CalSAWS | Information Transmittal (CIT)　　　0030-21

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

Distribution Date:	February 2, 2021
To:	PPOC.R1; PPOC.R2; PPOC.R3; PPOC.R4; PPOC.R5; PPOC.Local; Consortium.SectionDirectors; Consortium.RegionalManagers.All
CIT Name:	**CalSAWS Targeted Topics Session: Lobby Management**
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 **Lobby Management**_____

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

Description:	**Purpose** The purpose of this CIT is to notify the 58 CalSAWS Counties of the upcoming Lobby Management Targeted Topic Session (TTS) webinar that will take place on **Tuesday, February 16, 2021.** The webinar will provide an overview of Lobby Management functionality within CalSAWS. **Background** Targeted Topic Sessions are designed to provide counties a demonstration of current CalSAWS functionality within a specific area of the application. These sessions allow the Counties to better understand system processes and functionality of the planned CalSAWS solution. These sessions are not meant to train staff, but to provide a visualization of the various pages and functionality within CalSAWS. **Recommended Attendees**

The intended audience for this session is C-IV and LA County staff who manage Lobby Management. CalWIN* counties are invited to the Targeted Topic sessions to help **build awareness** of some of the changes they will encounter in CalSAWS. Outlined below are areas within the system that will be demonstrated as they relate to Lobby Management.

- Reception Log
  - Reception Log List page
  - Reception Log Detail page
- Reception Management Dashboard
- Visit Purpose
  - Visit Purpose List page
  - Visit Purpose Detail page

Webinar Logistics (ZOOM)

Session Date: Tuesday, February 16, 2021

Session Time: 1:30 pm – 3:30 pm

Duration: 2 hours

Additional Information

The Targeted Topic Session will be presented via ZOOM (see attached ZOOM participant guide). 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. When participants join the meeting, please use the following naming convention: Region #- County Name-Particpant Name.
Ex. R3- Butte- Mickey Mouse

Note: The Targeted Topic session will be recorded and posted to the CalSAWS Web Portal along with a Question and Answer (Q&A) document and any other supporting documentation. The Web Portal navigation path and hyperlink will be shared with your Regional Managers.

During the Q&A, we will focus on answering C-IV questions first. CalWIN questions will be answered as time permits.
Reminder: Please identify yourself by county when asking a question.

*CalWIN counties will begin working closely with their Implementation Vendor, Deloitte Consulting, in a separate, dedicated effort to fully understand the CalWIN business process and system changes in preparation for their migration to CalSAWS.

County Action

	An Outlook meeting invitation will be sent to the PPOCs with the webinar details one week prior to the event. **The PPOCs are responsible for forwarding the meeting invite to the appropriate staff.** If you have any questions, please contact the Primary Project Contact listed below.
Primary Project Contact:	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 851-3103
Backup Project Contact:	Helen Cruz CalSAWS Change Management Lead Cruzh@CalSAWS.org (916) 851-3327
Attachments:	CIT 0030-21 CALSAWS Zoom Participant Guide.docx
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 "2021" folder. 4. Click on the appropriate CIT # folder.