



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: August 9, 2021 to
August 15, 2021**

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1.0 CalWIN Implementation Support Services

1.1 Highlights of the Reporting Period

Project Management

- ▶ Continued planning for and 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 ISS Questions and Answers (Q&A) Log.
- ▶ Submitted the Yolo County Draft Work Products (DWP) on 08/11/21.
- ▶ Received final approval for the following deliverables on 08/13/21:
 - Monthly Status Report – July 2021 Final Deliverable (FDEL)

Business Process Re-Engineering (BPR)

- ▶ Completed all To-Be BPR sessions with all Wave-1 Counties – Contra Costa, Placer, and Yolo Counties.
- ▶ Submitted To-Be DWPs for all Wave-1 Counties – Contra Costa, Placer, and Yolo Counties.
- ▶ Completed the first Pre-Meeting with Wave-2 Counties – Santa Clara and Tulare for To-Be BPR.

Figure 1 – To-Be Process Timetable by County

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Start Final Review	County Sign-Off on Final To-Be Work Product
Wave 1						
Contra Costa	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21
Yolo	07/12/21	08/11/21	08/16/21	08/27/21	09/20/21	09/24/21
Wave 2						
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/05/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/05/21
Wave 3						
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21
Orange	11/15/21	12/14/21	12/15/21	12/31/21	01/10/22	01/14/22
Ventura	11/15/21	12/14/21	12/15/21	12/31/21	01/10/22	01/14/22
Wave 4						
Solano	01/10/22	02/04/22	02/15/22	02/28/22	03/08/22	03/14/22
Santa Cruz	01/10/22	02/04/22	02/15/22	02/28/22	03/08/22	03/14/22
San Mateo	02/07/22	03/04/22	03/07/22	03/18/22	03/28/22	04/01/22
San Diego	02/07/22	03/04/22	03/07/22	03/18/22	03/28/22	04/01/22
Wave 5						
Alameda	03/07/22	04/01/22	04/04/22	04/15/22	04/25/22	04/29/22
Fresno	03/07/22	04/01/22	04/04/22	04/15/22	04/25/22	04/29/22
Sonoma	04/04/22	04/29/22	05/02/22	05/13/22	05/23/22	05/27/22
Wave 6						
San Francisco	04/04/22	04/29/22	05/02/22	05/13/22	05/23/22	05/27/22
Sacramento	05/02/22	05/27/22	05/31/22	06/14/22	06/21/22	06/28/22
San Luis Obispo	05/02/22	05/27/22	05/31/22	06/14/22	06/21/22	06/28/22

***As of 08/13/21**

Organizational Change Management (OCM)

- ▶ Facilitated the August OCM POC meeting with the County OCM POCs on 08/11/21.
- ▶ Continued collecting Change Impacts from the BPR To-Be debrief sessions.
- ▶ Drafted the County Communication Plan Draft Deliverable Expectation Document (DDED).
- ▶ Began drafting the OCM Plan Draft Deliverable (DDEL).

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Training

- ▶ Continued developing the Wave-1 draft training schedules based on County Profile information.
- ▶ Continued working with training developers to create instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Continued CalSAWS knowledge transfer for the Training Development team and monitored progress.
- ▶ Presented the training update in the CalWIN Implementation Stand-Up meeting on 08/09/21.
- ▶ Confirmed meetings (for August) with the Wave-1 Counties to review and validate the County Profile information and training classroom needs.
- ▶ Supported the BPR team by providing subject matter expert (SME) support during the To-Be sessions, reviewing, and answering questions asked during the CalSAWS demonstration sessions, and creating the To-Be Preparation document for Wave 3 – 6 Counties.
- ▶ Participated in Wave-2 To-Be BPR Pre-Meet on 08/12/21.
- ▶ Participated in a monthly meeting with Regional Managers on 09/10/21.
- ▶ Completed a presentation of the 08/18/2021 Training Advisory Council (TAC) meeting and reviewed with the Consortium ISS team members.

Implementation Support Services (ISS)

- ▶ Participated in the Wave-1 Counties' To-Be sessions and demonstrations for Yolo County.
- ▶ Developed the executive summary from the Visioning Lab II (the Visioning Lab was conducted 07/29/21) for distribution to the County Directors and delegates on 08/18/21.
- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties and discussed open questions with the Conversion team on 08/03/21.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

