



CalSAWS – CalWIN Implementation Support Weekly Status Report

**Reporting Period: January 10, 2022 to
January 16, 2022**

CalSAWS – California Statewide Automated Welfare System (CalSAWS)

CalWIN Implementation Support Phase

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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 to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ Finalized TOSS Q&A Log processes and prepare for IPOC presentation on 01/18/22.
- ▶ Conducted walk through of Implementation Readiness Checklist processes with TOSS Leads on 01/12/22.
- ▶ Conducted walk through of Implementation Readiness Checklist Jira Tool and Process with TOSS Team on 01/14/22.
- ▶ Continued working with Implementation Team to update the County Work Plans for Wave 1.
- ▶ Continued gathering timelines for the Project teams for CalWIN County implementation activities.
- ▶ Submitted the following Deliverable:
 - DEL 10: Implementation Support Plan Draft Deliverable Expectation Document (DDED) on 01/14/22.

Business Process Reengineering (BPR)

- ▶ Conducted Week-1 of To-Be BPR Sessions with Santa Cruz and Solano Counties.
- ▶ Conducted Q&A Sessions for GA/GR with Santa Cruz and Solano Counties.
- ▶ Submitted To-Be Final Work Products (FWPs) for Orange and Ventura Counties.
- ▶ Obtained approval on Wave-1 County-Specific BPR Plan FDELs.

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	11/08/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21
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	01/07/21	01/18/22	01/24/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22
Wave 4						
Solano	01/10/22	02/04/22	02/07/22	02/18/22	02/28/22	03/04/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/18/22	02/28/22	03/04/22
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 01/18/22

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Organizational Change Management (OCM)

- ▶ Socialized the T-Minus 12 Wave 1 Readiness Survey Response Report.
- ▶ Refined the approach to the Change Discussion Guides with input from the OCM Leads, QA, and the BPR team.
- ▶ Continued drafting the Change Discussion Guide for Wave 1.
- ▶ Continued to refine the CNC deck kickoff.
- ▶ Scheduled time to socialize the T-12 Readiness Surveys with the Wave 1 counties.

Training

- ▶ Continued training development, creating draft Instructor Guide documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continued development of the Learning Journey Maps.
- ▶ Continued participation in CalWIN UAT Planning and Approach.
- ▶ Participated in CalWIN ISS training updates preparation for the 01/27/22 JPA meeting.
- ▶ Participated in the Wave 4 BPR Pre-meeting on 01/11/22.
- ▶ Participated in the CalWIN ISS and RMs Monthly Discussion on 1/11/22.
- ▶ Prepared for the Training Advisory Committee (TAC) meeting scheduled for 01/19/22.
- ▶ Participated in working session to finalize the ISS Action Plan for Training (originating from C-IV Retros) on 1/12/22.
- ▶ Presented CalWIN ISS training update at the WCDS Committee meeting on 1/14/22.

Implementation Support Services (ISS)

- ▶ Continued to compile available cross-project schedules for impacts on Wave 1 CalWIN Counties and incorporate into county-specific timelines.
- ▶ Submitted DEL10: Implementation Support Plan Draft Deliverable Expectation Document (DDED) on 01/14/22.
- ▶ Conducted/participated in the Weekly Implementation team meetings.
- ▶ Conducted walk-through of the Implementation Readiness checklist and JIRA components with the TOSS Team on 01/12/22.
- ▶ Finalized meeting materials for the OPAC and JPA meetings.
- ▶ Presented the Implementation Approach at the CalWIN Regional Manager meeting.
- ▶ Presented at the WCDS meeting on 01/14/22.
- ▶ Revised the Case Review Guides (CRGs) and updated reporting requirements specific to the CRG #3 Update Provider Name Information; aligned with the Conversion team on distribution to the Counties.
- ▶ Established a workgroup to discuss converted data test rejected items for OCM impacted items.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, UAT, contact center discovery sessions, TPOC bi-weekly meetings and DDID.
- ▶ Participated in meeting preparation discussions for January JPA and WCDS meetings.

