Cal**SAWS** | Notes from Training Committee Meeting

Date:	July 1, 2020	Notes Location:	
Time:	9:00 AM – 10:30 AM	Meeting Materials:	Agenda
Meeting Called by:	Joyce Oshiro		C-IV Migration Training Program Overview PDF

Attendees: Region 1: Andrew Stewart, Bill Livingston, Odioh Odiye, Shelly Todd
Region 2: Kristin Montoya, Melinda Martin
Region 3: Kandy Davis
Region 4: Cesar Maya, Doris Sons
Region 5: Brian Nelson, Juan Ojeda, Patricia Manzo, Benita Ibarra
Region 6: Gaston Herrera, Linda Lui, Raul Ruano
CalSAWS: Ashley Arnold, Jamie Cox, Jayna Longstreet, Jennifer Hahner, Joyce Oshiro, Shivani Smith, Abby Darrah

Topic	Important Points
Introduction:	• The purpose of this meeting was for the committee to decide and vote on the data model for the CalSAWS training production environment, refresh frequency and to go over the C-IV Migration Training Program Overview PowerPoint.
Committee voting to select a CalSAWS training production environment option: • Option 1 – Golden Case/Mock Data • Option 2 – Masked Production Data	• **Option 1** – 8 votes for Golden Case/Mock Data (Region 4, 5, and 6) • **Option 2** – 4 votes for Masked Production Data (Region 1, 2, and 3) • Committee discussed the advantages and challenges of each option. Committee also asked if a combination of both option 1 and option 2 is possible. • Option 1 approved, pending any escalation from any of the Regions.

Committee voting to determine the CalSAWS training production environment refresh frequency:	• Preferred refresh frequency by region
	    ○ Region 1 - 6 months
	    ○ Region 2 - Quarterly
	    ○ Region 3 - Monthly
	    ○ Region 4 - Monthly
	    ○ Region 5 - 6 weeks
	    ○ Region 6 – Monthly
	• Refresh frequency discussed by not agreed upon.

Topic	Important Points
County estimates of:	
• Number of User accounts needed for the training production environment:	• A CRFI will be distributed to collect this information from all 58 counties. However, providing estimates prior to the CRFI will allow the Tech Team to begin design.
	• RCMs to email Joyce Oshiro the estimated number of user logins needed for every county in your region for the CalSAWS Training Environment by 07/10. Accenture Training Team suggested approx. 20% the total number of active end users in the County. The Training Environment_Revised PowerPoint presented at the 6/11/2020 committee includes a list of 20% for all counties.
• Number of User accounts needed for the training environment if option 1 is selected:	• RCMs t0 email Joyce Oshiro the estimated number of logins needed every county in your region for the Data Creation Staging environment by 07/10.
C-IV Migration Training Program Overview:	
• Overview of the C-IV Migration Training Program Overview	• C-IV End-users will be using the Learning Management System (LMS) Web Based Trainings (WBT) to learn and understand the key functional changes between the C-IV System and CalSAWS. As part of each WBT, the C-IV user will be able to practice (Try It) what they learned in each lesson and an assessment will be given at the end of each lesson. After each lesson, the C-IV end user must complete a mandatory course evaluation survey.
	• The C-IV end user must pass this assessment (pass rate score TBD). Based on previous migrations, the project recommends an 80% pass rate.
	• The committee agreed to submit votes via email for the pass rate by 7/10. RCMs will submit either an approval of the 80% pass rate or recommend another rate.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Submit via email the estimated number of user logins needed for the CalSAWS Training Production Environment from each county in their region.	RCMs	07/01/2020	07/10/2020	Pending

#					
2	Submit via email the estimated number of user logins needed for the CalSAWS Staging Environment for Option 1 (Golden Case Data Creation) for each county in their region.	RCMs	07/01/2020	07/10/2020	Pending
3	Approve the refresh frequency for the CalSAWS Training Production Environment. *Refresh frequency was discussed but not approved at this meeting	Committee			Pending/TBD
4	Submit vote(s) for C-IV LMS WBT Assessment Pass Rate which is set at 80%.	RCMs	07/01/2020	07/10/2020	Pending
5	Research if an option 3 that combines both option 1 Golden Case/Mock Data and option 2 Mask Production Data is possible	C-IV Migration Implementation Support Manager	07/01/2020	ASAP	Completed (committee notified on 7/2)

#	Decision Made	Who Made the Decision	Date
1	**Option 1** – Golden Case/Mock Data option won by a vote of 8 – 4. * pending any escalation from any of the 6 Regions.	**Training Committee**	**07/01/2020**

Next Meeting: 09/02/2020