Cal**SAWS** | **Notes from Training Committee Meeting**

Date:	01/05/2022
Time:	10:00 am – 11:00 am
Meeting Called by:	Joyce Oshiro
Attendees:	Region 1: Maricela Flores, Odioh Odiye, Amber Weigel
	Region 2: Kristin Montoya, Melinda Martin, Virginia Condrey
	Region 3: William Griffiths
	Region 4: Doris Sons, Nhia Yang
	Region 5: Daniel Cajina, Yeni Villa
	Region 6: Linda Lui, Raul Ruano
	CalSAWS: Ashley Arnold, Charlene Baker, Christina Velasco, Cris Garcia, Jayna Longstreet, Joyce Oshiro, Kristi Rodriguez, Samantha Machon, Tatiana Muresan, Tom Villanueva, William Zimmerle

Topic	Important Points
• **CalWIN migration training update**	• Meeting with counties for proposed training dates/sites in progress • Changes to county staff migration training can still be made as needed • Course design maps and outlines in progress • Training Advisory Council (TAC) reviews in progress • Counties should have received all Sandbox licenses • CalSAWS will be distributing LMS accounts in the next few weeks

• **CalSAWS ILTs**	• The Training Team will be creating instructor-led training (ILT) or training guides for CalSAWS maintenance
	• PowerPoint presentation on the ILTs the Project maintained for the C-IV System
	   o C-IV ILTs can be found on the Web Portal at: Training > CIV Training > Instructor Guides >July 2021
	   o Presentation to be provided to the committee after the meeting
	• CalSAWS is looking for input from the counties regarding their training material needs
	   o What the maintenance and operations look like moving forward
	   o Online survey to be sent to committee. Request one response per county due 1.31.2022

• **Training environment touchpoint**	• Code updates will be applied with CalSAWS Production baseline releases, the next one is 1.24.2022 • Data refreshes occur quarterly. The first one will be this weekend. See the refresh schedule available on the Web Portal: Training > CalSAWS Training Environments • If information regarding user usage is needed, Counties can ad hoc this information. If they do not have ad hoc

Topic	Important Points
	resources, they may follow the ad hoc report request process to obtain assistance from the Project.
	• Group discussion regarding Training environment issues, Cristina Garcia to send out list of updates
	• San Bernardino County requested the committee revisit the length of the Training Production refresh period. RCMs, collect input from regional SMEs for discussion at the next meeting.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	CalSAWS Training Guides survey	All RCMs	1.5.22	1.31.22	In progress
2	Research and provide the committee an update on the journal and task issues in the Training Environment System	Cristina Garcia	1.5.22	TBD	In progress
3	Collect input regarding the frequency of Training Environment refreshes from regional SMEs for discussion at next meeting	RCMs	1.5.22	3.2.22	In progress