CalSAWS | Information Transmittal (CIT)   0084-21

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

Distribution Date:	April 6, 2021
To:	Consortium.RegionalManagers.All, Committee.WelfaretoWork.All, PPOC.58
CIT Name:	**CalSAWS OCAT Coordinator List**
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_____

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

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to inform the 58 counties of the creation of the CalSAWS OCAT Coordinators List, its location in the CalSAWS Web Portal, and instructions for submitting changes to county contact information. **Background** The CalSAWS Welfare-to-Work Committee identified a need for communication between counties when a WTW participant completes an intercounty transfer (ICT) and the new WTW case manager needs access to OCAT information. For example, when a WTW participant completes an OCAT interview and moves to another county, the original Appraisal Summary and Recommendations (ASR) report is not visible to the new county. **Additional Information** The WTW Committee facilitator has created the process for maintaining the OCAT Coordinator List. The committee will modify the process if necessary. Updates to a county's OCAT coordinators will be submitted to the OCAT Coordinator mailbox, and the current list will be sent to WTW Committee Members. Each county may provide up to 2 contacts. The initial list was obtained by CRFI 21-016. The OCAT County Coordinator List is uploaded to the CalSAWS Web Portal in the following location after distribution:

	County Action As needed, send county OCAT coordinator additions/updates/deletions to the following mailbox: OCATcoordinator@CalSAWS.org **Please include the following information in your email:** • **Email Subject:** OCAT Coordinator List Change • Provide the Name, Phone Number, Email of your county's OCAT coordinator • Are you adding, updating, or removing a person's information? **For Example:** Please add XXX, in addition to the current persons listed; or Please make the following correction for XXX: XXX or Please remove XXX and add XXX to the list or Please remove XXX from the list
Primary Project Contact: (Name, phone number, email address)	Gingko Luna 916-851-3323 LunaG@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Loan Vo 714-813-7024 VoL@CalSAWS.org
Attachments:	OCAT County Coordinator List.xlsx
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.