



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: August 30, 2021 to
September 5, 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 following Deliverables on 09/03/21:
 - 02.08 Monthly Status Report – August 2021
 - 01.08 Work Plan – August 2021
 - 03.02 Requirement Traceability Matrix – Quarter 2

Business Process Re-Engineering (BPR)

- ▶ Received formal sign-off on To-Be Final Work Product (FWP) for Placer County.
- ▶ Resolved all comments received for the Contra Costa County To-Be Draft Work Product (DWP) and submitted FWP for formal sign-off.
- ▶ Completed meetings with Wave-3 and Wave-6 Counties to provide a preview for To-Be BPR and suggested preparation.
- ▶ Completed meetings with Santa Clara and Tulare County Directors (Wave-2) to discuss vision and objectives 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	09/01/21	09/02/21	09/10/21
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	08/11/21	08/27/21	09/03/21	09/13/21
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 09/05/21

Organizational Change Management (OCM)

- ▶ Continued building content for the September OCM POC meeting presentation.
- ▶ Received approval of the County Communication Plan FDED.
- ▶ Continued drafting the OCM Plan DDEL.
- ▶ Delivered a ChangeScout demo on Tuesday, 08/31/21 to the Customer Engagement Team and the CalWIN Training, Change Management, and Implementation Support Manager.
- ▶ Continued building the CalWIN September Monthly CalWIN Stand-Up deck.

Training

- ▶ Continued developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Continued training development by creating instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Developed a prototype of the Learning Journey Map.
- ▶ Participated in the Tulare and Santa Clara Counties leadership team meetings for BPR To-Be on 08/31/21.
- ▶ Participated in Wave 1 Check-in meeting on 09/01/21.
- ▶ Participated in the Wave 3 and Wave 6 BPR Pre-Meetings on 09/02/21.
- ▶ Met separately with Yolo County and with Placer County on 09/02/21 to review their training roles and draft their training schedules.
- ▶ Assigned courses for training development to the Training Team.
- ▶ Provided functional answers assigned to Training in the Q&A log.

Implementation Support Services (ISS)

- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Met with the CalSAWS Reporting Team on 08/30/21 to discuss outstanding implementation questions.
- ▶ Discussed the Case Review Guides with the WCDS team during the WCDS meeting on 08/31/21.
- ▶ Conducted a follow-up meeting on 09/01/21 with Placer County on implementation-related questions.
- ▶ Finalized the Visioning Lab II survey for distribution the week of 09/07/21.
- ▶ Created two (2) Case Review Guides for WCDS review.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

