

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

Distribution Date:	June 15, 2021
To:	PPOC 39, Consortium.SectionDirectors, Consortium.RegionalManagers.R1, Consortium.RegionalManagers.R2, Consortium.RegionalManagers.R3, Consortium.RegionalManagers.R4, Consortium.RegionalManagers.R5, IPOC.All
CIT Name:	CalSAWS LMS Admin Training for the County Training Coordinators
From:	CalSAWS Project

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

- | | |
|--|--|
| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<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 type="checkbox"/> Other
<input type="checkbox"/> Reports | <input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<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 |
| <input type="checkbox"/> Your Benefits Now! | |

Description: (Including any step-by- step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to notify the 39 C-IV County Training Coordinators of upcoming CalSAWS Learning Management System (LMS) training. In this training, the County Training Coordinators will learn how to generate training completion reports, update their county staff user profiles, and assign or remove required training curriculums.</p> <p>Background</p> <p>Through CRFI 21-024 County Training Coordinator, the Project recruited the optional role of County Training Coordinators from the C-IV Counties. This role is intended to empower the Counties and provide flexibility to make real-time changes in the CalSAWS LMS. Though the CalSAWS Project is planning to fully support CalSAWS LMS administrative activities (listed in the bullets below), the County Training Coordinator(s) will be given administrator access rights to the CalSAWS LMS in July 2021 to conduct any of the following activities:</p>
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- The ability to generate reports in the LMS
 - In addition to the reports that will be provided by the CalSAWS Project for the 39 C-IV Counties during the General Training window (August 30 – September 24, 2021), the County Training Coordinators will be able to generate reports at any time, once they have access to the CalSAWS LMS.
- The ability to customize curriculum enrollment for County staff
 - If there are changes that need to be made to a User's required training, the County Training Coordinator can make these changes directly in the LMS. If a County does not have a County Training Coordinator, a ServiceNow ticket can be submitted. Instructions on how to submit a ServiceNow ticket for a change to a User's required training, will be sent out through a separate CIT later this month.

Schedule

The LMS Admin Training for the County Training Coordinators is scheduled as follows:

Day	Start Time	End Time	Location
Wednesday, July 7, 2021	10:30AM	12:00PM	Zoom Web Conference

Attendees

Selected County Training Coordinators from CRFI 21-024.

Note: The LMS Admin Training for the County Training Coordinators will be recorded and posted to the CalSAWS Web Portal along with any supporting documentation. The Web Portal link will be shared directly with the County Training Coordinators during the training. Additionally, the RMs will be sending the PPOCs a link to the LMS Admin Training recording for awareness.

County Action

An Outlook meeting invitation will be sent directly to the County Training Coordinators.

Questions can be directed to the Primary or Backup Project Contact listed below.

Primary Project Contact:
(Name, phone number,

Ashley Arnold
Consortium Training Manager
916-862-1769
ArnoldA@CalSAWS.org

email address)	
Backup Project Contact: (Name, phone number, email address)	Shivani Smith Implementation Support/Training Manager 213-712-5075 SmithS@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> OR <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.