

CalSAWS CalWIN
Implementation Support
Services (ISS) Weekly
Status Report

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

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, May 25, 2022

Period: May 16, 2022 to May 22, 2022

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1.0 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	<ul style="list-style-type: none">Completed Week 2 of To-Be BPR sessions for Waves 5 and 6 (Sonoma and San Francisco Counties) from 05/16/22 – 05/20/22.Completed BPR/OCM Closeout Sessions for Wave 2 Counties (Week 5 for Santa Clara County) from 05/16/22 – 05/20/22.Finalized the schedule which starts 06/13/22 for Wave 6 Counties (Sacramento and San Luis Obispo Counties).Facilitated ad-hoc discussions with Counties on fiscal functionality, nightly batch, and automated actions.Prepared for initial meetings with Wave 1 (Yolo and Placer Counties) to finalize scenarios and resource planning for Process Simulation.Conducted configuration working session with the Application Team on 05/19/22 to finalize the configuration approach, documentation, and initial schedule for Wave 1 Counties.
Organizational Change Management (OCM)	<ul style="list-style-type: none">Wave 3 T-Minus 12 Surveys – Developed County reports with the final survey results.Change Discussion Guides (CDGs)/County Change Guides (CCGs) Deliverables – Closing comments for Wave 1 FDELs, finalizing Contra Costa DDEL, preparing Santa Clara and Tulare CDGs.
Training	<ul style="list-style-type: none">Finalized logistics for Wave 1 laptops orderContinued training development, creating Instructor Guide documents for the CalSAWS Instructor-Led Training curriculum.Completed Yolo County walkthroughs of Draft Instructor-Led Training (ILT) courses; made updates during the sessions.Continued planning classroom and scheduling logistics for Counties in all waves.
Implementation	<ul style="list-style-type: none">Continued refining the County Work Plan and Checklist sync process with team leads; re-baselined Contra Costa County to transition to Wave 2.Continued drafting the Go-live Packet, using Conversion Defect Testing (CDT) Internal Work Group meeting data.Presented Work Plan liabilities and solutions in leadership alignment meetings on 05/17/22 and 05/18/22 to garner support for a Work Plan Table Read to improve its accuracy.Participated in the Work Plan Table Read for Placer County with project subject matter experts (SMEs) and Track Leads on 05/19/22.Conducted Work Plan walkthroughs with Orange and Santa Barbara Counties.

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	<ul style="list-style-type: none"> • Created and reviewed the draft approach for Maximum Caseload internally. Work in progress to incorporate Consortium feedback to align with the Workload Configuration Discussion. • Continued developing the readiness dashboard metrics for project and county readiness.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 Highlights of the Reporting Period

- ▶ **Staff Onboarding** – Continued planning for and onboarding staff resources.
- ▶ **Information Coordination for CalWIN Counties** – Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Continued updating Wave 1 County Work Plans for the Implementation Readiness Checklist.
 - Finalized Wave 2 County Work Plan with updates from the Track Leads for the Implementation Readiness Checklist; re-baselined Contra Costa County to transition to Wave 2.
 - Continued updating Wave 3 County Work Plans for the Implementation Readiness Checklist.
 - Started creating the initial Wave 4 Work Plan.
- ▶ **Deliverables and Work Products** – Submitted the following:
 - None.

1.3 Activities for the Next Reporting Period

- ▶ **Staff Onboarding** – Continue planning for and onboarding staff resources.
- ▶ **Information Coordination for CalWIN Counties** – Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Continue updating Waves 1, 2, and 3 County Work Plans for the Implementation Readiness Checklist.
 - Continue creating the initial Wave 4 Work Plan.
- ▶ **Deliverables and Work Products** – Submit the following:
 - DWP 07.05: County Change Guide – Wave 2 (Tulare) on 05/25/22.
 - DWP 07.04: County Change Guide – Wave 2 (Santa Clara) on 05/25/22.
 - FWP 02: To-Be Process Flows – Wave 5 (Fresno) on 05/23/22.

2.0 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

- ▶ **To-Be BPR Sessions** – Completed Week 2 of To-Be BPR Sessions for Waves 5 and 6 (Sonoma and San Francisco Counties) from 05/16/22 – 05/20/22. San Francisco County sessions are conducted via hybrid remote/on-site delivery.
- ▶ **Wave 6 Meetings Scheduling**
 - Completed Pre-Meet Part 2 for Wave 6 (Sacramento and San Luis Obispo Counties) on 05/16/22.

