

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

Distribution Date:	June 4, 2021
To:	PPOC.39, Consortium.SectionDirectors, Consortium.RegionalManagers.All, IPOC.All
CIT Name:	CalSAWS Migration Training Guide
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

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| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
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<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself
<input type="checkbox"/> Customer Correspondence
<input checked="" type="checkbox"/> Other <u>County Training Coordinators</u> | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
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<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p>Purpose (Identify what Counties this CIT affects)</p> <p>The purpose of this CIT is to provide the 39 C-IV counties a draft version of the CalSAWS Migration Training Guide (MTG), which serves as a course catalog for C-IV Migration Training. The CalSAWS MTG contains a list of curriculums and associated training materials that are hosted in the CalSAWS Learning Management System (LMS). The CalSAWS LMS will serve as the system that will host C-IV Migration training materials to prepare end-users for CalSAWS Go-Live on September 27, 2021. The final version of the CalSAWS Migration Training Guide will be posted in the CalSAWS LMS by July 5th, 2021.</p> <p>Background</p> <p>All C-IV Counties will be migrated to CalSAWS on the Go-Live date of September 27, 2021. In preparation for this migration, the MTG will provide active end users with a list of training materials, including WBTs, supplemental training guides by topic/area and much more.</p> <p>*Current active C-IV end users are defined as users that have logged into the C-IV system in the last 1 year. All C-IV active users will be provided access to the LMS.</p>
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	<p>The Migration Training Guide is a catalog of C-IV Migration LMS training. It provides the following information:</p> <ul style="list-style-type: none"> • Curriculum Structure and Total Durations • Curriculums and recommended audience • WBT descriptions and approximate duration • Quick Guide and Reference Guide descriptions and recommended audience <p>Additional Information Migration training material consists of the following:</p> <ul style="list-style-type: none"> • Web-based Trainings (WBTs): Web-based Trainings (WBTs) are self-guided eLearning modules that can be taken at a user's own time and own pace. • Quick Guides: Quick Guides are optional supplemental documents which include helpful information such as functional instructions, screenshots, and field values. Some Quick Guides are associated with a particular WBT (as specified in the Migration Training Guide) and others are stand-alone topics. • Reference Guides: Reference Guides are optional supplemental documents which may include an introduction to new elements previously unavailable in C-IV for specific topics. They may also contain side-by-side comparisons of terminology, page name changes, mapping, related fields, buttons and drop list values. • Job Aids: For the C-IV Migration Training program, the job aids listed in the CalSAWS MTG are either new or updated per new CalSAWS functionality. <p>Participants in Early Training, Imaging Train-the-SME (ITTSME) and the Additional LMS Access Option will be notified of their LMS access date through their respective CRFIs and/or other communications. All active C-IV Users will have access to the CalSAWS LMS by General Training (August 30 – September 24, 2021).</p> <p>County Action Please share the attached CalSAWS MTG with your staff as appropriate.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Questions can be sent to Communication@CalSAWS.org</p> <p>Ashley Arnold CalSAWS Training Manager 916-862-1769 ArnoldA@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Shivani Smith CalSAWS Implementation Support/Training Manager 213-712-5075 Smiths@CalSAWS.org</p>
Attachments:	CalSAWS Migration Training Guide (MTG)

Web Portal Link:	<div data-bbox="332 79 474 126"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none">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.
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