CalSAWS | Information Transmittal (CIT) 0126-20

☒ **CalSAWS DD&I**	☐ **C-IV M&O**	☐ **CalWIN M&O**	☐ **LRS M&E**

Distribution Date:	July 1, 2020
To:	PPOC.18; PPOC.Local; Consortium.RegionalManagers.All; Jerome Graham, Subramanian Chidambaram, Eileen Olson, Angie Flores, Brian Clark, Andrea Lewis, Melody Peters, Veronica Hamel, Doug Kudlick, Mira Lopez, Amy Klock, Clarissa Nantes, Annie Chan Mak, Christopher Cothard, Edmund Zheng, Gloria Herrera, Veronica Alvarez, Brent Wong, Julia Sheehan, Daniel Horel, Lis Barca, Karen Taylor, David Harrison Jr., Kim Rhineheart, Jesus Gonzalez, Ilda Torrez, Steven Fielder
CIT Name:	**Task Management – County Discovery Session Webinar**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☐ General
☐ Policy
　☐ CW
　☐ CF
　☐ MC
　☐ CMSP
　☐ FC/KG/AAP
　☐ Child Care
　☐ WtW
　☐ Other Program(s)_____
☐ C4Yourself　　☐ Your Benefits Now!
☐ Customer Correspondence
☐ Other_____

☐ Reports
　☐ Fiscal
　☐ Caseload Movement
　☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☒ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** This CIT is to notify the 18 CalWIN counties of the Ancillary Systems Discovery Session webinar for **Task Management** that will take place on **Tuesday, July 28, 2020**. **Background** The CalSAWS Conversion Team held Functional Design Session webinars with the 18 CalWIN Counties in Summer 2019 to discuss the ancillary systems conversion of Quality Assurance/Quality Control (QA/QC), Fraud/Special Investigations, and Collections. Since that time, Task Management was added to the scope of work for the Conversion Team. With the increased project scope approved by the JPA in March, the Conversion Team plans to schedule separate Discovery session webinars for each of the four ancillary Systems starting with Collections. Separate Discovery Session webinars will be scheduled for each of the four ancillary systems. Meeting invitations will be sent

for each Discovery Session webinar to the County PPOCs, County Conversion Leads, and respective ancillary systems points of contact.

Additional Information
A formal agenda will be sent with the meeting invitation. The webinar will cover the following topics:

- Overview of Ancillary Systems Conversion
- Project plan and timelines for **Task Management**
- Expectations of County-to-Project and Project-to-County
- County **Task Management** data delivery timeframes
- Technical infrastructure to support counties
- Opt-In/Opt-Out discussion
- Review updated File Specification Documents for **Task Management**
- How ancillary systems' vendors contribute

Meeting Information
Date: Tuesday, July 28, 2020
Time: 1:30pm – 4:30pm
Location: Online Meeting / Webinar (Details will be in the meeting invitation)

Please join the session 10-15 minutes early to ensure that there are no connectivity issues, as we will be beginning the presentation at the designated start time.

A calendar invitation will be sent to the County PPOCs, County Conversion Leads, and the Collections Points of Contact identified last summer following the Collections Functional Design Session. The list of Collections points of contact identified last year is attached to this CIT, for your reference; we will request any needed updates via CRFI following the webinar. Counties can determine additional attendees by using the criteria listed under **County Action**.

County Action
- Determine additional County attendees and forward the meeting invitation as necessary. County personnel in the following roles should be considered:
    - Task Management system decision maker
    - Task management Conversion Project Manager
    - Task Management Conversion Development Staff, including vendors if any
    - Task Management Source SMEs and/or Business Analysts
- Forward the meeting invitation to appropriate attendees
- Attend the meeting on Tuesday, July 28, 2020
- Disseminate to stakeholders the meeting notes and other meeting materials resulting from the meeting

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Backup Project Contact: (Name, phone number, email address)	Cristy Sharma (916) 934-6814 SharmaC@CalSAWS.org
Attachments:	N/A
Web Portal Link:	▆▆▆▆▆▆ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder.