CalSAWS | Information Transmittal (CIT)　　　0374-21

☒ **CalSAWS M&E**　　　☐ **CalWIN Migration**

Distribution Date:	Nov 24, 2021
To:	PPOC.Alpine. PPOC.Amador, PPOC.Butte, PPOC.Calaveras, PPOC.Colusa, PPOC.Del Norte, PPOC.El Dorado, PPOC.Glenn, PPOC.Humboldt, PPOC.Imperial, PPOC.Inyo, PPOC.Kern, PPOC.Kings, PPOC.Lake, PPOC.Lassen, PPOC.Madera, PPOC.Marin, PPOC.Mariposa, PPOC.Mendocino, PPOC.Merced, PPOC.Modoc, PPOC.Mono, PPOC.Monterey, PPOC.Napa, PPOC.Nevada, PPOC.Plumas, PPOC.Riverside, PPOC.San Benito, PPOC.San Bernardino, PPOC.San Joaquin, PPOC.Shasta, PPOC.Sierra, PPOC.Siskiyou, PPOC.Stanislaus, PPOC.Sutter, PPOC.Tehama, PPOC.Trinity, PPOC.Tuolumne, PPOC.Yuba
CIT Name:	**CalSAWS Ad-Hoc Report Request Process**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☐ General　　　　　　　　　　　　　　　　☐ Reports
☐ Policy　　　　　　　　　　　　　　　　　☐ Fiscal
　　☐ CW　　　　　　　　　　　　　　　　☐ Caseload Movement
　　☐ CF　　　　　　　　　　　　　　　　☐ Management
　　☐ MC　　　　　　　　　　　　　　☐ Fiscal
　　☐ CMSP　　　　　　　　　　　　　☐ Security
　　☐ FC/KG/AAP　　　　　　　　　　☐ Batch and Interfaces
　　☐ Child Care　　　　　　　　　　☐ Imaging
　　☐ WtW　　　　　　　　　　　　　☐ Migration
　　☐ Other Program(s)_____　☐ Conversion
☐ C4Yourself　　☐ Your Benefits Now!　☐ Technical
☐ Customer Correspondence　　　　　☐ Training
☒ Other_Ad-Hoc Reporting_____　☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to provide updated instructions to ▮▮▮▮▮▮ to the 39 CalSAWS counties with the process and related form for requesting ad-hoc reports from CalSAWS. **Background** A long-standing request from the counties had been to receive assistance from the CalSAWS Project with developing and generating ad-hoc reports. Many counties do not have staff with the technical expertise required to develop and generate ad-hoc reports, or the ability to dedicate staff to training for the length of time needed to establish technical skills sets sufficient to become developers.

	The CalSAWS Project will continue to provide ad-hoc report assistance to these 39 CalSAWS Counties with this new process. **Additional Information** The Ad-Hoc Workgroup established the process and developed forms the counties will use to request ad-hoc reports. It is the county's responsibility to establish a county business process to request ad-hoc reports and to schedule or run the report once they have been developed. **To request an ad-hoc report, please follow the process in the attached CalSAWS Ad-Hoc Report Request Process Document to log the request into the ServiceNow application.** **Shared Reports** If a report is considered beneficial to more than the Requesting County, the report will be placed into the Ad-Hoc Shared Reports folder which is located on the CalSAWS Web Portal in the following location: ███████████████ ████████████████████████████ **County Action** N/A If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Manager(s).
Primary Project Contact: (Name, phone number, email address)	Marc Petta PettaM@calsaws.org
Backup Project Contact: (Name, phone number, email address)	Sanjay Naik NaikS@calsaws.org
Attachments:	CIT 0374-21 CalSAWS Ad-Hoc Report Request Process Document.docx CIT 0374-21 CalSAWS Ad-Hoc Report Request Form.doc
Web Portal Link:	████████ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.