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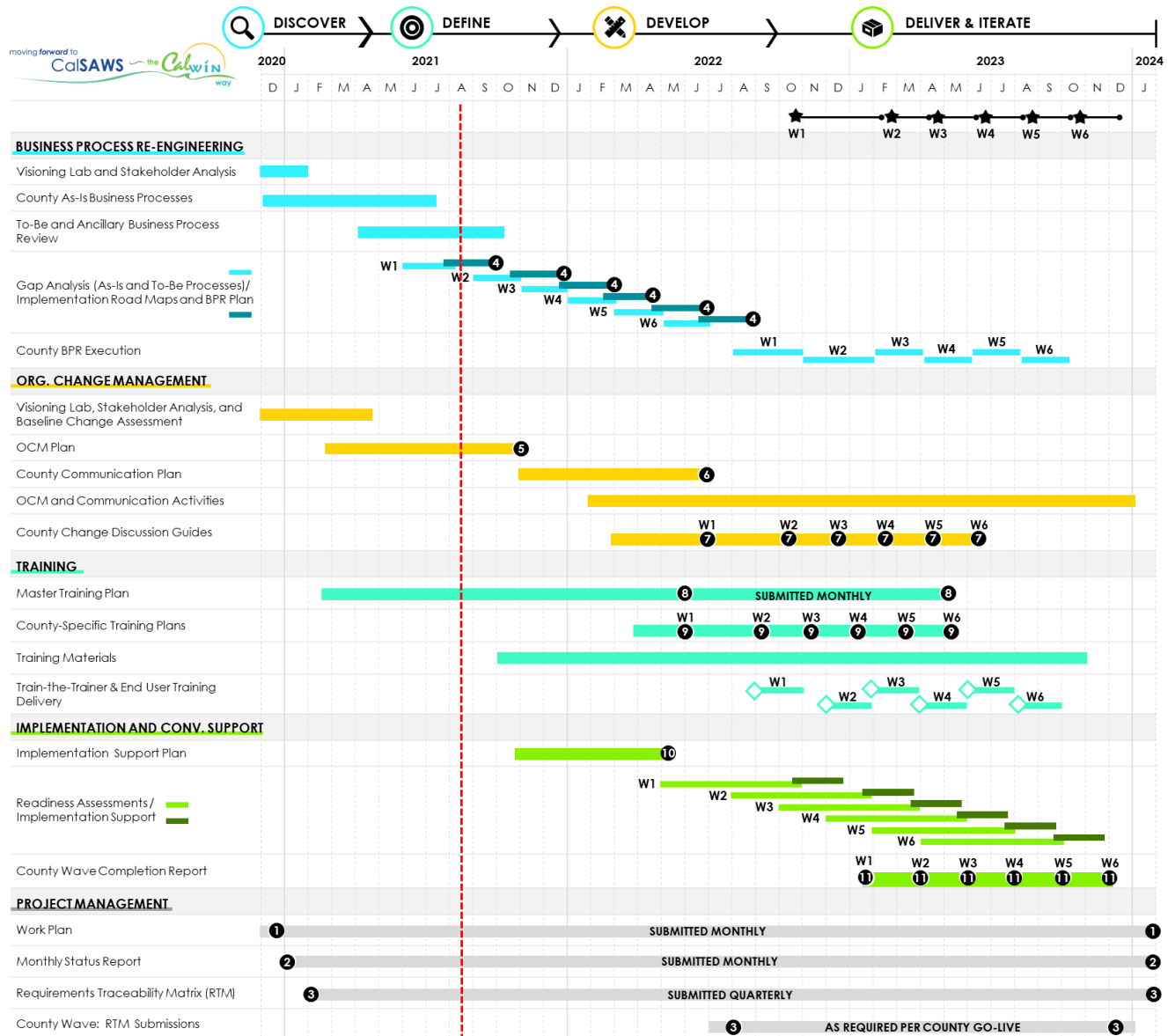
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Project Timeline

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	07/14/21	07/26/21	10/01/21	10/22/21	10/27/21
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	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	10/27/21	11/08/21	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	
01.07	Work Plan – July 2021	Complete	FDEL submitted 08/05/21 FDEL approval due 08/12/21
02	Monthly Status Report – Initial	Complete	
02.07	Monthly Status Report – July 2021	Complete	FDEL submitted 08/05/21 FDEL approval due 08/12/21
03	Requirements Traceability Matrix Initial	Complete	
03.02	Requirement Traceability Matrix – Quarter 2	On-Track	FDEL submit 09/03/21 FDEL approval due 09/13/21
04	Business Process Re-Engineering Plan	On-Track	DDEL submission due 10/01/21
05	Organizational Change Management Plan	On-Track	DDEL submission due 10/04/21
06	County Communication Plan	On-Track	DDED submission due 08/16/21 FDED submission due 08/26/21
07	County Change Guide	On-Track	DDED submission due 01/14/22
08	Master Training Plan	On-Track	DDED submission due 10/27/21
09	County Specific Training Plan	On-Track	DDED submission due 10/27/21
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 were no 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

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)

- ▶ Conduct Pre-Meet Part 2 with Tulare and Santa Clara Counties to further prepare for To-Be Sessions, starting 09/13/2021.
- ▶ Provide Base To-Be Flows and Process Change Inventories, and BPR Q&A Log for Santa Clara and Tulare Counties' review prior to To-Be sessions.
- ▶ Assist Wave-1 Counties with any questions arising from their review of To-Be DWPs.
- ▶ Conduct working session with Contra Costa County to address To-Be DWP comments.

Organizational Change Management (OCM)

- ▶ Begin outlining content for the September OCM POC meeting presentation.
- ▶ Onboard new OCM team member.
- ▶ Continue collecting Change Impacts from the BPR To-Be debrief sessions.
- ▶ Continue drafting the County Communication Plan DDED.
- ▶ Continue drafting the OCM Plan DDEL.

Training

- ▶ Continue developing the Wave-1 draft training schedules based on County Profile information.

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- ▶ Continue working with training developers to create instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Continue CalSAWS knowledge transfer for the Training Development team and monitor progress.
- ▶ Prepare for training of ISS team members the week of 08/23/21.
- ▶ Prepare the training update for the OPAC meeting scheduled for 08/19/21.
- ▶ Support the BPR team by providing SME support during the To-Be sessions, and by reviewing and answering questions asked during the CalSAWS demonstration sessions.
- ▶ Conduct the TAC session on 08/18/21.

Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Meet with the CalWIN legacy system vendor team for report prioritization.
- ▶ Meet with the CalWIN Conversion team, Gainwell, and ISS to discuss Case Review Guide prioritization and report requirements on 08/17/21.
- ▶ Create a centralized point of contact (POC) listing for the CalSAWS Migration project across vendors and tracks for the CalWIN Counties; solicited input from vendors.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.