CalSAWS | Information Transmittal (CIT)　　　0096-21

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

Distribution Date:	April 16, 2021
To:	PPOC.40; IPOC.All, PPOC.Local; Consortium.SectionDirectors, Consortium.RegionalManagers.All
CIT Name:	**Task Management Infographic**
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 provide the 39 C-IV Counties with a Task Management Infographic, which can be printed or displayed virtually. **Background** The Change Management Team continues to receive C-IV County feedback from Change Readiness Assessment Surveys, Targeted Topic Sessions, Implementation Readiness Touchpoints, and the Change Network regarding CalSAWS topics C-IV Users would like additional information on. Based on this feedback, the Change Management Team has: 1. Created an infographic on updates made to accessibility of Task Management pages – specifically highlighting how to access tasks from the Task pop-up, Tasks link, and My Tasks section 2. Provided information on purpose and use of the Worklist Summary, Worklist, Worklist PR/RE, and Pending Authorizations pages **Recommended Usage**

	The Change Management Team has developed Infographics that address C-IV User feedback in a succinct and engaging manner. Infographics are designed to be shared in multiple ways such as: printed and posted in the office, emailed, posted on internal sites (SharePoint), or displayed during meetings/presentations. **Recommended Recipients** The C-IV Counties are encouraged to disseminate these infographics to all C-IV users so that all or most end-users will have access to the information.
Primary Project Contact: (Name, phone number, email address)	Helen Cruz CalSAWS Change Management Lead Cruzh@CalSAWS.org (916) 851-3327
Backup Project Contact: (Name, phone number, email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 851-3103
Attachments:	CIT 0096-21 Task Management Infographic.pdf
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.