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- Finalized schedule for Wave 6 (Sacramento and San Luis Obispo Counties) on 05/18/22.
- Scheduled Week 0 Q&A Sessions for Wave 6 (Sacramento and San Luis Obispo Counties) for week of 06/06/22.
- ▶ **BPR/OCM Closeout Sessions**
 - Completed BPR/OCM Closeout Sessions for Wave 2 Counties (Week 5 for Santa Clara County) from 05/16/22–05/20/22.
 - Continued planning for Waves 3–6 BPR Closeout activities.
- ▶ **Fiscal 101 Workshop** – Facilitated Fiscal 101 Workshop with San Francisco County (Wave 6) on 05/16/22.
- ▶ **Automated Actions Discussion** – Facilitated discussion on Automated Actions with Alameda County (Wave 5) on 05/16/22.
- ▶ **Process Simulation** – Prepared for initial meetings with Wave 1 (Yolo and Placer Counties) to finalize scenarios and resource plan for Process Simulation.
- ▶ **Nightly Batch Q&A** – Completed Nightly Batch Q&A Session for Wave 2 (Santa Clara and Tulare Counties) on 05/18/22.
- ▶ **Configuration** – Conducted a working session with the Application Team on 05/19/22 to finalize the configuration approach, required documentation, and initial schedule for Wave 1 Counties.

	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	DWP BPR Plan Submit
Wave 1							
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	09/02/21	09/10/21	09/27/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21	09/27/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/08/21	09/17/21	09/27/21
Wave 2							
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Wave 3							
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21	02/11/22
Orange	11/15/21	12/14/21	12/20/21	01/07/22	01/18/22	01/24/22	02/11/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/22	01/18/22	01/24/22	02/11/22
Wave 4							
Solano	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
San Mateo	02/07/22	03/04/22	03/09/22	03/22/22	03/30/22	05/16/22	05/31/22
San Diego	02/14/22	03/11/22	03/16/22	03/30/22	04/06/22	04/11/22	04/18/22
Wave 5							
Alameda	04/11/22	05/06/22	05/09/22	05/20/22	05/31/22	06/06/22	06/24/22
Fresno	04/04/22	04/29/22	05/02/22	05/13/22	05/23/22	05/27/22	06/24/22
Sonoma	05/09/22	06/03/22	06/06/22	06/17/22	06/27/22	07/01/22	06/24/22
Wave 6							
San Francisco	05/09/22	06/03/22	06/06/22	06/17/22	06/27/22	07/01/22	08/05/22
Sacramento	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/19/22
San Luis Obispo	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/19/22

Figure 2.1-1 – To-Be Process Timetable by County (As of 05/22/22)

2.2 Activities for the Next Reporting Period

- ▶ **To-Be BPR Sessions** – Complete Week 3 of To-Be BPR sessions for Wave 5/6 (Sonoma and San Francisco Counties) from 5/23-5/27. San Francisco County sessions are conducted via hybrid remote/on-site delivery.
- ▶ **Deliverables and Work Products** – Submit To-Be Final Work Product (FWP) for Wave 5 (Fresno and Alameda Counties) and revised FWP for San Mateo County.
- ▶ **Wave 6 Meetings Scheduling**
 - Complete Leadership Meeting for Wave 6 (San Luis Obispo County) on 05/23/22.
 - Schedule To-Be BPR Sessions for Wave 6 (Sacramento and San Luis Obispo Counties).

- ▶ **Automated Actions Discussion** – Facilitate discussion on Automated Actions with Santa Clara County (Wave 2) on 05/24/22.
- ▶ **Process Simulation** – Conduct initial meetings with Wave 1 (Yolo and Placer Counties) and incorporate their feedback on approach and scenarios.

3.0 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ▶ **Santa Clara and Tulare Counties' Change Discussion Guides** – Continue meeting with Santa Clara County regarding change impacts for their Change Discussion Guides.
- ▶ **Future Targeted Topic/Demo Sessions** – Plan for upcoming Q&A sessions on demo topics requested by Counties. First Q&A session would be for Child Welfare Services in June.
- ▶ **Wave 1 Change Discussion Guides** – Continue to work with reviewers to close out rejected and new comments.
- ▶ **Wave 2 Change Discussion Guides** – Prepare the DWPs for the Wave 2 Change Discussion Guides.
- ▶ **Wave 3 T-Minus 12 Surveys** – Finalize County Survey Reports for review with Counties the week of May 23.

