



# CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: September 20, 2021 to  
September 26, 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.

#### Business Process Re-Engineering (BPR)

- ▶ Received sign-off on Yolo County's To-Be Final Work Product (FWP). All Wave-1 Counties' final signoffs are complete for the To-Be FWPs.
- ▶ Completed Pre-Meet Part-2 with Santa Barbara County in preparation for their To-Be sessions.
- ▶ Completed Week-2 of To-Be BPR sessions with Santa Clara and Tulare Counties.

**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
<b>Wave 1</b>						
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	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	09/08/21	09/17/21
<b>Wave 2</b>						
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
<b>Wave 3</b>						
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
<b>Wave 4</b>						
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
<b>Wave 5</b>						
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
<b>Wave 6</b>						
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 09/26/21

#### Organizational Change Management (OCM)

- ▶ Developed the Wave-1 Change Readiness Survey.
- ▶ Developed a draft CalSAWS Request for Information (CRFI) for Wave-1 Counties to provide list of internal stakeholders to participate in the Change Readiness Survey.
- ▶ Continued drafting the County Communication Plan Draft Deliverable (DDEL).
- ▶ Continued drafting the OCM Plan DDEL.
- ▶ Continued collecting the Change Impacts from the BPR To-Be sessions.

## CalSAWS – California Statewide Automated Welfare System (CalSAWS)

### CalWIN Implementation Support Phase

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#### **Training**

- ▶ Continued developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Confirmed and prepared for Wave-2 meetings with the Counties for the week of 09/27/21 to review draft schedules and training roles.
- ▶ Continued training development by creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continued prototype development of the Learning Journey Map.
- ▶ Presented a training update to OPAC on 09/23/21.

#### **Implementation Support Services (ISS)**

- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties.
- ▶ Conducted Conversion Office Hours for the “Vehicle Switch” Case Review Guide and data file on 09/20/21 and 09/22/21 with more than 30 participants in each session.
- ▶ Conducted a meeting with the Consortium Engagement Team regarding Implementation Planning activities (pre-planning) on 09/21/21. Met with the DD&I Lead to collaborate on upcoming DDI milestones on 09/14/21.
- ▶ Presented Conversion Readiness activities at the October OPAC meeting on 09/23/21.
- ▶ Drafted Conversion Office Hours FAQ based on feedback and questions raised in the Conversion Office Hours.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, and DDID.

# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

## CalWIN Implementation Support Phase

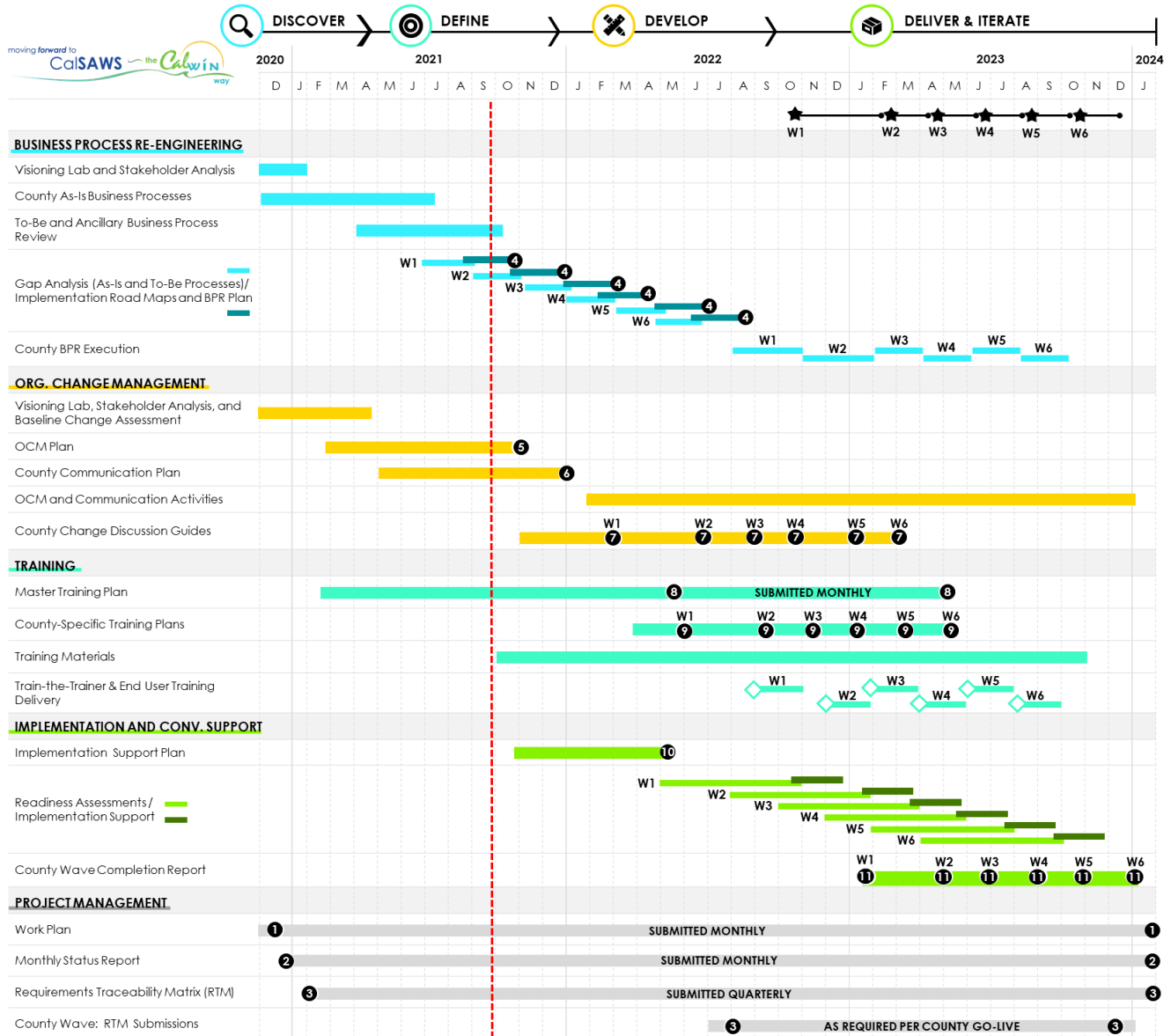
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### Project Timeline

