

☒ CalSAWS DD&I☐ C-IV M&O☐ CalWIN M&O☐ LRS M&E

<b>Distribution Date:</b>	November 30, 2021
<b>To:</b>	Consortium.RegionalManagers.R6; Committee.Imaging.R6; Consortium.SectionDirectors
<b>CIT Name:</b>	<b>CalSAWS Imaging Newsletter #5</b>
<b>From:</b>	CalSAWS Project

**Regional Managers, please forward to the appropriate impacted staff in your county:**

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| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input checked="" type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description:  
(Including any  
step-by-step  
instructions)

**Update:** CIT 0350-21 has been updated to include the following:

- There was an update to the Newsletter. The new Go-Live date is TBD and will be announced soon. General Imaging Training has been pushed out to start four weeks prior to the new go-live date. The T-3 Week Change Readiness Assessment Survey has been postponed and will be distributed five weeks prior to the new go-live date. Imaging Change Network Champion (CNC) Meetings will be extended through the month prior to the new go-live date.

#### Purpose

The purpose of this CIT is to provide Los Angeles County with the fifth in a series of bi-monthly news bulletins specific to the implementation of the CalSAWS Imaging Solution, called the "CalSAWS Imaging Newsletter." Each CalSAWS Imaging Newsletter will include information related to Imaging implementation activities and will highlight some of the key functional changes coming with the CalSAWS Imaging Solution.

#### Background

The Imaging Change Management Team has received feedback from Los Angeles County through the Imaging Change Readiness Assessment Surveys and the Change Network. Based on this feedback, the Imaging Change Management

	<p>Team is providing additional information about specific CalSAWS Imaging functionality.</p> <p>The Imaging Change Management Team developed the November 2021 edition of the CalSAWS Imaging Newsletter to provide information on the following CalSAWS Imaging Solution topics:</p> <ul style="list-style-type: none"> <li>• Imaging Go-Live Delay</li> <li>• Document Routing Logic</li> <li>• Additional Resources</li> </ul> <p><b>Additional Information</b></p> <p>The CalSAWS Imaging Newsletter is provided in PDF file format and is designed to be shared with staff via email, posted on County intranet or other file sharing platforms (SharePoint), or printed and posted in District offices.</p> <p><b>Recommended Recipients</b></p> <p>Los Angeles County is encouraged to share the CalSAWS Imaging Newsletter with all CalSAWS Users.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Helen Cruz CalSAWS Change Management Lead <a href="mailto:Cruzh@CalSAWS.org">Cruzh@CalSAWS.org</a> (916) 851-3327</p>
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Attachments	CalSAWS Imaging Newsletter #5.pdf
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2021" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>