



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: October 25, 2021 to
October 31, 2021**

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

Weekly Status Report, November 02, 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 Final To-Be Work Product (FWP) for Santa Clara and Tulare Counties.
- ▶ Submitted the following Deliverables:
 - DEL05 – CalWIN IS OCM Plan Final Deliverable (FDEL).
 - DEL08 – CalWIN IS Master Training Plan Draft Deliverable Expectation Document (DDED).
 - DEL09 – CalWIN IS County Specific Training Plan Draft DDED.

Business Process Reengineering (BPR)

- ▶ Completed Week-2 of Santa Barbara County's To-Be sessions.
- ▶ Conducted ongoing prep with Orange County for To-Be sessions.
- ▶ Resolved all comments on the To-Be Draft Work Products (DWP) for Santa Clara and Tulare Counties and submitted the FWPs.
- ▶ Received formal approval of the DEL04 – Global BPR Plan FDEL.

Figure 1 – To-Be Process Timetable by 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	09/02/21	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
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	12/20/21	01/07/22	01/18/22	01/24/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/22	01/18/22	01/24/22
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	02/14/22	03/11/22	03/14/22	03/25/22	04/04/22	04/08/22
Wave 5						
Alameda	03/21/22	04/15/22	04/18/22	04/29/22	05/09/22	05/13/22
Fresno	03/21/22	04/15/22	04/18/22	04/29/22	05/09/22	05/13/22
Sonoma	04/25/22	05/20/22	05/23/22	06/06/22	06/14/22	06/20/22
Wave 6						
San Francisco	04/25/22	05/20/22	05/23/22	06/06/22	06/14/22	06/20/22
Sacramento	05/31/22	06/27/22	06/28/22	07/15/22	07/25/22	07/29/22
San Luis Obispo	05/31/22	06/27/22	06/28/22	07/15/22	07/25/22	07/29/22

*As of 11/01/21

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Organizational Change Management (OCM)

- ▶ Finalized the Wave1 T-minus 12 Change Readiness Survey questions.
- ▶ Continued drafting the DEL06 – County Communication Plan Draft Deliverable (DDEL).
- ▶ Addressed all comments received for the DEL05 – OCM Plan DDEL.
- ▶ Submitted the DEL05 – OCM Plan FDEL.
- ▶ Finalized the CIT for Wave T-minus 12 Change Readiness Survey

Training

- ▶ Continued developing the draft training schedules based on County Profile information (Waves 5–6).
- ▶ Confirmed and prepared for Wave-4 meetings with the Counties for the week of 11/11/21 to review draft schedules and training roles.
- ▶ Continued training development, creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continued development of the Learning Journey Map.
- ▶ Met with Yolo County to follow up on training classroom needs and their schedule on 10/26/21.
- ▶ Presented a training update at the OPAC meeting on 10/28/21.
- ▶ Participated in T-minus 12 discussions with Wave-1 CalWIN Counties (as scheduled) with the CalWIN ISS Team.
- ▶ Submitted the DEL08 – Master Training Plan DDED and the DEL09 – County-Specific Training Plan DDED on 10/27/21.

Implementation Support Services (ISS)

- ▶ Conducted office hours for the Area Code Case Review Guide (CRG) (10/26/21 and 10/27/21).
- ▶ Updated reporting requirements for the Area Code CRG based on the feedback received during office hours.
- ▶ Developed the reporting requirements for three (3) additional CRGs that were prioritized.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, and DDID.

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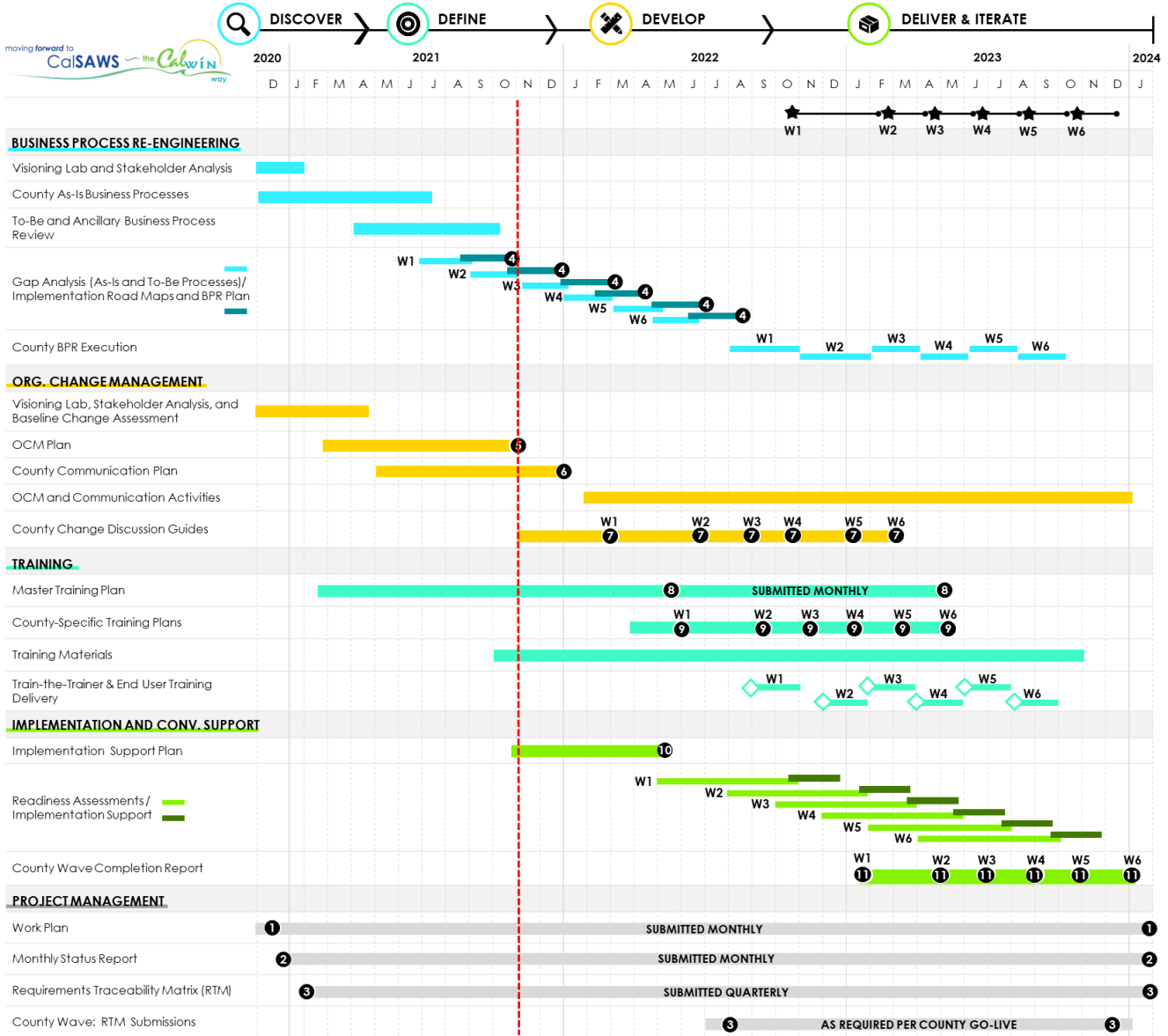
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Project Timeline