3.2 Activities for the Next Reporting Period

- ▶ **Change Network Champions Meeting** – Meet with CNCs for Waves 1 and 2 on 05/24/22.
- ▶ **Future Targeted Topic/Demo Sessions** – Continue to plan for upcoming Q&A sessions on demo topics requested by Counties. First Q&A session would be for Child Welfare Services in June.
- ▶ **Wave 1 Change Discussion Guides** – Continue to work with reviewers to close out rejected and new comments.
- ▶ **Wave 2 Change Discussion Guides** – Submit the DWPs for the Wave 2 Change Discussion Guides.
- ▶ **Wave 3 T-Minus 12 Surveys** – Meet with Wave 3 Counties to review their T-minus 12 survey results.

4.0 Training

4.1 Highlights of the Reporting Period

- ▶ **Instructor Guide Documents** – Continued training development, creating Instructor Guide documents for the CalSAWS ILT curriculum.
- ▶ **Instructor Guide Walkthroughs** – Completed Yolo County walkthroughs of County-specific content and made updates to courses based on feedback.
- ▶ **Learning Journey Maps** – Continued development of the Learning Journey Maps.
- ▶ **Classroom Planning and Scheduling** – Continued planning classroom and scheduling logistics for Counties in all waves.
- ▶ **LMS and Training Environment** – Continued working with the Consortium Training Manager to plan for the Learning Management System (LMS) and Training Environment for training for the CalWIN Counties.

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- ▶ **Early Training Approach Meetings** – Met with Contra Costa County on 05/16/22 to discuss Early Training.
- ▶ **CalSAWS Training Equipment** – Laptops order prep for Wave 1 (Yolo County) ILT training.
- ▶ **CalSAWS Leadership Alignment Working Sessions** – Participated in the 2-day working sessions with leadership and workstream managers to align the work plan and implementation activities.
- ▶ **Training Advisory Council (TAC)** - Facilitated monthly TAC meeting on 05/18/22.
- ▶ **CalSAWS Integrated Work Plan Table Read** – Participated in the walkthrough of the integrated work plan on 05/19/22.

