

## CalSAWS | Notes from Training Committee Meeting

Date: July 7, 2021	Notes Location:
Time: 9:00 am – 10:00 am	Meeting Materials: Agenda
Meeting Called by: Joyce Oshiro	

Attendees: Region 1: Andrew Stewart, Rob Barnard, Josie De La Fuente (for Marisela Flores)  
Region 2: Shauna Armbright, Melinda Martin, Kristin Montoya, Virginia Condrey  
Region 3: Diana Buchanan, Kandi Davis  
Region 4: Cesar Maya, Hannah Hazelet, Nhia Young  
Region 5: Benita Ibarra, Daniel Cajina, Perla Cabrera,  
Region 6: Linda Lui, Laura Carmouche (for Raul Ruano)  
CalSAWS: Luis Alvarado, Christina Valasco, Ivan Parra, Yolanda Banuelos, Joyce Oshiro, Tom Villanueva, Tatiana Muresan, Jayna Longstreet, Cristina Garcia

### Topic

### Important Points

#### CalSAWS Migration Training Status Update

- Training Staging environment will be made available to the LA and C-IV Counties with the 21.07 release. More information to come.
- The Training Team is currently in the process of uploading the early training material to LMS and are also fixing some of the login errors encountered. The logins for LMS and Sandbox are being fixed in order for users to attend their assigned training session and review pertinent material with sufficient notice.

#### Training Environment Roadshows

- Training roadshows for LA and C-IV Counties will kick off on 07/08/21 and will continue until 07/26/21. The roadshows will be recorded and uploaded to the Web Portal once all sessions have concluded.
- Training roadshows will consist of a presentation and demonstration videos and counties will have access to the CalSAWS Training Production Environment once the roadshows have concluded. Currently, only LA County has access to the CalSAWS Training Production Environment.
- The Training Environment Guide will also be introduced during the roadshows and will contain information on how to copy cases from Production to Training Staging and Training Production. The guide will be uploaded to the Web Portal at the end of the roadshows.

#### CalSAWS Training Production Environment Refresh Schedule

- In March 2021, the Training Committee approved a quarterly refresh schedule.
- The CalSAWS release schedule chart highlights the Production release dates and the Training Staging and Training Production dates. Training Staging and Training Production will be available the day after the Production release.
- The CalSAWS Training Staging and Production Environment Release Schedule will begin with the 21.07

## Topic

## Important Points

release. Chart will be updated to ensure dates are correct and will be shared with the committee.

- The CalSAWS Training Team came up with a proposed refresh schedule beginning with Friday, January 7<sup>th</sup>, 2022. The refresh will occur on Friday evenings after 6 pm and the CalSAWS Training Environment will be made available on the following Monday. During refresh, any data entered in Training Production Environment will be removed out and data will go back to previous baseline data.
- There will be an email vote to approve/change the proposed refresh schedule due 07/22/21. RCMs please ensure to include any suggestions or changes in the email. As a reminder, the data refresh schedule can be revisited next spring and the committee can vote on the frequency should they decide to do so.

## (Optional Items)

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Committee vote for Proposed Refresh Schedule	All RCMs	07/07/21	07/22/21	Pending
2	Request to extend the timeframe of inactive CalSAWS Training Logins past 60 days	Cristina Garcia	07/07/21		Pending

Next meeting: 09/01/2021