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 Reengineering 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	Complete	FDEL submitted 10/05/21 FDEL approved 10/13/21
02	Monthly Status Report – Initial	Complete	
02.09	Monthly Status Report – September 2021	Complete	FDEL submitted 10/05/21 FDEL approved 10/13/21
03	Requirements Traceability Matrix Initial	Complete	
03.03	Requirement Traceability Matrix – Quarter 3	On-Track	FDEL submission due 12/03/21 FDEL approval due 12/10/21
04	Business Process Reengineering Plan	Complete	FDEL submitted 10/21/21 FDEL approved 10/27/21
05	Organizational Change Management Plan	On-Track	DDEL submitted 10/04/21 FDEL submitted 10/26/21
06	County Communication Plan	On-Track	DDEL submission due 01/03/22
07	County Change Guide – Wave 1	On-Track	DDED submission due 02/09/21
08	Master Training Plan	On-Track	DDED submitted 10/27/21 FDED submission due 11/08/21
09	County Specific Training Plan	On-Track	DDED submitted 10/27/21 FDED submission due 11/08/21
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 are currently no open CRFIs for the reporting period.

Table 4 – CRFIs

CRFI ID	To	Subject	Category	Distribution Date	Response Due Date
N/A					

The open CIT for the reporting period is listed in the table below.

Table 5 – CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
CIT-0313-21	CalWIN Counties	CalWIN ISS Conversion Impacts: Case Review Guides	Conversion	10/21/21	Suresh Ashani	Juli Baker

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 the following Deliverables:
 - DEL01.10 – CalWIN IS Work Plan – Oct 2021 FDEL.
 - DEL02.10 – CalWIN IS Monthly Status Report – Oct 2021 FDEL.

Business Process Reengineering (BPR)

- ▶ Complete Week-3 of the Santa Barbara County To-Be sessions.
- ▶ Finalize the base To-Be flows and Process Change Inventories (PCIs) for the Orange and Ventura Counties' To-Be BPR sessions.
- ▶ Continue supporting Orange and Ventura (Wave-3) Counties' formal To-Be prep.
- ▶ Conduct walkthrough of approved Del04 – Global BPR Plan Deliverable with the CalWIN Counties.

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Organizational Change Management (OCM)

- ▶ Continue drafting the DEL06 – County Communication Plan DDEL.
- ▶ Send out the CIT for the Wave-1 T-minus 12 Change Readiness Survey.
- ▶ Finalize the initial analysis of the change impacts identified by BPR for Wave-1 Counties.

Training

- ▶ Continue developing the draft training schedules based on County Profile information (Waves 5–6).
- ▶ Prepare for Wave-4 and 5 meetings with the Counties for the weeks of 11/11/21 and 11/15/21 to review draft schedules and training roles.
- ▶ Continue training development, creating instructional design documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continue development of the Learning Journey Map.
- ▶ Conduct a site visit with Santa Clara and Contra Costa Counties to view and assess training classrooms.
- ▶ Participate in discussions with CalWIN Counties (as scheduled) with the CalWIN ISS Team.
- ▶ Participate in the Orange County Leadership meeting on 11/01/21.
- ▶ Participate in the Ventura County Leadership meeting on 11/03/21.
- ▶ Participate in the County walkthrough of the Global To-Be Plan on 11/03/21.

Implementation Support Services

- ▶ Update the Area Code CRG based on the feedback received during office hours.
- ▶ Review the data report for the Area Code CRG.
- ▶ Develop CRGs for the three (3) OCM items that were prioritized.
- ▶ 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.