



CalSAWS – CalWIN
Implementation Support
Weekly Status Report

Reporting Period: July 12, 2021 to July 18, 2021

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued planning for onboarding staff resources.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with the points of contact (POCs) to update the statuses.
- ▶ Continued monitoring and updating the Questions and Answers (Q&A) Log.
- ▶ Submitted the following Draft Deliverable Expectation Documents (DDEDs) on 07/14/21:
 - 04 Business Process Re-Engineering (BPR) Plan
 - 05 Organizational Change Management (OCM) Plan

Business Process Re-Engineering (BPR)

- ▶ As-Is sessions for ALL 18 CalWIN Counties are complete.
- ▶ Comments for San Francisco's Draft Work Product (DWP) are being incorporated.
- ▶ Submitted the Sacramento and Sonoma Final Work Products (FWPs) for sign-off.
- ▶ Conducted Week-4 of the To-Be BPR sessions with Placer and Contra Costa Counties.
- ▶ Completed Week-1 To-Be BPR sessions for Yolo County.
- ▶ Submitted the BPR Plan DED on 07/14/21.

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	County Sign-Off on FINAL As-Is Processes
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	04/05/21	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	06/06/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
Wave 5							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/25/21	07/06/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/25/21	06/28/21	07/09/21
Sonoma	06/14/21	06/25/21	06/28/21	07/08/21	07/08/21	07/09/21	07/26/21
Wave 6							
San Francisco	06/07/21	06/23/21	06/28/21	07/12/21	07/23/21	07/26/21	07/30/21
Sacramento	06/14/21	06/25/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	06/29/21	06/30/21	07/09/21

*As of 07/16/21

Organizational Change Management (OCM)

- ▶ Participated in the CalWIN Monthly Stand-Up meeting on 07/12/21.
- ▶ Facilitated the July CalWIN ISS OCM POC working session on 07/14/21.
- ▶ Began outlining meeting presentation for the August OCM POC scheduled for 08/11/21.
- ▶ Submitted the OCM Plan DDED on 07/14/21.
- ▶ Continued collecting the Change Impacts from the BPR To-Be sessions.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

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Training

- ▶ Continued orientation to CalSAWS and knowledge transfer for the Training Development team and monitored progress.
- ▶ Participated in the monthly CalWIN ISS meeting with the Regional Managers (RMs) on 07/13/21.
- ▶ Presented the training update during the CalWIN Implementation Stand-Up meeting on 07/12/21.
- ▶ Participated in the Placer and Contra Costa Counties BPR debrief sessions on 07/13/21, 07/14/21, and 07/15/21.
- ▶ Participated in the OCM Planning session on 07/14/21.
- ▶ Prepared for the Training Advisory Council (TAC) meeting and reviewed agenda and topics with the Consortium Implementation team on 07/14/21.
- ▶ Participated in the CalWIN ISS POC meeting on 07/14/21.
- ▶ Supported the BPR team by reviewing and answering questions asked during the CalSAWS Demonstration sessions.

Implementation Support Services (ISS)

- ▶ Participated in the Wave-1 Counties To-Be sessions.
- ▶ Continued preparing for Visioning Lab II.
- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties and discussed open questions with the Conversion team on 07/13/21.
- ▶ Continued to work with the CalSAWS subject matter experts (SMEs) to gather details around the questions raised during their County profile review meeting.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.
- ▶ Submitted OPAC presentation materials on 07/16/21.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