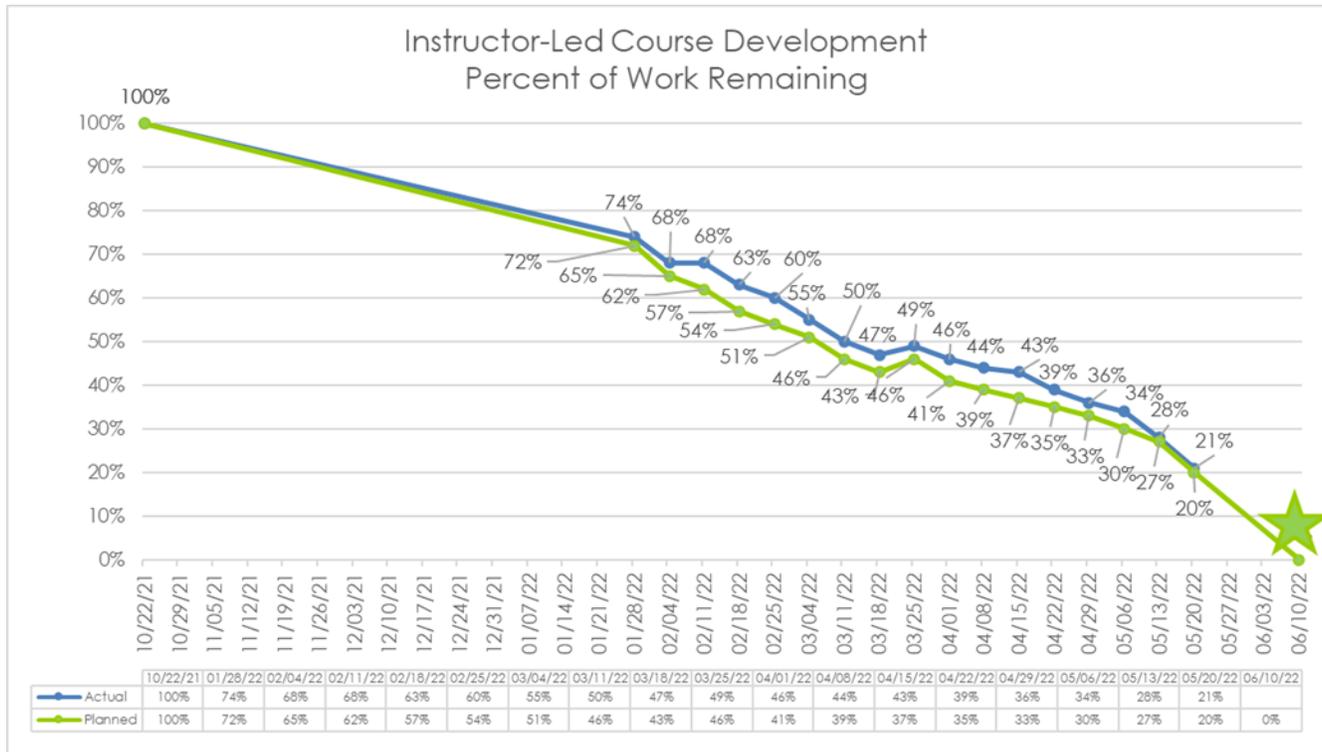


Figure 4.1-1 – Instructor-Led Training Development Progress

ILT Course Title	Course – Total % Complete	ILT Course Title	Course – Total % Complete
General Eligibility	100%	Foster Care	89%
CalFresh Eligibility	100%	Supervisor Eligibility	100%
Medi-Cal Eligibility	100%	Supervisor Clerical	32%
Clerical	55%	Fiscal	91%
CalFresh/Medi-Cal Multi-Program	100%	QA/QC	100%
CalWORKs Eligibility	100%	RDB Maintainers	95%
CalFresh/CalWORKs Multi-Program	99%	Special Investigations/IEVS (Fraud)	95%
CalFresh/CalWORKs/Medi-Cal Multi-Program	100%	Child Care	55%
RCA	91%	Hearings	95%
Employment Services Welfare to Work	90%	GA/GR Eligibility	51%

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CAPI	36%	Imaging	3%
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Table 4.1-2 – Instructor-Led Training Development Progress

Wave	County	ILT Training Dates (Includes Early Training, Train the Trainer, End User Training)	Estimated Setup Date	Total # Classrooms Needed	# Classrooms to Lease (In progress)	Total # Workstations Required for Training	# Project-Provided Workstations Needed
2	Contra Costa	07/25/22 – 08/05/22 (Early Training Only)	07/14/22	1	0	25	0
1	Placer	07/18/22 – 10/28/22	07/07/22	3	0	75	0
1	Yolo	07/18/22 – 10/28/22	07/08/22	3	2	75	50 (ordered)
2	Contra Costa	11/28/22 – 02/24/23	11/15/22 – 11/16/22	7	9	175	0
2	Santa Clara	11/28/22 – 02/24/23	11/15/22 – 11/16/22	7	0	175	0
2	Tulare	11/28/22 – 02/24/23	11/17/22 – 11/18/22	6	0	150	36

Table 4.1-3 – Waves 1 and 2 Classroom Needs and Set-Up

4.2 Activities for the Next Reporting Period

- ▶ **Instructor Guide Documents** – Continue training development, creating Instructor Guide documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ **Learning Journey Maps** – Continue development of the Learning Journey Maps.
- ▶ **Conversion Training** – Meet with the QA and Conversion teams on 05/23/22 to discuss CalWIN County end-user training needs.
- ▶ **ILT Walkthroughs** – Conduct walkthroughs of Yolo County ILT courses.
- ▶ **Classroom Planning and Scheduling** – Continue planning classroom and scheduling logistics for Counties in all waves.
- ▶ **CalSAWS Trainer Onboarding** – Continue planning for CalSAWS Trainer onboarding and CalWIN ISS Train the Trainer in preparation for Wave 1 training.
- ▶ **LMS and Training Environment** – Continue working with the Consortium Training Manager to plan for the LMS and Training Environment for training for the CalWIN Counties.
- ▶ **CalWIN County Training Classrooms** – Meet with the Tech Team to discuss technical considerations for CalWIN County training classrooms.
- ▶ **CalWIN County Training Needs and Delivery** – Meet with Contact Center team to discuss CalWIN County training needs and delivery.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ▶ **Weekly Implementation Manager and TOSS Team Meetings** – Conducted and participated in the Weekly Implementation Manager and TOSS Team meetings, including meetings with Wave 1 and 2 Counties (Implementation Point of Contact (IPOC) – TOSS meetings) with Contra Costa County.

