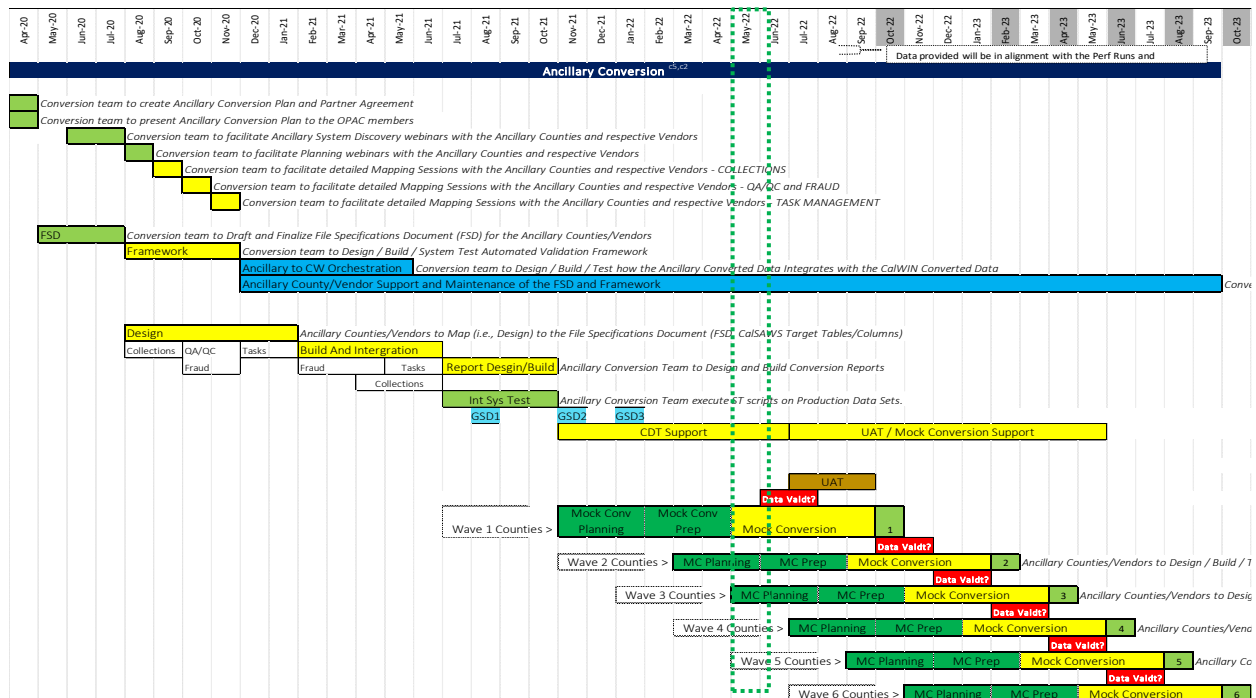
Table 5.1.3-2 – Ancillary Systems Conversion Milestones

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

5.1.4 Deliverable Management

Table 5.1.4-1 – Conversion Deliverable Status for Current Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for the reporting period	

5.2 Activities for the Next Reporting Period

5.2.1 CalWIN Conversion

► Complete Jira epics and issue aligned with Golden Data Set (GDS) Delivery schedule
► Continue Golden Data Set (GDS) 8 Epic
► Continue Mock Cutover Preparation
► Continue Converted Data Test (CDT) Support
► Continue Converted Data Delivery planning activities

5.2.2 Gainwell Technologies

► CalWIN Data Migration
   o Continue planning for future CalWIN extractions
► CalWIN Data Retention M&O
   o Continue planning for future data retention runs

5.2.3 Ancillary Systems Conversion

► Continue ongoing support for mapping and data extract activities on Ancillary Collections, Fraud, and Task Management
► Continue to update the Ancillary Systems file specifications documents (as needed)
► Continue System Test scenario for automation development
► Prepare for Wave 1 County data extract delivery on May 23, 2022

5.2.4 Deliverable Management

Table 5.2.4-1 – Conversion Deliverable Status for Next Reporting Period

DEL #	DELIVERABLE NAME	STATUS
	None for next reporting period	

5.3 Deviations from Plan/Adjustments

► None for the reporting period

6.0   CalWIN Functional Support

6.1   Highlights of the Reporting Period

Table 6.1-1 – CalSAWS CalWIN Functional Support Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
N/A	• Continued collaborating on a set of activities to prepare Wave 1 CalWIN Counties for Process Simulation, including configuration