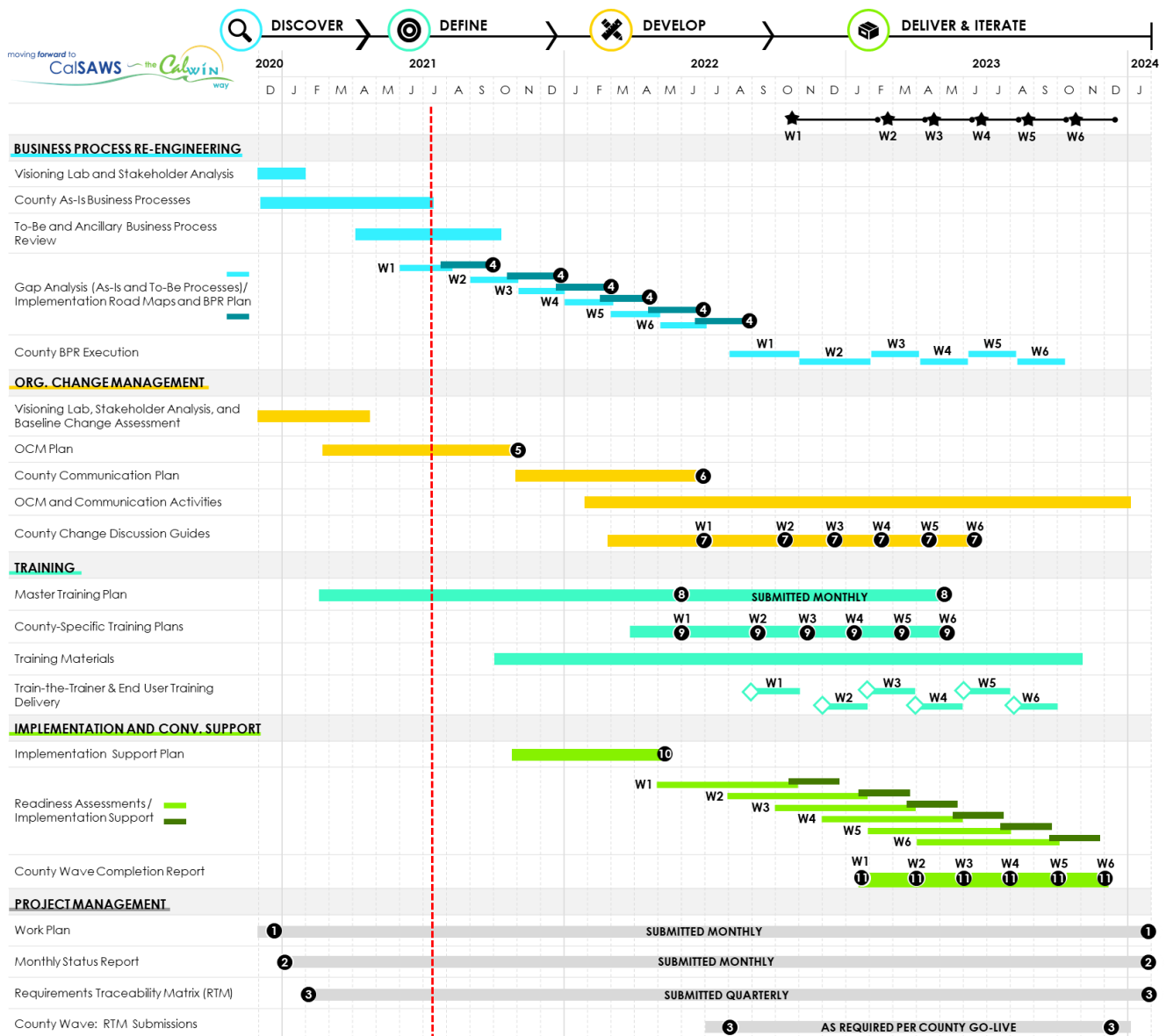
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Project Timeline

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	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
02	Monthly Status Report – Initial	12/04/20	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	07/14/21	07/26/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	07/14/21	07/26/21	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	
01.06	Work Plan – June 2021	Complete	
02	Monthly Status Report – Initial	Complete	
02.06	Monthly Status Report – June 2021	Complete	
WS03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	Complete	
04	Business Process Re-Engineering Plan	On-Track	DDED submitted 07/14/21 DDED approval due 07/21/21
05	Organizational Change Management Plan	On-Track	DDED submitted 07/14/21 DDED approval due 07/21/21
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 was one CalSAWS Information Transmittal (CIT) 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
168-21	CalWIN Counties	CalWIN Implementation Support Services – Publication of Q&A Log	CalSAWS DD&I	07/07/21	Greg Postulka	Richard Neumann

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 onboarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate information for the CalWIN Counties.

Business Process Re-Engineering (BPR)

- ▶ Finish incorporating As-Is DWP feedback for San Francisco County and submit FWP.
- ▶ Obtain sign-off on As-Is FWP for Sacramento and Sonoma Counties.
- ▶ Conduct Week-5 To-Be sessions for Placer and Contra Costa Counties.
- ▶ Conduct Week-2 To-Be sessions for Yolo County.
- ▶ Incorporate real-time feedback from the BPR sessions for continuous improvement.

Organizational Change Management (OCM)

- ▶ Onboard one new team member.
- ▶ Continue drafting the August OCM POC meeting deck.
- ▶ Continue collecting the Change Impacts from the BPR To-Be sessions.
- ▶ Participate in the CalWIN OPAC meeting on 07/22/21.
- ▶ Hold office hour session with OCM POCs to review County communication products & channels.

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Training

- ▶ Continue orientation to CalSAWS and knowledge transfer for the Training Development team and monitor progress.
- ▶ Participate in the review of Placer To-Be Change Inventory and Maps on 07/19/21.
- ▶ Facilitate the Training Advisory Council meeting and present the training schedule development approach on 07/21/21.
- ▶ Present training update during the monthly CalWIN OPAC meeting on 07/22/21.
- ▶ Participate in the OCM Planning session on 07/19 and 07/21/21.
- ▶ Supported the BPR team by reviewing and answering questions asked during the CalSAWS Demonstration sessions.

Implementation Support Services

- ▶ Participate in To-Be sessions and demonstrations with Contra Costa County, Placer County, and Yolo County.
- ▶ Continue preparing for Visioning Lab II (end of July).
- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Present at the July OPAC meeting on July 22.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.