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- ▶ **CDT Internal Work Group Meeting** – Conducted a weekly CDT) Internal Work Group meeting. Working with the ISS team to prepare information for necessary actions and documentation. The current statuses of the 103 items are noted below:

Status	County
Impact Analysis Requested	0
Not Started	3
Awareness for Go-Live (include in Go-Live Packet)	62
No Action Needed from CDT Group	21
Requested Additional Clarification	4
Post-Go Live Case Review Guide	3
County Prep	3
Cancelled	7

Table 5.1-1 – Status of CDT Items

- ▶ **Ongoing Meetings with DD&I and the Consortium** – Participated in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, UAT, Contact Center discovery sessions, Technical Points of Contact (TPOC) bi-weekly meetings, and DDID.
- ▶ **Leadership Alignment Meetings** – Presented Work Plan constraints and solutions in leadership alignment meetings on 05/17/22 and 05/18/22 to garner support for a Work Plan table read to improve its accuracy.
- ▶ **Work Plan Table Read** – Participated in Work Plan Table Read for Placer County with project SMEs and Track Leads on 05/19/22.
- ▶ **County Specific Work Plans** – Continued re-baselining Contra Costa County from Wave 1 to Wave 2 in the Work Plan; updated Wave 2 and Wave 3 County Work Plans; conducted Work Plan walkthroughs with Orange and Santa Barbara Counties.
- ▶ **County Prep Planning Activities** – Continued ongoing efforts to finalize list of prep activities by conducting (9) targeted meetings with Project SMEs and Track Leads. Additional meetings TBD.
- ▶ **Checklist and Task Sync Meeting** – Conducted a weekly Checklist and Task Sync meeting with the TOSS teams on 05/16/22.
- ▶ **Go-Live Packet** – Continued drafting the Go-Live packet from 05/16/22 – 05/20/22
- ▶ **Readiness Dashboard Metrics** – Continued developing Readiness Dashboard Metrics for Project and County Readiness.

5.2 Activities for the Next Reporting Period

- ▶ **Project Readiness Checklist Items** – Continue documenting the project readiness checklist items, categories/ subcategories, and readiness criteria/metrics for Implementation.
- ▶ **Contra Costa and Wave 2 and 3 Work Plans** – Continue re-baselining for Contra Costa; update Wave 2 and Wave 3 County workplans with the Project Leads the week 05/23/22.
- ▶ **Ventura Work Plan Walkthrough** – Conduct outreach for Wave 3 County Work Plan walkthrough meetings on 05/26/22.

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- ▶ **CDT Workgroup Meetings** – Continue conducting a meeting week of 05/23/22 for CDT rejected items for OCM impacted items with the CDT Workgroup (Accenture, Gainwell, Consortium, and Customer Engagement) and review the impact analysis.
- ▶ **Ongoing Meetings with DD&I and the Consortium** – Participate in ongoing meetings with DD&I and the Consortium for conversion, imaging, API user groups, UAT, Contact Center discovery sessions, TPOC bi-weekly meetings, and DDID.
- ▶ **Weekly Implementation Manager and TOSS Team Meetings** – Conduct and participate in the Weekly Implementation Manager and Targeted On-Site Support (TOSS) Team meetings.
- ▶ **Leadership Meetings** – Facilitate the CalWIN ISS Stand UP Meeting on 05/23/22; attend for May 26 OPAC meeting.
- ▶ **Santa Clara TOSS/IPOC Meeting** – Santa Clara will take place on 05/25/22.
- ▶ **OPAC Meeting** – Participating in OPAC meeting on 05/26/22.
- ▶ **ICT Cutover** – Meeting with ICT SMEs to discuss cutover on 05/26/22.
- ▶ **TPOC Meeting** – Participate in TPOC meeting on 05/26/22
- ▶ **CRG Data Updates Tracking Tool** – Conduct meeting for CalWIN team to showcase updates to the tool to track CRG data fixes.