► Provided CalSAWS expertise at the Santa Clara County Process Change Inventory (PCI) Closeout sessions on May 16-20, 2022, sessions include:
   o Imaging, Lobby Management, Client Correspondence
   o Appointment Scheduling/Management
   o Application Registration (Tasks) and Intercounty Transfer (ICT)
► Provided CalSAWS expertise at San Francisco County To-Be Business Process Reengineering (BPR) Sessions on May 16-20, 2022, sessions include:
   o Fiscal 101 Workshop
   o Case Maintenance
   o PR/Re-Evaluation
   o Intercounty Transfer (ICT)
   o RDB/Supportive Services
   o Fiscal Processes
   o Fiscal Benefits Recovery
► Provided CalSAWS expertise at Sonoma County To-Be Business Process Reengineering (BPR) Sessions on May 16-20, 2022, sessions include:
   o Case Maintenance
   o Intercounty Transfer (ICT)
   o Service Arrangements Resource Databank Valuables
   o General Assistance (GA)
► Supported the Weekly Readiness Work Plan/checklist activities during May 16-20, 2022 to coordinate and action CalWIN Readiness checklist items and activities
► Supported Laptops for CalWIN Training meeting on May 16, 2022 to coordinate timelines for training laptop hardware preparedness
► Supported Readiness Dashboard Metrics and Reporting Cadence on May 17, 2022 to coordinate weekly CalWIN release Greenlight Metrics Reporting
► Supported CalWIN County Configuration all-day session on May 19, 2022 to plan for a concrete set of activities to prepare counties to configure CalSAWS for Wave 1 Process Simulation
► Supported Table Read – Work Plans meeting on May 19, 2022 to validate the Wave 1 readiness checklist across teams
► Supported CalWIN Leadership Alignment meetings on May 17, 2022 and May 18, 2022 to align on the best way forward with the release
► Review Global To-Be process Flows to provide feedback to enhance future wave Business Process Reengineering (BPR) by May 17, 2022

- o Lobby Management
- o Appeals/Hearings

6.2   Activities for the Next Reporting Period

► Prepare for San Francisco County To-Be Business Process Reengineering (BPR) Sessions on May 23-27, 2022, upcoming sessions include:
- o Quality Assurance (QA)
- o Intercounty Transfers (ICTs) (Continued, Part 2)
- o Special Investigations (Fraud)
- o Income Eligibility and Verification System (IEVS)
- o Child Care and Employment Services
- o Employment Services (Continued)
- o Child Welfare Services
- o Appeals/Hearings
- o CAAP: General Assistance/General Relief (GA/GR) (Continued)

► Prepare for Sonoma County To-Be BPR Sessions on May 16-20, 2022, upcoming sessions include:
- o Employment Services 3x
- o Employment Services – Child Care
- o Child Welfare Services (CWS)
- o Fiscal and Benefits Recovery 2x

► Prepare for Process Simulation Meeting-Placer on May 23, 2022 to overview process simulation for Placer County

► Prepare for Placer-Fiscal Interface Files on May 23, 2022 to answer questions on the Fiscal Interface layout and business process

► Prepare for Process Simulation Scenario Optimization on May 23, 2022 to align on additional improvements to the list of process simulation scenarios

► Prepare for Supported County Readiness Packet and Dashboard on May 24, 2022 to plan approach to CalWIN County Readiness reporting

► Prepare for Process Simulation: Weekly Touchpoint on May 25, 2022 to stack hands on all CalWIN Process Simulation activities

► Prepare for the weekly touch base on Work Plan/checklist activities on May 26, 2022 to support and coordinate CalWIN Readiness Checklist items and activities

► Prepare for Intercounty Transfer (ICT) Cutover Process for CalWIN Counties Part 2 on May 26, 2022 to coordinate activities on the ICT cutover process

► Prepare for CalSAWS 3x Weekly Leadership Meetings on May 23, 2022, May 25, 2022, and May 27, 2022 to collaborate on leadership items for the CalWIN release

► Prepare for ISS Team Leads Meetings on May 24, 2022 and May 26, 2022 to collaborate effectively

