

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

Distribution Date:	April 8, 2021
To:	Fiscal.Admin.Mgmt.18 CC: PPOC.Alameda; PPOC.Contra Costa; PPOC.Fresno; PPOC.Orange; PPOC.Placer; PPOC.Sacramento; PPOC.San Diego; PPOC.Santa Barbara; PPOC.San Mateo; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo; PMO.Fiscal; Tracy Berhel; Stacey Drohan
CIT Name:	Corrected Template - 1 st Quarter CalSAWS DD&I County Support Staff Report
From:	CalSAWS PMO Fiscal

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

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

Description: (Including any step-by-step instructions)	Purpose The purpose of this CIT is to share the corrected Excel workbook template for the 1 st Quarter CalSAWS DD&I County Support Staff Report. The months listed have been updated to correctly reflect January, February, and March 2021 for this quarter. The CalWIN counties will use this template to submit their quarterly county support staff activities for the State. Completion instructions are included in the workbook. This report period covers January 2021 through March 2021 and is to be submitted via e-mail to PMO.Fiscal@CalSAWS.org along with counties' March 2021 claims due by April 20, 2021 . Please submit in the Excel format (do not PDF). The submission schedule for 2021 is as follows:						
	<table border="1"> <thead> <tr> <th>Quarter</th> <th>Report Period</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Quarter	Report Period	Due Date			
Quarter	Report Period	Due Date					

	1 st	Jan, Feb, Mar	Apr 20, 2021 (Submit with Mar claims)
	2 nd	Apr, May, Jun	Jul 20, 2021 (Submit with Jun claims)
	3 rd	Jul, Aug, Sep	Oct 20, 2021 (Submit with Sep claims)
	4 th	Oct, Nov, Dec	Jan 20, 2022 (Submit with Dec claims)
	<p>Background Per the State, CalWIN counties must complete a quarterly report to provide the status of completed and planned activities relating to CalSAWS DD&I, as well as actual and projected hours.</p> <p>County Action E-mail the completed report in the Excel format (do not PDF) to PMO.Fiscal@CalSAWS.org along with your county's March 2021 claims by April 20, 2021.</p>		
Primary Project Contact: (Name, phone number, email address)	Stacey Drohan (916) 846-7332 Stacey.Drohan@CalWIN.org		
Backup Project Contact: (Name, phone number, email address)	Tracy Berhel (916) 846-7304 Tracy.Berhel@CalWIN.org		
Attachments:	1 st Qtr CalSAWS DDI CSS Rpt Template V2.xls		
Web Portal Link:	<div style="background-color: black; width: 100px; 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. 		