CalSAWS | Information Transmittal (CIT)   0100-21

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

Distribution Date:	April 27, 2021
To:	PPOC.40; IPOC.R1; IPOC.R2; IPOC.R3; IPOC.R4; IPOC.R5;
CIT Name:	**CalSAWS Implementation Readiness Packet – April 2021**
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 the CalSAWS Implementation Readiness Packet and introduce the CalSAWS Implementation Readiness Dashboard for April 2021. The CalSAWS Implementation Readiness Packet provides C-IV Counties with information related to the operational readiness of the Projects within the CalSAWS Portfolio, including the C-IV Migration and the state-wide Self-Service Portal, BenefitsCal. Statuses will demonstrate the overall "health" of the Implementation effort based on measurable metrics and milestones. The purpose of the CalSAWS Implementation Readiness Dashboard is to highlight key Project and County Readiness sections from the accompanying CalSAWS Implementation Readiness Packet. **Background**

The Implementation Readiness packet is intended to provide a high-level overview of key milestones that contribute to the overall readiness of the C-IV Migration. It serves to inform the Counties on the progression and completion of Key Project and County Milestones and will be distributed to the C-IV Counties monthly.

The Packet tracks readiness for the following areas: Conversion, Technical, Implementation Support, Change, Training, Integration, and Application. It also includes a stop light indicator for the previous and current reporting period. If applicable, it will include specific remediation steps for any milestone that is behind schedule.

The Dashboard will provide a summary of the County and Project Readiness for the current and upcoming months, as they relate to the C-IV migration and BenefitsCal. The Dashboard will also highlight milestones and tasks, as well as track Readiness risks that have been identified and are being tracked by the Project. It will also provide quick access to statuses of readiness activities and links to each county's detailed checklist.

Each C-IV County has an Implementation Point of Contact (IPOC), who regularly meets with the CalSAWS Implementation Team to track the progress of their county-specific Implementation Readiness Checklist.

Additional Information

The packet will be distributed monthly from March 2021 through September 2021.

The dashboard will be distributed monthly from April 2021 through September 2021

County Action

Review the Implementation Readiness Packet and the Implementation Readiness Dashboard for the status and due dates of key milestones, confirming that county progress is on schedule. IPOCs should communicate and collaborate directly with the CalSAWS Implementation Team to develop corrective actions as appropriate.

If you have any questions, please contact the Primary Project Contact listed below.

Primary Project Contact: (Name, phone number, email address)	Raul Gonzalez CalSAWS Implementation Lead Gonzalezr@CalSAWS.org
Backup Project Contact:	Mara Jennings CalSAWS Implementation Lead

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Attachments:	CalSAWS Implementation Readiness Packet - April 2021 Packet.docx CalSAWS Implementation Readiness Dashboard – April 20201
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.