Figure 2 – Project Gantt Chart

### Project Timeline



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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	
01.09	Work Plan – September 2021	On-Track	FDEL submission due 10/05/21
02	Monthly Status Report – Initial	Complete	
02.08	Monthly Status Report – Aug 2021	On-Track	FDEL submission due 10/05/21
03	Requirements Traceability Matrix Initial	Complete	
03.02	Requirement Traceability Matrix – Quarter 2	Complete	FDEL submitted on 09/03/21 FDEL approved 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	DDEL submission due 01/03/22
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 CITs for the reporting period listed in the table below.

**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.
- ▶ Submit DDEL 04 BPR Plan – Global for Consortium Review on 10/01/21.

#### Business Process Re-Engineering (BPR)

- ▶ Complete Week-3 To-Be BPR sessions with Santa Clara and Tulare (Wave-2) Counties.
- ▶ Continue supporting Santa Barbara County in preparation for To-Be BPR.
- ▶ Begin preparing for Orange and Ventura Counties' formal To-Be Prep and Pre-Meetings 1 and 2 and aligning schedules for To-Be sessions.

#### Organizational Change Management (OCM)

- ▶ Finalize the Wave-1 Change Readiness Survey.
- ▶ Finalize the CRFI for Wave-1 Counties for Wave-1 Change Readiness Survey stakeholders.
- ▶ Draft a CIT for Wave-1 Counties providing details on survey purpose, questions, and timing of distribution of the survey to staff.
- ▶ Continue drafting the County Communication Plan DDEL.
- ▶ Continue drafting the OCM Plan DDEL.
- ▶ Continue collecting the Change Impacts from the BPR To-Be sessions.

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#### Training

- ▶ Continue developing the draft training schedules based on County Profile information (Waves 3 – 6).
- ▶ Confirm and prepare for Wave-2 meetings with the Counties for the week of 09/27/21 and 10/04/21 to review draft schedules and training roles.
- ▶ Continue training development, creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continue prototype development of the Learning Journey Map.
- ▶ Meet with Santa Clara County to review Draft Schedule and Training Roles on 10/01/21.

#### Implementation Support Services

- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties focusing on re-prioritizing.
- ▶ Continue to create report requirements documents for OCM items.
- ▶ Review and update Conversion OCM Impact Prioritization/Groups for pre-go live activities. Meet and discuss with Consortium Conversion and Gainwell teams.
- ▶ Review and consolidate the Visioning Lab II Survey responses (survey closed on 09/24/21) the week of 09/27/21.
- ▶ Schedule ongoing Implementation Meetings (beginning in November) for the App Dev, Consortium, ISS, and Customer Engagement teams.
- ▶ Participate in ongoing meetings with DD&I and the Consortium for conversion, imaging, API user groups, App Dev, and DDID.

#### 1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.