CalSAWS | Notes from Training Committee Meeting

Date:	June 11, 2020	Notes Location:	
Time:	9:00 AM – 10:30 AM	Meeting Materials:	Training Meeting Materials – Training Environment_Revised
Meeting Called by:	Joyce Oshiro		

Attendees: Region 1: Andrew Stewart. Bill Livingston, Odioh Odiye, Shelly Todd
Region 2: Kristin Montoya, Shauna Ambright
Region 3: Trayce Baugh
Region 4: Cesar Maya, Hannah Hazelet, Lao Mouanaoutoua
Region 5: Benita Ibarra, Brian Nelson. Ligia Ruiz-Barranco, Patricia Manzo, Juan Ojeda,
Region 6: Gaston Herrera, Raul Ruano
CalSAWS: Ashley Arnold, Abby Darrah, Franz Lightly, Jamie Cox, Jayna Longstreet, Jennifer Hahner, Joyce Oshiro, Kim Sisco, Rachel Cousineau, Samantha Machon, Shivani Smith, Ted Anderson, Tom Villanueva

Topic	Important Points
Introduction	• Purpose of this meeting is to present the committee with information on the CalSAWS training production environment options for committee decisions.
CalSAWS Training Production Environment	
• Overview of CalSAWS environments that will be available to the counties	• Overview of the non-production environments that will be available to the counties excluding Training Production and Training Staging (if Golden Case option selected) which are: County Preview, PRT/ Simulation, and Sandbox.
• Golden case/mock data option	• With the Golden case/mock data option, counties are responsible for creating and maintaining all training data. Cases may be created in the Training Staging environment and copied/replicated to the Training Production environment. Since all Users access these environments as their county, counties cannot update cases in the Training Production environment if they were created by other counties.
• Masked production data option	• With the Masked production data option, cases from production are copied to the Training Production environment with all personal identifying information (PII) modified. Actual Customer data is **NOT** imported. Users may create cases in the Training Production environment. Counties may replicate masked production or create cases.
• Data refreshes	• Data refreshes will occur on a frequency/schedule determined by the Training Committee
• Number of county User accounts needed	• For the number of User accounts to access the Training Production environment, the Project proposes 20% of the county's production Users. These are provided in the slide deck for county decision.
	• If the Training Committee selects the Golden case/mock data option, the Counties were asked to

Topic	Important Points
	provide an estimate of the number of User log ins needed for the Training Staging environment to allow County Trainers to create/modify data.

Next steps

- Committee Training Production Environments decisions will be made at the 7/1/2020 meeting
- RCMs may submit questions by e-mailing the Training Committee distribution group. To allow the Project adequate time to research questions if necessary, the due date for question submission is 6/25/2020.
- After the Training Committee determines the selected option, the project will send a CRFI to collect the number of User accounts needed for the Training Production environment and the Training Staging environment (if the Golden case/ mock data option is selected)

- July 1st Training Committee decisions:
  - Golden case/ mock data option or the Masked production data option
  - Environment data refresh frequency

- Committee also asked to provide estimates for all counties of the number of User accounts for the Training Production environment and the Training Staging environment (if the Golden case/ mock data option is selected)

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Collect input on CalSAWS Training Production environment from regional SMEs and determine CalSAWS Training Production environment option regional votes.	RCMs	06/11/2020		Pending
2	Determine RCMs to cast vote at 7/1 meeting.	RCMs	6/11/2020		Pending
3	Email committee CalSAWS sandbox environment documentation	Shivani Smith	6/11/2020		Pending

#	Decision Made		Who Made the Decision	Date
1	**None**			