6.3   Deviations from Plan/Adjustments

► None for the reporting period

7.0   Technology Infrastructure

7.1   Highlights of the Reporting Period

Table 7.1-1 – CalSAWS Technology Infrastructure Status Agenda Topic

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Deviations from Plan/Adjustments	• Change in the address to be used as Point of Presence (POP) location for Santa Clara County was submitted as response to CRFI 22-015 • Cisco delivery estimator tool forecasting a delay to Network Infrastructure reaching destination

Figure 7.1-1 – Wave 1 County Network Connectivity Readiness Burndown
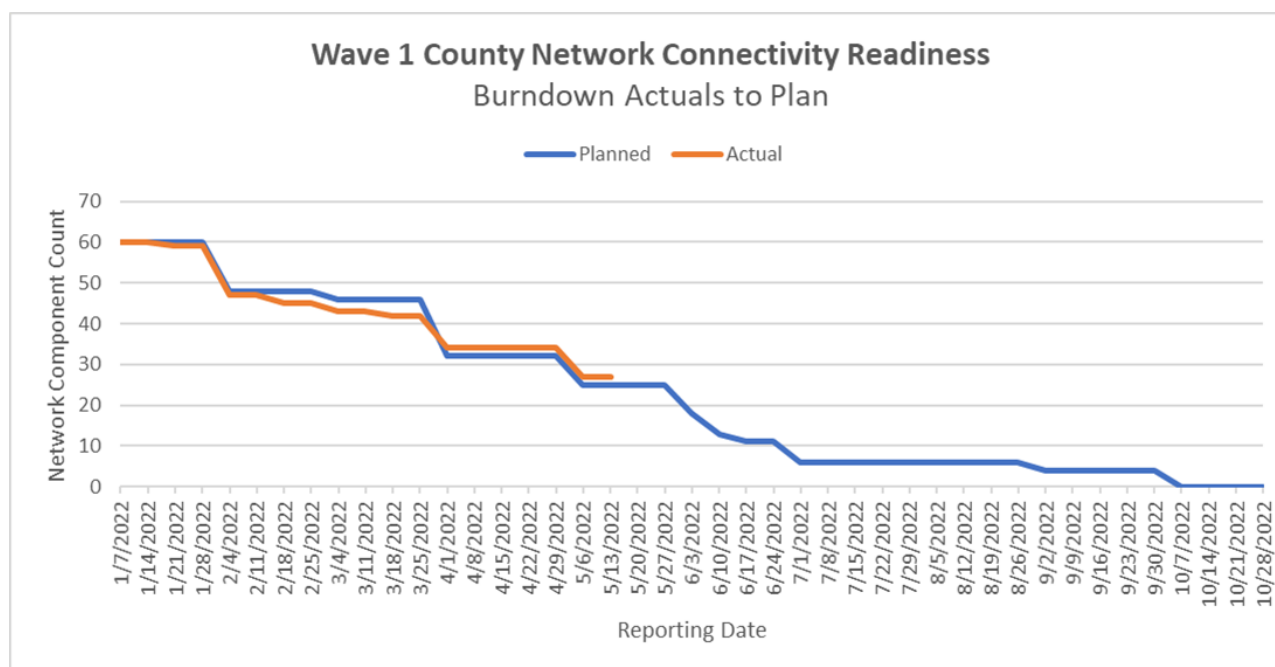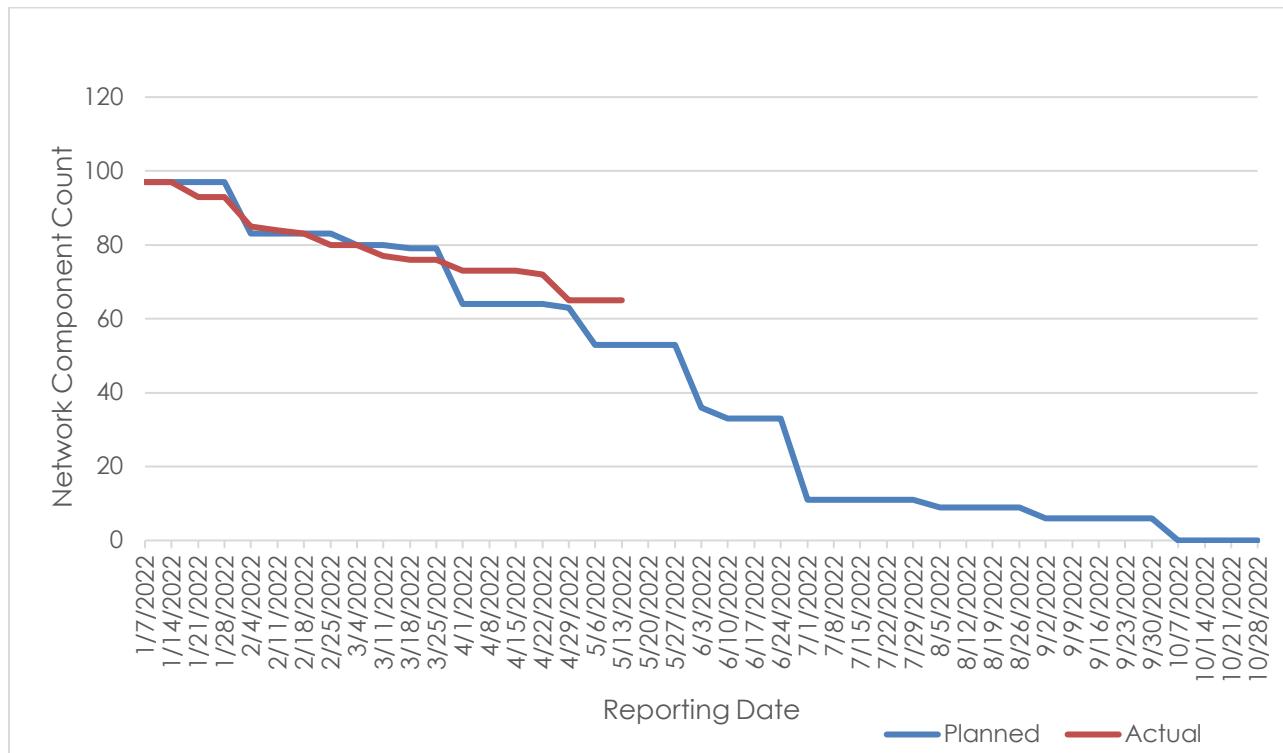
Figure 7.1-2 – Wave 2 County Network Connectivity Readiness Burndown

