

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

<b>Distribution Date:</b>	September 13, 2021
<b>To:</b>	Consortium.Regional.Managers.All, PPOC C-IV Counties, IPOC.All
<b>CIT Name:</b>	C-IV County Prep Phase Packet and Security Matrix Updates #2
<b>From:</b>	CalSAWS Implementation Support

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

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| <input checked="" type="checkbox"/> General<br><input checked="" type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input checked="" type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input checked="" type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description:	<p><b>Purpose</b> The purpose of this CIT is to inform the 39 C-IV Counties of final updates to the County Prep Phase Packet, Security Matrix, and CalSAWS Access Guide distributed in CIT 0213-21. These updates will prepare the C-IV Counties for the County Prep Phase, which <b>goes through September 23, 2021</b>.</p> <p><b>Background</b> Security Administrators and any other identified County Staff from the C-IV Counties have the opportunity to review and update Staff Profiles and county organization data in preparation for Go-Live.</p> <p>The Conversion Team have converted 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.</p> <p><b>All C-IV Users</b> 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 <b>not be</b> converted during the County Prep Phase.</p>
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## **Additional Information**

### **County Prep Phase Packet**

The County Prep Phase Packet is meant to prepare the C-IV Counties for the activities taking place during the County Prep Phase. Updates have been made to the **Required Activities Packet**.

The packet contains a **Change Description** section which calls out the activities that have been updated.

More specifically, the updates to the packets are the following:

- **Required Packet**
  - Updated section 3.2 to include an additional update to be made on the Office Detail page: Correspondence Office Hours.
  - Added section 3.7 – Groups Associated to System Administrator Role
  - Updated Section 3.6 to be clearer on how to set up Payment/Valuable Request Authorizations
- **Optional Packet**
  - Provided a note to Section 3.7 that a case is not required to Validate Web Scan Toolkit and Virtual Printer, and provided additional details on how to successfully complete the testing.

### **County Security Matrix**

The County Security Matrix shared with the 39 C-IV counties in CIT 0213-21 has been updated to validate that all C-IV role-to-group mappings are reflected correctly based on the latest release 21.07. All existing C-IV role-to-group mappings were converted over during the County Prep Phase Conversion process. There were 31 C-IV groups that were not converted from C-IV, which can be found on the 'GROUPS' tab, where GROUP STATUS is "CIV Only Group."

### **County Prep Supplemental Guide**

A County Prep Supplemental Guide has been created to provide Counties with a more detailed description of which system (C-IV, CalSAWS, or both) to update staff, unit, and office information depending on the user scenario.

### **County Action**

The 39 C-IV Counties will review the updates to the following documents. The 39 C-IV Counties will follow the steps contained within the documents to make any applicable updates prior to September 23, 2021.

- County Prep Phase Packet – Required Activities\_v3.0
  - Instructions for Logging into CalSAWS\_v2.0
  - EBT Printer Mapping
- County Prep Phase Packet – Optional Activities\_v3.0
- County Prep Phase Security Matrix\_v3.0
- County Prep Phase Security Matrix Instructions
- County Prep Supplemental Guide

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Attachments:	<ul style="list-style-type: none"> <li>• County Prep Phase Packet – Required Activities - Update <ul style="list-style-type: none"> <li>◦ Instructions for Logging into CalSAWS - Update</li> <li>◦ EBT Printer Mapping</li> </ul> </li> <li>• County Prep Phase Packet – Optional Activities - Update</li> <li>• County Prep Phase Security Matrix - Update</li> <li>• County Prep Phase Security Matrix Instructions</li> </ul>
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> OR  You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2021" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>