

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

Distribution Date:	October 15, 2020
To:	PPOC.18; PPOC.Local; Consortium.RegionalManagers.All; CalWIN.Conversion.PPOC, Terri Rose, Claudia Lee, Mylynn Bui, Moises Martinez
CIT Name:	Revised Task Management – County Facilitated and Non-Facilitated Questions & Answers (Q&A) Sessions
From:	CalSAWS Project

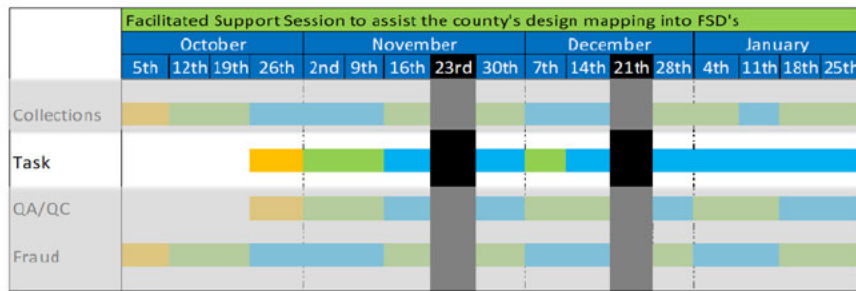
PPOCs, please forward to the appropriate impacted staff in your county:

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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"/> Your Benefits Now!
<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 |
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Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>This CIT is to notify the 18 CalWIN counties of the Ancillary Systems Facilitated and Non-Facilitated Q&A Sessions for QA/QC. The sessions will begin Tuesday, November 3, 2020 through Thursday, December 10, 2020. Additional CITs and invitations will be sent for the other ancillary systems. <i>Counties have requested that we split the sessions so they not run concurrently. The revision to this CIT is to inform the counties the changes on the Start Time and End Time starting on November 5, 2020.</i></p> <p>Background</p> <p>The CalSAWS Conversion Team held Task Management Ancillary Discovery Session webinars with the 18 CalWIN Counties in July 2020 and Task Management Ancillary Planning Session webinars in August and September 2020 to discuss the conversion approach for Task Management.</p> <p>Beginning in October 2020, the Conversion Team will begin to hold weekly Detailed Mapping Sessions with the 18 CalWIN Counties to walkthrough FSD, review sample files and CalSAWS pages. To support the Counties during this time, the Conversion Team will be hosting facilitated and non-facilitated Q&A sessions. The purpose of the Q&A sessions is to assist the county's design mapping into FSD's.</p>
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Additional Information

The Facilitated Q&A Session will start on November 3, 2020 and will continue for two weeks followed by a two-week Non-Facilitated Q&A Session. The Facilitated and Non-Facilitated Q&A Sessions will continue until January 28, 2021.



'Walkthrough' week:

- Walkthrough of FSD
- Sample Files
- CalSAWS pages
- Q&A

'Facilitated Q&A' weeks:

- Bi-weekly Q&A sessions
- Adhoc sessions, if needed
- Update knowledge repository

'Non-Facilitated Q&A' weeks:

- Q&A via emails
- Update knowledge repository
- Adhoc sessions, if needed

The Facilitated Q&A Sessions are scheduled every Tuesday and Thursday from 9:00 AM to 12 PM.

Facilitated Q&A Weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9:00 AM				
	10:00 AM	Q&A Session		Q&A Session	
	11:00 AM				
	12:00 PM				
Afternoon	1:00 PM				
	2:00 PM				
	3:00 PM				
	4:00 PM				

Following the Facilitated Q&A Sessions are Non-Facilitated Q&A Sessions which will be conducted via email.

Meeting Information

A calendar invitation will be sent to the County PPOCs and County Conversion Leads. The list of County Conversion Leads is attached to this CIT, for your reference. Counties can determine additional attendees by using the criteria listed under **County Action**.

Here is the revised Task Management Facilitated Q&A Sessions Schedule. The Q&A Sessions will be presented via MS-Teams.

Date	Start Time	End Time
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	November 3, 2020	Tuesday	9:00 AM	12:00 PM
	November 5, 2020	Thursday	9:00 AM	12:00 PM
	November 10, 2020	Tuesday	9:00 AM	12:00 PM
	November 12, 2020	Thursday	9:00 AM	12:00 PM
	December 8, 2020	Tuesday	9:00 AM	12:00 PM
	December 10, 2020	Thursday	9:00 AM	12:00 PM
	<p>Note: The Task Management Facilitated Q&A Sessions will be recorded and posted to the CalSAWS Web Portal along any other supporting documentation. The Web Portal link will be shared with your Regional Managers and PPOCs.</p> <p>Recommended Attendees The intended audience for these sessions is County and vendor staff who are the functional and technical Subject Matter Experts as they relate to Task Management Ancillary Systems.</p> <p>County Action</p> <ul style="list-style-type: none"> • Forward the meeting invitation to appropriate attendees • Attend the meetings on Tuesdays and Thursdays, November 3, 2020 – December 10, 2020 • Disseminate to stakeholders the meeting notes and other meeting materials resulting from the meeting 			
Primary Project Contact: (Name, phone number, email address)	Paul Trisler (916) 390-1957 TrislerP@CalSAWS.org			
Backup Project Contact: (Name, phone number, email address)	Cristy Sharma (916) 934-6814 SharmaC@CalSAWS.org			
Attachments:	County Conversion Leads.xlsx			
Web Portal Link:	<div style="background-color: black; width: 80px; height: 1.2em; margin-bottom: 5px;"></div> OR You may also retrieve the CIT document and attachments by following these steps: <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. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder. 			