

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

Distribution Date:	August 10, 2020
To:	PPOC.18; PPOC.Local; Consortium.RegionalManagers.All; CalWIN.Conversion.PPOC; CalWIN.Collections.PPOC
CIT Name:	Collections – County Planning Session Webinar
From:	CalSAWS Project

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

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| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input checked="" type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
| <input type="checkbox"/> Your Benefits Now! | |

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>This CIT is to notify the 18 CalWIN counties of the Ancillary Systems Planning Session webinar for Collections that will take place on Tuesday, August 25, 2020. This webinar is the follow-on session to the Discovery Session held in July 7, 2020 and will dive deeper into the details of the Counties' activities for the Collections Ancillary System Conversion.</p> <p>Additional Information</p> <p>A formal agenda will be sent with the meeting invitation. The webinar will cover the following topics:</p> <ul style="list-style-type: none"> • Deep Dive into the File Specification Documents (FSDs) • Approach for Counties' determination of their level of effort and County Support Staff budget • Project timelines • Memorandum of Understanding between the County and the Project • Communication plan and cadence <p>Meeting Information</p> <p>Date: Tuesday, August 25, 2020</p>
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	<p>Time: 1:30pm – 4:30pm</p> <p>Location: Online Meeting / Webinar (Details will be in the meeting invitation)</p> <p>This webinar will be conducted using Zoom, so there will be enough ports available for all participants. 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.</p> <p>A calendar invitation will be sent to the County PPOCs, County Conversion Leads, and the Collections Points of Contact identified at the Discovery Session in July. Counties can determine additional attendees by using the criteria listed under County Action.</p> <p>County Actions</p> <ul style="list-style-type: none"> • Read the File Specification Document (FSD) prior to the Planning Session • Send questions regarding the FSD, or other questions about Collections conversion, to the Ancillary Conversion Team contacts given at the Collections Discovery session <ul style="list-style-type: none"> ◦ Jose Villasenor (VillasenorJ@CalSAWS.org) ◦ Aileen Guerrero (GuerreroA@CalSAWS.org) • Determine any additional County attendees and forward the meeting invitation as necessary. County personnel in the following roles should be considered: <ul style="list-style-type: none"> ◦ County Manager, i.e., project manager, decision maker ◦ Collections vendor, County IT resources performing the development work ◦ Collections system SMEs and/or Business Analysts • Forward the meeting invitation to any other appropriate attendees • Attend the meeting on Tuesday, August 25, 2020 • Disseminate to stakeholders the meeting notes and other meeting materials resulting from the meeting
Primary Project Contact: (Name, phone number, email address)	<p>Paul Trisler (916) 390-1957 TrislerP@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Cristy Sharma (916) 934-6814 SharmaC@CalSAWS.org</p>
Attachments:	<p>Collections File Specification Document-V1.doc</p>
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder.

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| | <ol style="list-style-type: none">3. Click on the "2020" folder.4. Click on the appropriate CIT # folder. |
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