6.0 Appendices

6.1 Appendix A – Deliverable Summary

DEL ID	Deliverable Name	DDED	FDED	Complete		Final Approval
				DDEL	FDEL	
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.16	Work Plan Monthly Updates – April 2022	N/A	N/A	N/A	05/05/22	05/13/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.16	Monthly Status Report – April 2022	N/A	N/A	N/A	05/05/22	04/13/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan – Wave 4	07/14/21	07/26/21	05/09/22	05/31/22	06/09/22
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 – Wave 1	02/09/22	02/21/22	04/12/22	05/03/22	05/13/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan – Wave 1	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
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

Figure 6.1-1 – Deliverable Status for Current Reporting Period

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
07.01	County Change Guide – Wave 1 (Yolo)	Delayed	FDEL approval 05/13/22
07.02	County Change Guide – Wave 1 (Placer)	Delayed	FDEL approval 05/13/22
01.16	Work Plan Monthly Updates – April 2022	On track	FDEL approval 05/16/22

Table 6.1-2 – Upcoming Deliverable Deadlines

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Work Product Status by Submission

		Complete	Coming Soon	
ID	Work Product Name	DWP	FWP	Final Approval
02	To-Be Process Maps – Wave 4 (San Mateo County)	03/09/22	03/30/22	05/16/22
02	To-Be Process Maps – Wave 5 (Alameda County)	05/09/22	05/31/22	06/06/22
02	To-Be Process Maps – Wave 5 (Fresno County)	05/02/22	05/25/22	05/27/22
07	County Change Guide – Wave 1	04/12/22	05/03/22	05/13/22
07	County Change Guide – Wave 2	05/25/22	06/16/22	06/23/22
09	County-Specific Training Plan – Wave 1	04/14/22	05/05/22	05/12/22

Figure 6.1-3 – Upcoming Work Product Deadlines

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
02	To-Be Process Flows – Wave 5 (Fresno)	On track	FWP submission on 05/25/22
02	To-Be Process Flows – Wave 5 (Alameda)	On track	FWP submission on 05/31/22
07.01	County Change Guide – Wave 2 (Contra Costa)	On track	DWP submission on 05/25/22
07.02	County Change Guide – Wave 1 (Placer)	Delayed	FWP County sign-off 05/13/22
07.03	County Change Guide – Wave 1 (Yolo)	Delayed	FWP County sign-off 05/13/22
07.04	County Change Guide – Wave 2 (Santa Clara)	On track	DWP submission on 05/25/22
07.05	County Change Guide – Wave 2 (Tulare)	On track	DWP submission on 05/25/22

Table 6.1-4 – Upcoming Work Product Deadlines

6.2 Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without effectively taking into account the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	As we expand to 58 counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to business operations and benefits to the participants.	Open	4	Medium	03/03/21
262	The CalWIN counties may not be fully prepared for go-live if they do not have	The CalWIN counties and County Directors have voiced concern that they do not have sufficient information or	Open	4	High	12/13/21

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	sufficient or timely information	direction from the CalWIN ISS team to adequately prepare for go-live. In some cases, they have begun creating their own materials based on what they understand. If the counties do not have a framework within which to prepare, they may not be ready for cutover. This includes clear communication and timelines for what is needed to be completed by when, readiness checklists, early conversations on the transition from the current state to the future state, and clear direction.				
268	Implementation Readiness for CalWIN Cutover to CalSAWS	If implementation readiness (project and County) is not on track to meet their respective exit criteria by 04/29/2022, then the CalWIN Wave 1 cutover to CalSAWS could either be delayed or require significantly greater support to help counties through outstanding issues. Individual risks have been opened related to the ability to be fully ready in time for a successful CalWIN Wave 1 cutover to CalSAWS on October 27, 2022, and subsequent waves. This risk serves as an overarching risk for the overall readiness of the project and CalWIN counties to cutover to CalSAWS.	Open	4	High	01/13/22
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live, to Refactor Ad-hoc Reports and/or Ancillary Systems. To do so, the counties need connectivity and access to CalSAWS environments, data model (and definitions), as well as data. The current CalSAWS delivery schedule (of these) is compressing the CalWIN counties Design, Development, and Testing timelines (i.e., schedule) and putting their County Readiness for Go-Live at-risk.	Open	5	High	01/12/22
270	The CalWIN counties may not be fully prepared for Go-Live if there is insufficient information in the	If OCM does not have sufficient documentation and resources to create CDGs, and counties do not have adequate time to review and provide feedback,	Open	Medium	50%	02/02/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	Organizational Change Management (OCM) Change Discussion Guides (CDGs)	the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be process documentation does not capture this information, more work must be done on the CDG content to make it useful for counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.				

Table 6.2-1 – Project Risks and Issues

CRFI/CIT/CalSAWS CR Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
None.						