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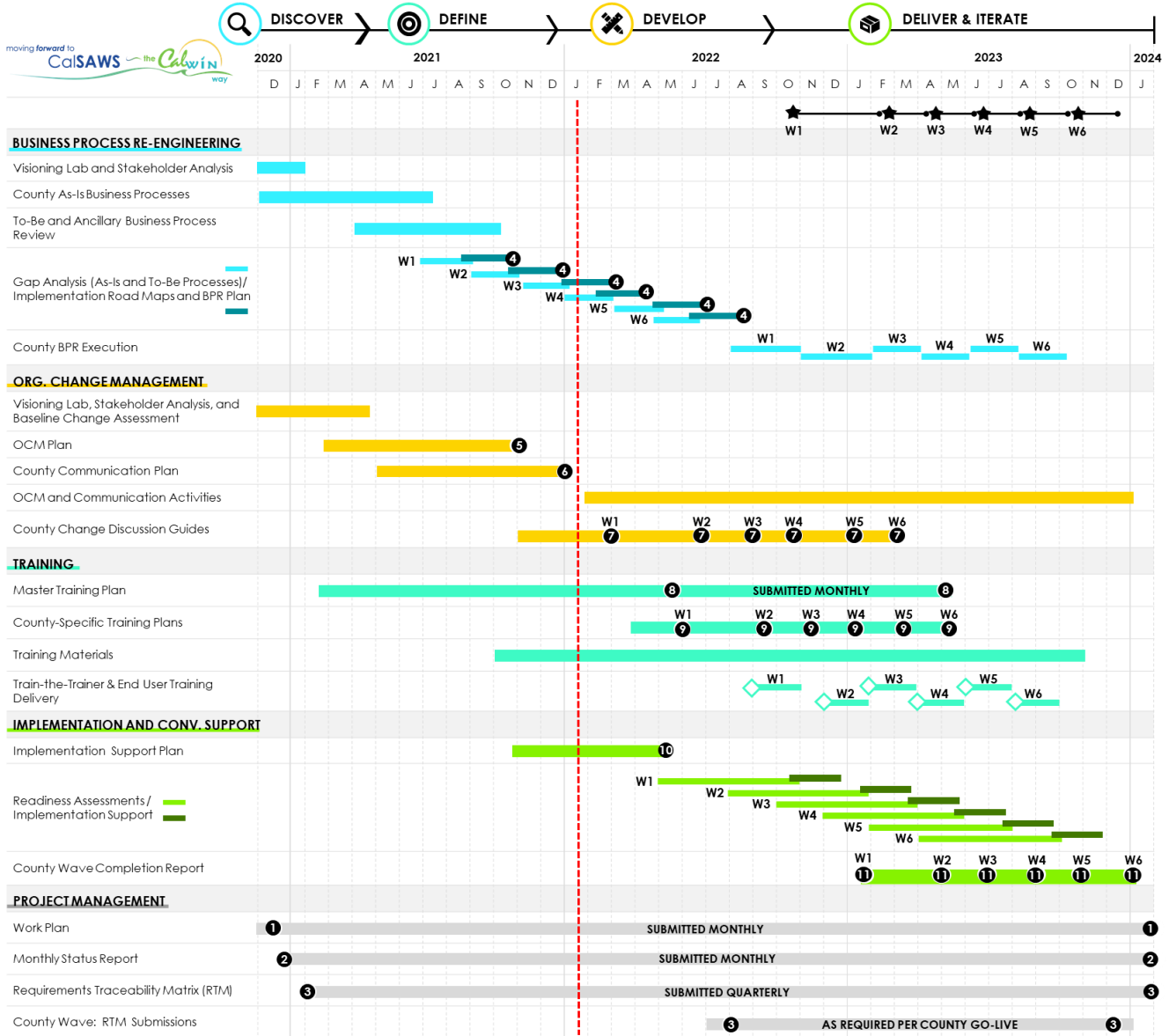
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Project Timeline

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	02/09/22	02/21/22	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 (W1)	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
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	
01.12	Work Plan – December 2021	Complete	FDEL submitted 01/07/22 FDEL approved 01/14/22
02	Monthly Status Report – Initial	Complete	
02.12	Monthly Status Report – December 2021	Complete	FDEL submitted 01/07/22 FDEL approval due 01/14/22
03	Requirements Traceability Matrix Initial	Complete	

