

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

Distribution Date:	February 8, 2021
To:	PPOC.40; IPOC.All, PPOC.Local; Consortium.SectionDirectors, Consortium.RegionalManagers.All
CIT Name:	CalSAWS Imaging Roadshows
From:	CalSAWS Project

PPOCs and Region 6 RMs, please forward to the appropriate impacted staff in your county:

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

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to provide the 39 C-IV Counties and Los Angeles County with information on the upcoming Imaging Roadshows.</p> <p>Background</p> <p>The Imaging Change Management Plan has been approved and provides for certain Imaging Change Readiness activities for the C-IV Migration and Los Angeles Counties.</p> <p>To provide additional context to the Counties and Key County Imaging Stakeholders on upcoming Imaging activities, the CalSAWS Project Imaging Change Management and Training Team will be hosting a series of Virtual Roadshows, which will include:</p> <ul style="list-style-type: none"> • Timeline of planned Imaging Change Management and Training activities • Update on Imaging Technical activities • Overview of key Imaging changes • Update on Imaging Implementation and Change Readiness activities to date and a preview of upcoming activities • Overview of Imaging Change Management and Training
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- Information on the County support network for Imaging
- Forum to ask questions about the CalSAWS Imaging Solution

Please note that the Roadshows will not include detailed explanations of CalSAWS Imaging functionality. Imaging Demonstrations are planned for later this Spring.

Logistics

The Imaging Roadshows will be hosted according to the following schedule:

Region	Date	Start Time	End Time	Platform	Attendee Capacity
1 & 2	Tuesday, February 23, 2021	9:30 AM	11:00 AM	Zoom	450
3	Thursday, February 25, 2021	9:30 AM	11:00 AM	Zoom	450
4	Monday, February 22, 2021	10:30 AM	12:00 PM	Zoom	450
5	Tuesday, March 2, 2021	3:00 PM	4:30 PM	Zoom	450
6	Thursday, March 4, 2021	2:00 PM	3:30 PM	WebEx	450
6	Thursday, March 11, 2021	10:00 AM	11:30 AM	Zoom	450

Attendees

Recommended attendees for the Imaging Roadshows include:

- County IPOCs and PPOCs
- CalSAWS Regional Managers
- County Management (Directors, Managers, Supervisors)
- End Users highly impacted by Imaging, as identified by their Counties (Ex. Reception, Clerical, Imaging Units, Mail Room staff)

Additional Information

The Imaging Roadshow sessions will be recorded and posted on the CalSAWS Web Portal. Questions and Answers (Q&A) from each session will be captured and compiled into one consolidated Imaging Roadshow Q&A document, which will also be posted on the CalSAWS Web Portal. The Web Portal navigation path and hyperlink will be sent to the PPOCs and LA County Regional Managers as wrap-up materials; PPOCs and LA County Regional Managers are encouraged to forward the information to impacted County staff.

Sign-ups are not required for the Imaging Roadshows. An Outlook meeting invitation will be sent to the C-IV County PPOCs and LA County Regional Managers one week prior to each scheduled session. **The PPOCs and LA County Regional Managers are responsible for forwarding the invitation to the County-identified Roadshow attendees.**

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Attachments:	CalSAWS Zoom Participant Guide
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></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 "2021" folder. 4. Click on the appropriate CIT # folder.