CalSAWS | Information Transmittal (CIT)　　　0188-21

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

Distribution Date:	July 27, 2021
To:	PPOC.40; IPOC.All, PPOC.Local; Consortium.SectionDirectors, Consortium.RegionalManagers.All
CIT Name:	**CalSAWS Just-in-Time Demo: Supervisor Authorization - Admin**
From:	CalSAWS Project

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 notify the 39 C-IV Counties of the upcoming Supervisor Authorization - Admin Just-in-Time (JIT) demo that will take place on **Tuesday, August 10, 2021**. The demo will provide an overview of Supervisor Authorization functionality within CalSAWS as it pertains to System Administrators.

Background

Just-in-Time demos are designed to provide counties a demonstration of current CalSAWS functionality within a specific area of the application. These demos allow the Counties to better understand system processes and functionality of the planned CalSAWS solution. These demos are not meant to train staff, but to provide a visualization of the various pages and functionality within CalSAWS.

Additional Information

The intended audience for this demo is C-IV County staff who are system administrators that will manage Supervisor Authorization and maintain the County Authorization page in CalSAWS. |

Outlined are the areas within the system that will be demonstrated as they relate to Supervisor Authorization Administration in CalSAWS:

- Overview of Office Administration pages
  - Position Detail
    - Office
    - Unit
    - Section
    - Authorization Sampling Percentages
  - Linking to Staff Position
  - Staff Security Access
- County Authorizations page functions
  - Countywide Administration/Management
    - Setting up EDBC 1st and 2nd level authorization
    - Setting up Fiscal 1st and 2nd level authorization
    - Setting up Fiscal-Payment/Valuable Request 1st and 2nd level authorizations based on program

Webinar Logistics (ZOOM)

Session Date: Tuesday, August 10, 2021

Session Time: 9:30 am – 11:30 am

Duration: 2 hours

Additional Information

The Just-in-Time demo will be presented via ZOOM (see attached ZOOM participant guide). Please join the session 10-15 minutes early to ensure that there are no connectivity issues, as we will be beginning the presentation at the designated start time. When participants join the meeting, please use the following naming convention: Region #- County Name- Participant Name. Ex. R3- Butte- Mickey Mouse

Note: The Just-in-Time demo will be recorded and posted to the CalSAWS Web Portal along with a Question and Answer (Q&A) document and any other supporting documentation.

Below is the Web Portal navigation path and hyperlink:

███

County Action

An Outlook meeting invitation will be sent to the PPOCs with the webinar details one week prior to the event. **The PPOCs are responsible for forwarding the meeting invite to the appropriate staff.**

If you have any questions, please contact the Primary Project Contact listed below.

Primary Project Contact: (Name, phone number, email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 851-3103
Backup Project Contact: (Name, phone number, email address)	Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 851-3327
Attachments:	CalSAWS Zoom Participant Guide
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.