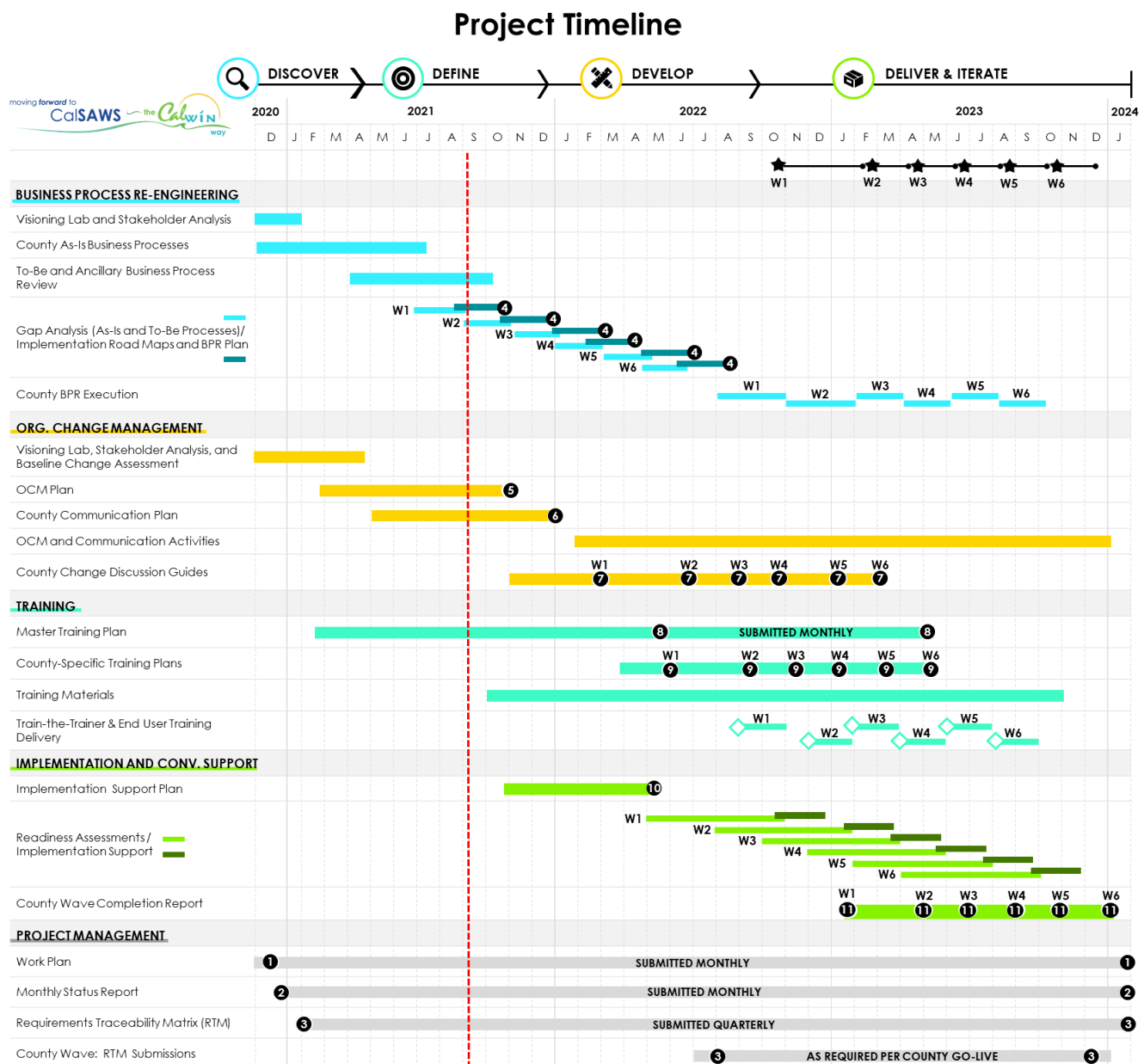
CalWIN Implementation Support Phase

Weekly Status Report, September 9, 2021

Reporting Period: August 30, 2021 to September 5, 2021

Project Timeline

Figure 2 – Project Gantt Chart



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	
01.08	Work Plan – Aug 2021	On-Track	FDEL submitted on 09/03/21 FDEL approval due 09/13/21
02	Monthly Status Report – Initial	Complete	
02.08	Monthly Status Report – Aug 2021	On-Track	FDEL submitted on 09/03/21 FDEL approval due 09/13/21
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	FDED submitted on 08/26/21 FDED approved 08/31/21
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

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.
- ▶ Receive approval for the following Deliverables on 09/13/21:
 - 02.08 Monthly Status Report – August 2021
 - 01.08 Work Plan – August 2021
 - 03.02 Requirement Traceability Matrix – Quarter 2

Business Process Re-Engineering (BPR)

- ▶ Resolve final comments received for the Yolo County To-Be DWP and submit the To-Be FWP.
- ▶ Obtain Contra Costa County To-Be FWP formal Sign-Off.
- ▶ Complete Q&A Sessions with Santa Clara and Tulare Counties (Wave-2) in preparation for To-Be Sessions starting on 9/13.
- ▶ Complete meetings with Wave-4 and Wave-5 Counties to provide a preview for To-Be BPR and suggested preparation.

Organizational Change Management (OCM)

- ▶ Continue building content for the September OCM POC meeting presentation.
- ▶ Begin drafting the County Communication Plan DDEL.
- ▶ Continue drafting the OCM Plan DDEL.

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

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- ▶ Continue building September CalWIN Monthly Stand-Up deck.
- ▶ Prepare for additional ChangeScout demo with Consortium.

Training

- ▶ Continue developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Schedule meetings with Wave 2 counties for the week of September 20 to review draft schedules and training roles.
- ▶ Continue training development by creating instructional design documents for the CalSAWS Instructor-led Training curriculum.
- ▶ Complete prototype of the Learning Journey Map and review with ISS team.
- ▶ Meet with Consortium lead for GA / GR to discuss training on 09/09/21.
- ▶ Participate in the Wave 4 and Wave 5 BPR Pre-Meetings on 09/09/21.
- ▶ Plan and prepare materials for 09/15/21 TAC meeting and schedule Dry Run with Regional Managers and Consortium Training team.

Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Continue to create report requirements documents for OCM items.
- ▶ Submit two (2) Case Review Guides for WCDS review.
- ▶ 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.
- ▶ Distribute the Visioning Lab II Survey to County participants.
- ▶ Participate in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.