

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

<b>Distribution Date:</b>	February 24, 2021
<b>To:</b>	PPOC.LosAngeles; Consortium.SectionDirectors; Consortium. RegionalManagers.All;
<b>CIT Name:</b>	<b>CalSAWS Los Angeles User Acceptance Test Areas</b>
<b>From:</b>	CalSAWS Project

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself<br><input type="checkbox"/> Customer Correspondence<br><input checked="" type="checkbox"/> Other: <u>BenefitsCal</u> | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input checked="" type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input checked="" type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>The purpose of this CIT is to inform Los Angeles county of the following:</p> <ul style="list-style-type: none"> <li>• The need for county resources to participate in the upcoming User Acceptance Testing (UAT) activities and,</li> <li>• The timeline for the LRS EDMS Migration to the CalSAWS Imaging Solution and the BenefitsCal Portal/Mobile.</li> </ul> <p>There will be corresponding, subsequent CRFI sent out to request county participation. County participation will be requested separately because of the specific topic areas to be tested and the specific county Subject Matter Experts (SME) needed to participate in each UAT area.</p> <p><b>Background</b></p> <p>UAT provides Los Angeles county with an opportunity to confirm the CalSAWS Imaging system and BenefitsCal (as a whole) functions per the approved CalSAWS Design, Development, and Implementation (DD&amp;I).</p> <p><b>Additional Information</b></p>
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There are two planned UAT areas:

- CalSAWS Imaging UAT
- CalSAWS Portal/Mobile (BenefitsCal) UAT

Each test area has a UAT preparation and execution phase.

- **UAT Preparation** - During the preparation phase, County participants will participate in and learn about UAT processes for test scenario/case reviews, test execution, logging defects and retesting defects. County participants will participate in self-paced trainings focused on Imaging and BenefitsCal.
- **UAT Execution** - During the execution phase county participants will execute test scenarios/cases, document results and findings, and participate in daily meetings.

The table below provides a high-level, holistic view of the multiple UAT areas and participation timelines. It identifies:

- The UAT areas
- Anticipated dates for CRFI distribution for participant recruitment
- Test preparation timeframe
- Test execution timeframe(s)

User Acceptance Test Areas	CRFI date	2021	
		Test Preparation	Test Execution
CalSAWS Imaging	Week of Mar 1, 2021	Apr 19 (Kick Off meeting) Aug 2 – Aug 6, 2021	Aug 9 – Sep 3, 2021
CalSAWS Portal/Mobile (BenefitsCal)	Week of Mar 1, 2021	Apr 19 (Kick Off meeting) Apr 20 – May 28, 2021	Jun 1 – Sep 03, 2021

#### Recommended UAT Participant Expertise/Qualifications:

UAT Testers and County Subject Matter Experts (SMEs) should:

- Have deep and/or broad program policy and functional knowledge of the:
  - LRS/CalSAWS system and eligibility programs
  - Imaging functionality
  - Existing public portal application knowledge: Your Benefits Now! (YBN)
- Understand county processes
- Have ability to analyze and identify issues/concerns
- Have ability to communicate effectively and succinctly
- Be self-directed, enthusiastic, and excited about participating in UAT

UAT participation is expected to be performed remotely and will not require travel to a project site. More detailed information about each UAT area will be included in the corresponding CRFI.

Please see the CalSAWS LRS User Acceptance Areas Attachment for additional details with dates and time commitments.

#### County Action

LA County should review the UAT timelines and detailed information to determine in which UAT areas they wish to have staff participate.

	Please note that corresponding, subsequent CRFI(s) will be sent out for each UAT area to recruit interested county SME participants.
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Backup Project Contact: (Name, phone number, email address)	<p>Peggy Macias <a href="mailto:MaciasP@CalSAWS.org">MaciasP@CalSAWS.org</a></p>
Attachments:	CalSAWS Los Angeles User Acceptance Areas Attachment
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"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2021" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>