



CalSAWS-CalWIN
Implementation Support
Weekly Status Report

Reporting Period: April 26, 2021 to April 30, 2021

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

- ▶ Presented the Work Product processes to Solano and Santa Cruz counties in preparation for their As-Is Work Product Review on 04/30/21.
- ▶ Created a Q&A Log and Process for project team review.
- ▶ Determine an approach to determining risk regarding peripheral systems.
- ▶ Finalized setup of the CalWIN ISS Email account and confirmed that receipt and send functions work properly.
- ▶ Created and linked 18 individual county work plans within the Master Work Plan.
- ▶ Continued the monitoring of Action Items and followed up with POCs to update the Action Item Statuses.

Business Process Re-Engineering (BPR)

- ▶ Submitted the Final Work Product (FWP) for Santa Barbara and Santa Clara counties for sign-off.
- ▶ Completed Week 2 Santa Cruz and Solano county As-Is BPR sessions.
- ▶ Submitted Santa Cruz and Solano counties' Draft Work Products (DWP's).
- ▶ Incorporated the initial feedback from Orange and Ventura counties.
- ▶ Conducted pre-meetings with San Mateo and San Diego counties.
- ▶ Finalized logistics for an onsite visit to San Diego county.
- ▶ The overall status for all counties' As-Is BPRs 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
Wave 1							
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
Wave 2							
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	04/06/21	04/16/21	04/23/21	04/26/21	04/30/21
Wave 3							
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
Wave 4							
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
Wave 5							
Alameda	05/17/21	05/28/21	06/01/21	06/18/21	06/22/21	06/23/21	06/30/21
Fresno	05/17/21	05/28/21	06/01/21	06/18/21	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
Wave 6							
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	07/06/21	07/09/21

*As of 04/30/21

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Organizational Change Management (OCM)

- ▶ Facilitated an “As Needed” OCM POC working session on 04/28/21.
- ▶ Reviewed stakeholder engagement slides with the CalWIN ISS team on 04/29/21 in preparation for the OCM POC working session on 05/12/21.

Training

- ▶ Worked on the Q&A document from the 04/21/21 TAC meeting to distribute to TAC members.
- ▶ Continued to plan topics for the next TAC session on 05/19/21.
- ▶ Continued the discovery phase of CalWIN county information to prepare for drafting the Master Training Plan.
- ▶ Participated in OCM POC meeting on 04/28/21.

Implementation Support Services

- ▶ Continued pre-work activities; built out a template for County Profiles.
- ▶ Socialized and began understanding the conversion ISS implications on 04/27/21.
- ▶ Drafted and socialized the implementation activities for county consideration on 04/27/21.
- ▶ Completed the drafts for the Wave 2 and Wave 3 Timelines in preparation for county meetings.
- ▶ Participated in ongoing meetings (DD&I + Consortium) for conversion, API User Groups, and DDID.

