CalSAWS | Information Transmittal (CIT) 0125-21

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

Distribution Date:	May 20, 2021
To:	PPOC.39; IPOC.All; PPOC.Local; Consortium.SectionDirectors; Consortium.RegionalManagers.All; Committee.Training.All
CIT Name:	**CalSAWS Training Infographics: ITTSME, Training Overview, and Training LMS**
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_**County Training Coordinators**_____

☐ 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 three Training infographics to best prepare Users for the upcoming Early and General Training sessions. These infographics can be printed or displayed virtually. **Background** The Change Management Team has created an infographic on Imaging Train-the-SME (ITTSME) to inform Imaging SMEs, County Trainers, County IPOCs, TPOCs & CNCs, County Supervisors, and Super Users about the Imaging-specific, instructor-led training sessions for select County staff as a part of the larger, blended C-IV Migration training program. The Change Management Team has also created an infographic to provide an overview of Training Activities and Events, and outline a glossary of common training terms and tools for Users to get accustomed to and leverage as they engage in training.

	The Change Management Team has also created an infographic on the Learning Management System (LMS), which C-IV Users will use to access all training-related supporting materials for the C-IV Migration to CalSAWS. **Additional Information** The CalSAWS Training Infographics are intended to be shared in multiple ways, such as: printed and posted in the office, emailed, posted on internal sites, or displayed during meetings/presentations. **County Action** The Counties are encouraged to distribute the CalSAWS Training Infographics to the appropriate impacted staff.
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Attachments:	CalSAWS Imaging Train-the-SME (ITTSME) Infographic.pdf CalSAWS Migration Training Overview Infographic.pdf CalSAWS The Learning Management System 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.