



# CalSAWS-CalWIN Implementation Support Weekly Status Report

**Reporting Period: March 22, 2021 to March 28,  
2021**

**CalSAWS – California Statewide Automated Welfare System (CalSAWS)**

**CalWIN Implementation Support Phase**

Weekly Status Report, March 31, 2021

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# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

## CalWIN Implementation Support Phase

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## 1.0 CalWIN Implementation Support Services

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Completed Wave 1 Timeline 03/24/21.
- ▶ Presented Work Product Processes with first group of counties; Contra Costa, Placer, Tulare, and Yolo, in preparation for their As-Is Work Product Review 03/25/21.
- ▶ Continued coordination with DD&I Team on project interdependencies - conversion tasks and training environments.
- ▶ Reviewed internal communication protocols and SharePoint collaboration processes with Project Team members.

#### Business Process Re-engineering (BPR)

- ▶ Conducted Week-1 of Santa Barbara and Santa Clara County-Specific As-Is Sessions.
- ▶ Concluded Yolo, Placer, Contra Costa and Tulare County-Specific As-Is Flows for Formal Review. Formal Review commences 03/29/21.
- ▶ Conducted initial Pre-Meeting with Orange and Ventura Counties.
- ▶ Overall Status for BPR “As-Is” process is provided in the table below:

**Figure 1 - As-Is Process Timetable by County**

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Incorporate Feedback	Start Final Review	As-Is County Sign-Off
<b>Wave 1</b>							
Contra Costa	02/22/21	03/25/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Placer	02/22/21	03/12/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Yolo	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
<b>Wave 2</b>							
Tulare	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Santa Clara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
<b>Wave 3</b>							
Santa Barbara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Orange	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Ventura	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
<b>Wave 4</b>							
Solano	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
Santa Cruz	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
San Mateo	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/07/21	06/08/21	06/15/21
<b>Wave 5</b>							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	06/30/21
Sonoma	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
<b>Wave 6</b>							
San Francisco	06/07/21	06/18/21	06/21/21	07/02/21	07/09/21	07/12/21	07/16/21
Sacramento	06/14/21	06/25/21	06/28/21	07/09/21	07/16/21	07/19/21	07/23/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	07/02/21	07/05/21	07/09/21

\*As of 03/29/21

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#### **Organizational Change Management (OCM)**

- ▶ Received initial CalWIN OCM POC CRFI responses, with additional expected through Wednesday 03/31/21.
- ▶ Discussed feedback on CalWIN OCM Kick-Off session draft slides with Consortium Implementation Team.
- ▶ Scheduled CalWIN OCM POC Kick-Off session Dry Run Meeting with Consortium Implementation Team and Regional Managers.
- ▶ Scheduled CalWIN ISS OCM RTM review meeting on 04/06/21.

#### **Training**

- ▶ Monitored Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
- ▶ Continued discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.
- ▶ Developed draft guidelines for CalWIN counties to learn more about CalSAWS functionality using existing CalSAWS resources. Worked with Consortium Training Manager to refine the guidelines.
- ▶ Presented training updates and training timeline tasks during OPAC meeting, 03/25/21.
- ▶ Scripted a CalSAWS demonstration for recording.

#### **Implementation Support Services**

- ▶ Conducted working sessions for the ISS Timeline and incorporated feedback.
- ▶ Presented the ISS Timeline for Wave 1 at the OPAC meeting on 03/24/21.
- ▶ Onboarded new team member on 03/23/21.
- ▶ Attended conversion meetings (DD&I + Consortium).

# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

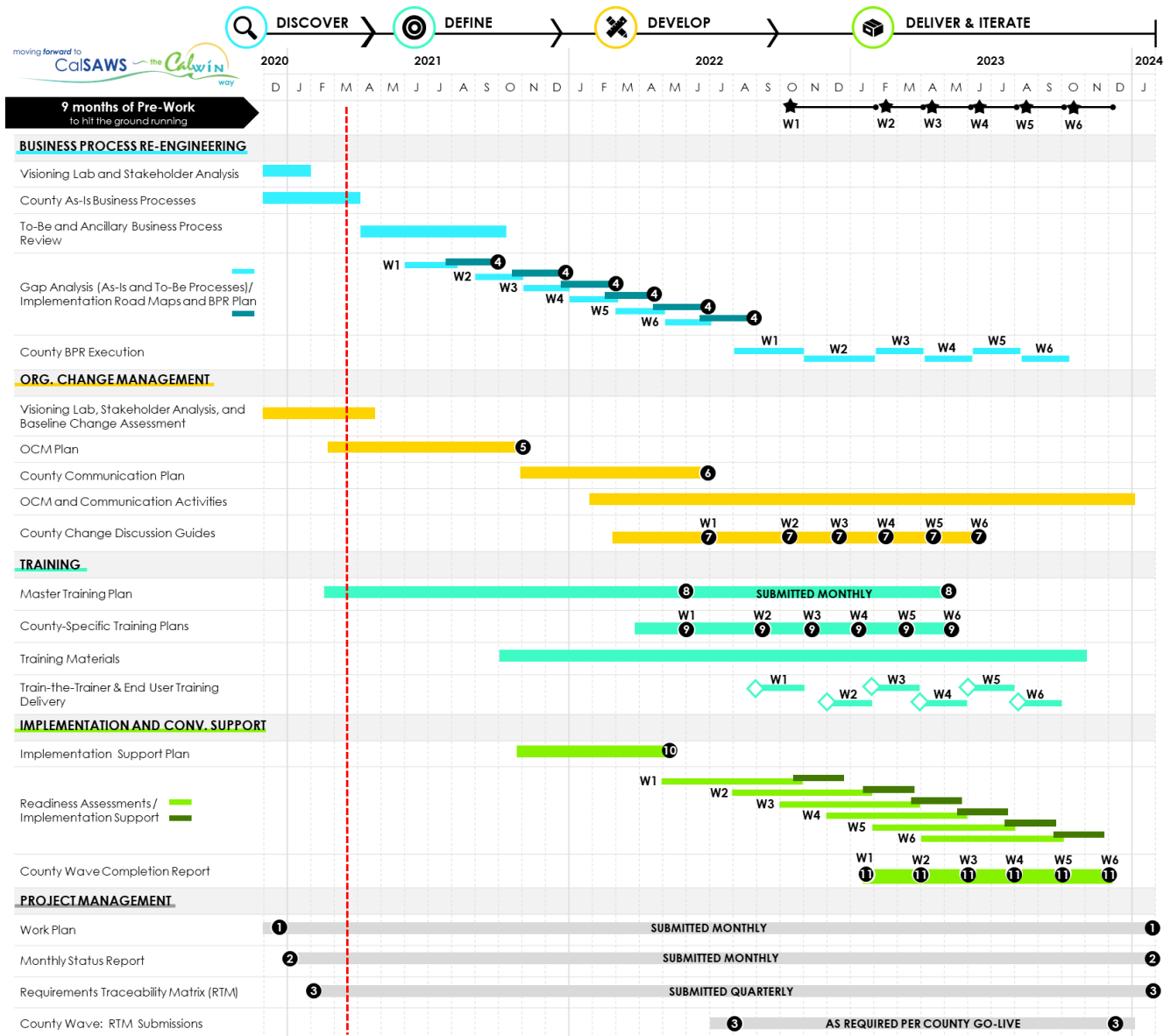
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### Project Timeline

Figure 2 - Project Gantt Chart



# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

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### 1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

**Table 1 - Deliverable Status for Current Reporting Period**

Completed Coming Soon

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/4/20	12/15/20	12/23/20	1/14/21	01/22/21
02	Monthly Status Report – Initial	12/4/20	12/18/20	01/05/21	01/12/21	01/27/21
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Re-engineering Plan-W1	06/18/21	06/30/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	06/11/21	06/23/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide	01/14/22	01/27/22	03/24/23	04/17/23	04/24/23
08	Master Training Plan	08/13/21	08/25/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	09/14/21	09/24/21	05/08/23	05/30/23	06/06/23
10	Implementation Support Plan	01/14/22	01/27/22	05/16/22	06/07/22	06/14/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

