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

Distribution Date:	September 20, 2021
To:	PPOC.18; Consortium.RegionalManagers.All; CalWIN.Conversion.PPOC
CIT Name:	**CalWIN ISS Conversion Impacts: Case Review Guides**
From:	CalWIN ISS Project

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

☒ General
☐ Policy
  ☐ CW
  ☐ CF
  ☐ MC
  ☐ CMSP
  ☐ FC/KG/AAP
  ☐ Child Care
  ☐ WtW
  ☐ Other Program(s)_____
☐ C4Yourself   ☐ Your Benefits Now!
☐ Customer Correspondence
☐ BenefitsCal (Self Service Portal)

☐ Reports
  ☐ Fiscal
  ☐ Caseload Movement
  ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☒ Conversion
☐ Technical
☐ Training
☐ Help Desk

| Description: (Including any step-by-step instructions) | **Purpose**
The purpose of this CIT is to share the first **CalWIN Implementation Support Services (ISS) Conversion Case Review Guide** (CRG) with the CalWIN County Conversion PPOCs.

Background
The Consortium Conversion team identified impacts for the CalWIN ISS Implementation team. Along with the Consortium and Gainwell, the CalWIN ISS Implementation and Conversion team prioritized impacts that require County action leading up to go-live.

CRGs incorporate the business case and associated impact, screenshots and written step-by-step instructions for Counties to take in CalWIN order to prepare the system data for conversion.

Additional Information
CalWIN ISS Office Hours are available the week of September 20 to provide an open forum for of county questions. Office Hours calendar invitations were sent to the PPOC and the CalWIN Conversion Leads distribution. Office hours are scheduled for the following dates: |

	• September 20 from 1:00 pm to 3:00 pm • September 22 from 8:30 am to 11:00 am The CRGs will be accessible on the Web Portal here: ██████████████████████████ ██████████████████████████ █████████ If you have any questions about this CIT, please contact the Primary and Back up Project Contacts with a cc to your Regional Manager(s). **County Action** CalWIN Counties are responsible for completing the necessary data cleansing activities outlined in the CRGs.
Primary Project Contact: (Name, phone number, email address)	Cathryn van Namen vannamenc@calsaws.org
Backup Project Contact: (Name, phone number, email address)	Paul Trisler TrislerP@calsaws.org
Attachments:	CalWIN ISS Case Review Guide 2 – 91 Vehicle Switch
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. Click on the appropriate CIT # folder.