Table 6.2-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

CRFI ID	To	Subject	Category	Distribution Date	Response Due Date
22-039	Wave 3 Counties	Interface Partner Testing Contacts Confirmation for CalWIN Wave 3 Counties	Migration	05/13/22	06/03/22

Table 6.2-3 – CRFIs

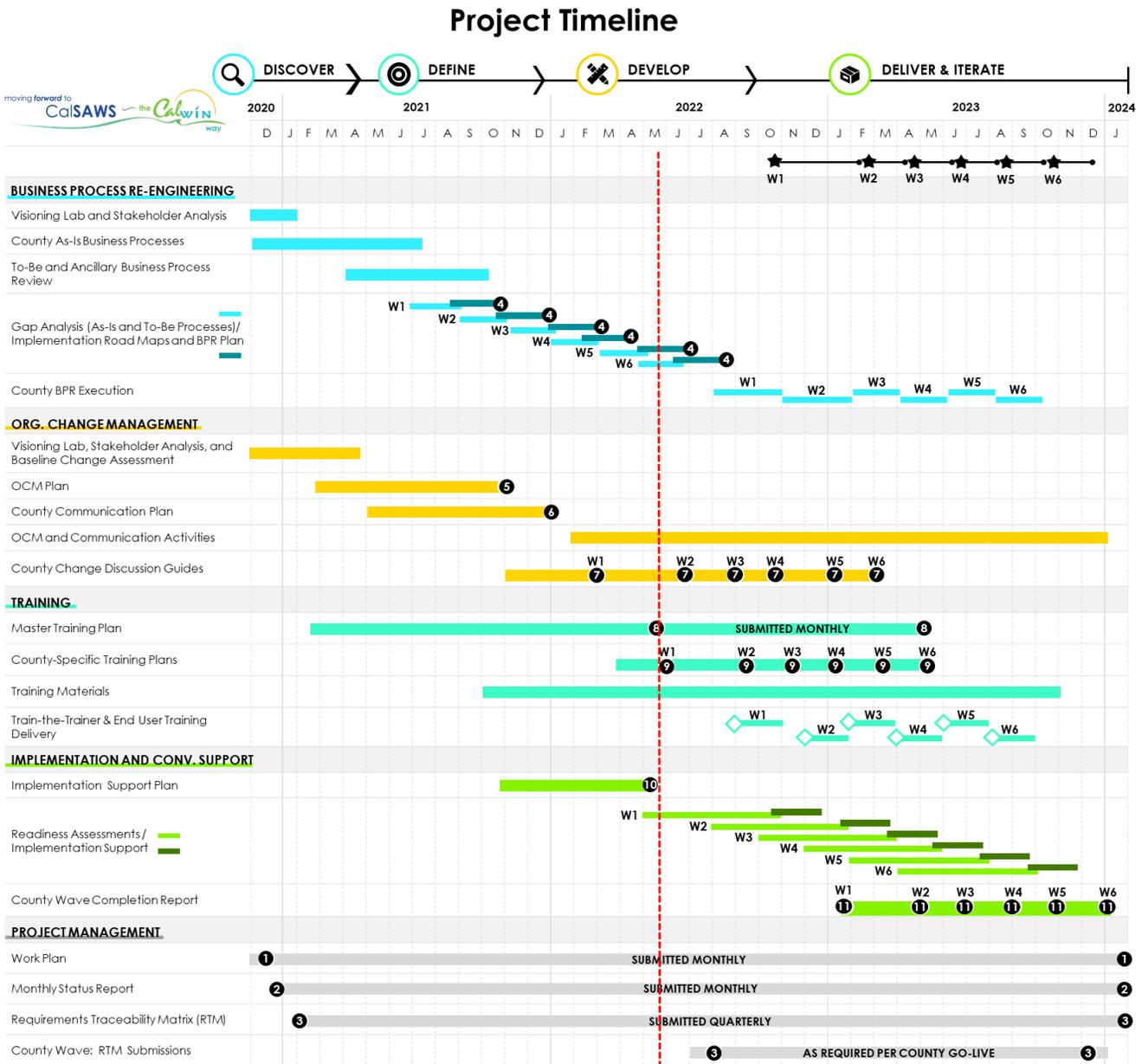
CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, May 25, 2022

Period: May 16, 2022 to May 22, 2022

6.3 Appendix C – Project Work Plan Reports

Project Timeline



Project Action Items – Overdue

This table lists overdue action items, including the owner and due date.

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items