**Table 2 - Upcoming Deliverable Deadlines**

DEL #	DELIVERABLE NAME	STATUS	Next Deadline
01	Workplan – Initial	Complete	
01.03	Work Plan – Mar 2021	On-track	FDEL Submission due 04/05/21
02	Monthly Status Report – Initial	Complete	
02.03	Monthly Status Report – Mar 2021	On-track	FDEL Submission due 04/05/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	On Track	FDEL submission due 06/04/21
04	Business Process Re-engineering Plan	On track	DDED submission due 06/18/21
05	Organizational Change Management Plan	On-track	DDED submission due 06/11/21
06	County Communication Plan	On-track	DDED submission due 08/16/21
07	County Change Guide	On-track	DDED submission due 01/14/22
08	Master Training Plan	On-track	DDED submission due 08/13/21
09	County Specific Training Plan	On-track	DDED submission due 09/14/21
10	Implementation Support Plan	On-track	DDED submission due 01/14/22
11	Wave Completion Report	On-track	DDED submission due 09/15/22

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### 1.3 Project Risks and Issues

There were no CalSAWS Risks or Issues created and/or still open for the reporting period.

**Table 3 - Risks & Issues**

ID	Title	Details	Status	Impact	Severity	Date Logged

### 1.4 CRFI/CIT Communications Information

There were no CalSAWS Information Transmittals (CITs) sent and/or still open for the reporting period.

**Table 4 - CITs**

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact

There were no CalSAWS Requests for Information (CRFIs) sent and/or still open for the reporting period.

**Table 5 - CRFIs**

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	CalSAWS Contact
21-019	PPOC 18 Regional Managers	CalWIN ISS - OCM Point of Contact Identification	03/17/21	In Progress	03/31/21	Greg Postulka

### 1.5 Activities for the Next Reporting Period

#### Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to work with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to CalWIN system.
- ▶ Collaborate with Consortium to create "right size" visual aid timelines for Waves 2 - 6.
- ▶ Develop process and instruction guide for Team members to access CalWIN SharePoint.
- ▶ Document training specifications per discussion of CalSAWS training environments for CalWIN county training, with Consortium staff.
- ▶ Schedule Inter-vendor dependencies meetings related to conversion, ancillary systems, and peripherals.
- ▶ Review Action Item tracking process with Consortium.
- ▶ Review Consortium and County collaboration areas in SharePoint and Web Portal with Consortium.

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#### **Business Process Re-engineering (BPR)**

- ▶ Complete Week-2 County-Specific As-Is Sessions for Santa Barbara and Santa Clara Counties.
- ▶ Continue Formal As-Is Work Product Reviews with Placer, Contra Costa, Yolo and Tulare.
- ▶ Finalize Preparations for Orange and Ventura County County-Specific As-Is Sessions.
- ▶ Incorporate real-time feedback from BPR Sessions for continuous improvement.

#### **Organizational Change Management (OCM)**

- ▶ Review updated CalWIN OCM POC Kick-Off session draft slides with Consortium Implementation Team.
- ▶ Facilitate CalWIN OCM POC Kick-off session Dry Run Meeting with Consortium Implementation Team and Regional Managers.

#### **Training**

- ▶ Distribute information and guidelines for CalWIN counties to attend the *CalWIN to CalSAWS Overview* workshop at the 04/21/21 TAC meeting.
- ▶ Complete draft of guidelines for CalWIN counties to learn more about CalSAWS.
- ▶ Continue to monitor Implementation Support Services Team's progress against CalSAWS/CalWIN knowledge acquisition plan and training completion.
- ▶ Continue discovery phase of CalWIN County information to prepare for drafting the Master Training Plan.

#### **Implementation Support Services**

- ▶ Continue discovery of CalWIN ancillary processes and socialize discovery planning activities for input and feedback 04/02/21; develop To-Be Pre-Work approach.
- ▶ Attend ancillary/data meeting with DD&I and Consortium.
- ▶ Conduct a Discovery working session with the Consortium on 04/02/21.

### **1.6 Deviations from Plan/Adjustments**

- ▶ None for the reporting period.