CalSAWS | Information Transmittal (CIT)   0139-21

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

Distribution Date:	June 11, 2021
To:	Consortium.Regional.Managers.All, PPOC C-IV Counties, IPOC.All
CIT Name:	C-IV County Prep Phase Kickoff, Activities, and Materials
From:	CalSAWS Implementation Support

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

☒ General   ☐ Reports
☒ Policy   　☐ Fiscal
　☐ CW   　☐ Caseload Movement
　☐ CF   　☐ Management
　☐ MC   ☐ Fiscal
　☐ CMSP   ☒ Security
　☐ FC/KG/AAP   ☐ Batch and Interfaces
　☐ Child Care   ☐ Imaging
　☐ WtW   ☒ Migration
　☐ Other Program(s)_____   ☐ Conversion
☐ C4Yourself   ☐ Your Benefits Now!   ☒ Technical
☐ Customer Correspondence   ☐ Training
☐ Other_____   ☐ Help Desk

| Description:
(Including any step-by-step instructions) | **Purpose**
The purpose of this CIT is to inform the 39 C-IV Counties of the County Prep Phase Kickoff Meetings, Packet, Security Matrix, and supporting documents. These resources will prepare the C-IV Counties for the County Prep Phase, which starts **August 30, 2021 and goes through September 23, 2021.**

Background
Security Administrators and any other identified County Staff from the C-IV Counties will have the opportunity to review and update Staff Profiles and county organization data in preparation for Go-Live. Security Administrators and other identified County Staff from the C-IV Counties will have the opportunity to review and update Staff Profiles and county organization data in preparation for Go-Live.

The Conversion Team will be converting Security/Staff Profiles along with organizational data such as county offices, addresses, hours of operation, security profiles of staff, security groups for new CalSAWS pages, etc. which can be updated during County Prep Phase.

All C-IV Users will have the ability and are encouraged to validate their CalSAWS credentials to ensure system access. C-IV Users will not be able to see Caseload data and Program Functionality pages, as those items will **not be** converted during |

the County Prep Phase.

Additional Information
County Prep Phase Kickoff Meetings
The Implementation Team will be hosting a Kickoff Event to provide an overview of the County Prep Phase Packet, Security Matrix, other supporting materials included with this CIT, as well as the Project Support available during the County Prep Phase.

There will be two sessions during which the same information will be covered; County staff need to attend **only one** of the two sessions. The targeted audience for these sessions will be County PPOCs, IPOCs, TPOCs, Security Administrators, and any other County Staff who are responsible for making updates to Staff Profiles and County Organization data. The Kickoff Meetings **will be recorded** and available for viewing on the Web Portal.

County Prep Phase Kickoff Meeting Dates:
- **June 22, 2021, 1-3 PM**
- **June 23, 2021, 1-3 PM**

Meeting invites will go out to County PPOCs and IPOCS. County PPOCs/IPOCs will be responsible for distributing the invites to the appropriate individuals within their county.

County Prep Phase Packet
The purpose of the County Prep Phase Packet is to prepare the C-IV Counties for the activities to take place during the County Prep Phase.

More specifically, the purpose of the packet is for C-IV Counties to:
- Review and understand the instructions for **required** updates that need to be completed; and
- Review CalSAWS enhancements (new pages, new functionality, etc.) and associated instructions that would be **optional** for county use. If the county decides to use any of the provided CalSAWS enhancements, then the county Security Administrator(s) would make the appropriate updates.

County Security Matrix
The County Security Matrix and Instruction Guide will allow the 39 C-IV counties the opportunity to review and document the Security Rights and Profiles associated to the County Maintained Roles prior to the County Prep Phase. County Security Administrators will have the opportunity to make the necessary security updates to Staff Profiles during the County Prep Phase Period.

County Action

The 39 C-IV Counties will review the following documents **prior to** the Kickoff Meetings and **come prepared** with any questions. The 39 C-IV Counties will follow the steps contained within the documents to make any applicable updates during the County Prep Phase.

- County Prep Phase Packet – Required Activities
  - Instructions for Logging into CalSAWS
  - EBT Printer Mapping

	- County Prep Phase Packet – Optional Activities - Automated Actions Overview - County Prep Phase Security Matrix - County Prep Phase Security Matrix Instructions
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Backup Project Contact: (Name, phone number, email address)	Yvonne King Phone: (916) 800-7911 Email: KingYM@CalSAWS.org
Attachments:	- County Prep Phase Packet – Required Activities - Instructions for Logging into CalSAWS - EBT Printer Mapping - County Prep Phase Packet – Optional Activities - Automated Actions Overview - County Prep Phase Security Matrix - County Prep Phase Security Matrix Instructions
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.