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

Date:	November 4, 2020	Notes Location:	CalSAWS.org
Time:	9:00 AM – 10:30 AM	Meeting Materials:	Training environment new proposal slide deck
Meeting Called by:	Joyce Oshiro		

Attendees: Region 1: Shelly Todd, Andrew Stewart, Odioh Odiye, Andrea Boyens, Maricela Flores
Region 2: Melinda Martin, Virginia Condrey, Kristin Montoya
Region 3: Kandi Davis
Region 4: Doris Sons, Cesar Maya
Region 5: Brian Nelson, Ligia Barranco, Benita Ibarra, Juan Ojeda, Kristie Beers
Region 6: Raul Ruano,
CalSAWS: Ashley Arnold, Joyce Oshiro, Jamie Cox, Shivani Smith, Abby Darrah, Franz Lightle, Jayna Longstreet, Jennifer Hahner, Kim Sisco, Samantha Machon, Tom Villanueva, Jonathan Walburger

Topic	Important Points
Microsoft Teams	• Reviewed how to use MS Teams.
CalSAWS training production environment solution - update	The new data population proposal for the CalSAWS training production environment was presented and discussed.

- Currently, only Los Angeles County has access to the production training environment. The C-IV Counties will have access at the 21.07 release. When the CalWIN counties will have access is still TBD.

- With this new proposal, Counties will be able to copy cases from production into the training staging environment and create golden cases in training staging from scratch.

- The training staging environment will allow Counties to create/update data prior before copying and replication to the training production environment.

- Since production, training staging and training production must be on the same code when copying, creating or replication data, the project recommends maintain the current code update schedule. Currently, the code in the training production environment is updated one week after major releases.

- Counties must manually mask cases copied from production before they are copied to the training production environment to protect PII. A project will create job aid to provide guidance for manually masking data.

- Each copied case will include a unique identifier. This is still in design phase.

- At the June and July meetings, the project proposed each County would receive 20% of active user

Topic	Important Points
	accounts for training production accounts. An estimate for each county was shared. The number of user accounts to be communicated with all Counties via CRFI.
	• A CRFI will be distributed to request information from the Counties for the training staging environment users.
	• The committee will vote on the refresh frequency/schedule at the January meeting on 1/6/2021.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Collect input from regional SMEs and determine votes on training production refresh schedule	RCMs	11/4/2020	1/6/2021	Pending
2	Send out 2021 meeting invites	Joyce Oshiro	11/4/2020	Early December	Pending
3	CRFI to request user information for staging environment and inform counties of production user accounts	Joyce Oshiro	11/4/2020	TBD (Spring?)	Pending