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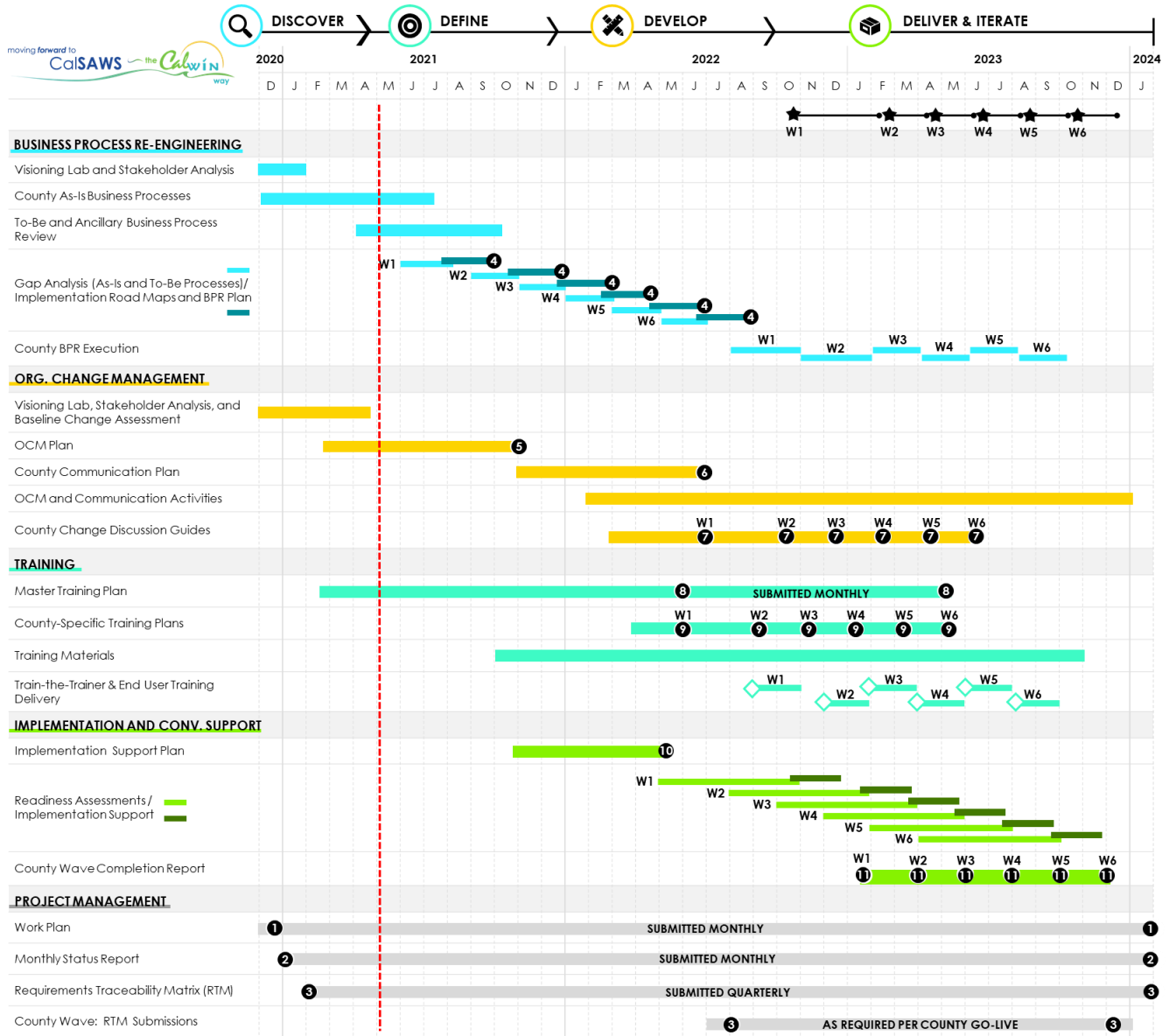
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Project Timeline

Figure 2 - Project Gantt Chart



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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	
01.04	Work Plan – Apr 2021	On-Track	FDEL Submission due 05/05/21 FDEL approval 05/12/21
02	Monthly Status Report – Initial	Complete	
02.04	Monthly Status Report – Apr 2021	On-Track	FDEL Submission due 05/05/21 FDEL approval 05/12/21
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.

1.5 Activities for the Next Reporting Period

Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate resources to meet dependencies: Training Environments and DISCO tool access to the CalWIN system.
- ▶ Collaborate with the Consortium to create a “right size” visual aid for Waves 2 through 6.
- ▶ Walk through the Work Plan to cover 18 county subprojects on 05/04/21.
- ▶ Review the Q&A process and Q&A Log sample with the Consortium.
- ▶ Review the Vision Lab survey with the Consortium.

Business Process Re-Engineering (BPR)

- ▶ Obtain a Formal As-Is Work Product sign-off from Santa Clara county on 05/03/21.
- ▶ Complete Week 1 Sessions for San Diego and San Mateo counties.
- ▶ Complete comment responses for Orange and Ventura counties' As-Is Work Products on 05/07/21.
- ▶ Incorporate real-time feedback from the BPR sessions for continuous improvement.
- ▶ Continue with the To-Be BPR pre-work.

Organizational Change Management (OCM)

- ▶ Continue developing stakeholder-related materials for the 05/12/21 OCM POC working session.
- ▶ Facilitate a dry run with the RMS for the May OCM POC session on 05/04/21.
- ▶ Schedule an RTM validation session for the OCM requirements with the Consortium Implementation Team.

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Training

- ▶ Finalize the Q&A document from the 04/21/21 TAC meeting and distribute to TAC members.
- ▶ Finalize topics for the next TAC session on 05/19/21.
- ▶ Meet with Contra Costa county to discuss CalSAWS demonstration needs.
- ▶ Schedule a meeting with Wave 1 counties to discuss CalSAWS awareness and demonstration needs.

Implementation Support Services

- ▶ Conduct Wave 1 and Wave 2 meetings to socialize the ISS timelines.
- ▶ Present and socialize Implementation Activities for CalWIN counties to complete between now and Fall 2021 for Wave 1.
- ▶ Continue pre-work activities and updating county profiles
- ▶ Review 150 conversion activities – flagged for OCM/ISS awareness
- ▶ Participate in an ancillary/data meeting with DD&I and the Consortium.
- ▶ Participate in ongoing conversion meetings with DD&I and the Consortium.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.