► Configuration enablement to prepare CalWIN Wave 1 and 2 Counties for Interface Partner Testing (IPT) and User Acceptance Testing (UAT) via CalSAWS approved
► CalSAWS will be working with Wave 1 Counties to schedule site integrations and site visits
► Continued assessment of CalWIN County capacity forecasts and bearing on procured bandwidth

7.2   Activities for the Next Reporting Period

► Awaiting responses from Counties to (CRFI) 22-040 and any SCRs being created out of this finding
► Prepare integration of CalSAWS network devices with the County counterparts at Yolo and Placer Counties scheduled to begin May 23, 2022
► Plan Configuration changes for enabling Secure File Transfer Protocol (SFTP), Batch and Database access for Wave 1 and 2 Counties
► Awaiting responses from Wave 1 and 2 Counties regarding CalSAWS Request for Information (CRFI) 22-040

7.3   Deviations from Plan/Adjustments

► Santa Barbara County has changed the designated Point of Presence (PoP) site location resulting in previously completed procurement and planning tasks having to be re-done. This will result in a 3-month impact to all downstream tasks and milestones for Santa Clara County unless mitigated
   o Mitigation:
      • Temporary installation of 4G connection (at additional cost) which will allow the County to complete pre-readiness and technical enablement tasks. This will isolate the County from being on-hold for 2 months. However, procured circuits will need to be delivered before beginning IPT and UAT testing
► Delivery date for Cisco routers required by CalWIN Wave 3-6 Counties has a lead time of greater than 90 days (ETA is September 2022). This poses an imminent risk for Wave 3 Counties. Anticipate a 2-month delay to overall timeline if not mitigated
   o Mitigation:
      • Wave 1 and 2 Counties have received the necessary equipment. If these 5 Counties are deployed with only 1 active Cisco router and retrofitted with second standby backup router when equipment becomes available or before go-live (earlier date), this would effectively mitigate the risk for Wave 3 Counties
      • CalSAWS will be recommending all Counties be aware of this risk associated with delivery timelines and to expedite any County Purchase orders that may have a bearing on the migration of the Counties to the CalSAWS System

8.0 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 Report

CalSAWS – California Statewide Automated Welfare System
CalSAWS DD&I Project Phase
Weekly Status Report Period: May 16, 2022, to May 22, 2022

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