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DEL #	Deliverable Name	Status	Next Deadline
03.04	Requirement Traceability Matrix – Quarter 4	On-Track	FDEL submission 03/04/22 FDEL approval due 03/11/22
04	Business Process Reengineering Plan	Complete	
04.01	County BPR Plan – Contra Costa	Complete	FDEL submitted 12/20/21 FDEL approval due 12/28/21
04.02	County BPR Plan – Placer	Complete	FDEL submitted 12/20/21 FDEL approval due 12/28/21
04.03	County BPR Plan – Yolo	Complete	FDEL submitted 12/20/21 FDEL approval due 12/28/21
04.04	County BPR Plan – Santa Clara	On-Track	DDEL submitted 01/03/22 FDEL submission 01/25/22
04.05	County BPR Plan – Tulare	On-Track	DDEL submitted 01/03/22 FDEL submission 01/25/22
05	Organizational Change Management Plan	Complete	
06	County Communication Plan	On-Track	DDEL submitted 01/03/22 FDEL submission 01/25/22
07	County Change Guide	On-Track	DDED submission 02/09/22 FDED submission 02/21/22
08	Master Training Plan	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.01	County Specific Training Plan – Contra Costa	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.02	County Specific Training Plan – Placer	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
09.03	County Specific Training Plan – Yolo	On-Track	DDEL submission 05/13/22 FDEL submission 06/06/22
10	Implementation Support Plan	On-Track	DDED submitted 01/14/22 FDED submission 01/27/22
11	Wave Completion Report	On-Track	DDED submission 09/15/22 FDED submission 09/27/22

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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
N/A						

1.4 CRFI/CIT Communications Information

There are no open CalSAWS Request for Information (CRFI) for the reporting period.

Table 4 – CRFIs

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

There are currently no new CalSAWS Information Transmittals (CITs) for the reporting period.

Table 5 – CITs

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
N/A						

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.
- ▶ Prepare TOSS Q&A/FAQ for final transition to TOSS after IPOC presentation on 01/18/22 and OPAC on 01/20/22.
- ▶ Meet with TOSS Leads to finalize Implementation Readiness Checklist fields and drop downs for Jira and MS Project tools on 01/18/22.
- ▶ Conduct TOSS Team walk through of MS Project Tool, Wave 1 Work Plans, and finalized MS Project County Templates on 01/21/22.
- ▶ Submit the following Work Products:
 - WP 02: Santa Clara County To-Be Process Flows Final Work Product (FWP).
 - WP 02: Ventura County To-Be Process Flows FWP.

Business Process Reengineering (BPR)

- ▶ Complete Week-2 To-Be BPR Sessions for Santa Cruz & Solano Counties.
- ▶ Obtain Approval on Orange and Ventura To-Be FWPs.
- ▶ Continue resolving comments on Wave-2 County-Specific BPR Plan DDELS.
- ▶ Complete Pre-Meet Pt. 2 for San Mateo and San Diego Counties.

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Organizational Change Management (OCM)

- ▶ Continue drafting the Change Discussion Guides for Wave 1.
- ▶ Hold CNC Kickoff Meeting on January 19.
- ▶ Meet with Wave 1 Counties to review T-12 Readiness Survey Results.
- ▶ Respond to comments on DDEL 06 Comms Plan.
- ▶ Develop communications for Wave 1 and Wave 2 counties to increase understanding for the CalSAWS transition.

Training

- ▶ Continue training development, creating Instructor Guide documents for the CalSAWS Instructor-Led Training curriculum.
- ▶ Continue development of the Learning Journey Maps.
- ▶ Continue participation in CalWIN UAT Planning and Approach.
- ▶ Participate in CalWIN ISS training updates preparation for the 01/27/22 JPA meeting.
- ▶ Participate in the CalSAWS CalWIN Migration IPOC Kick-off on 01/19/22.
- ▶ Facilitate the Training Advisory Committee (TAC) meeting on 01/19/22.
- ▶ Present CalWIN ISS training update at the OPAC meeting on 01/20/22.

Implementation Support Services

- ▶ Follow up with the Conversion Team regarding planning the application security requirements and timeline (items specific to CalWIN emails).
- ▶ Incorporate TOSS member feedback on the JIRA Readiness Dashboards (County views) and the Implementation Readiness Checklists.
- ▶ Begin documenting project readiness checklist items, categories/subcategories, and readiness criteria/metrics for Implementation.
- ▶ Distribute CRG #2 CIT (revised) and CRG #3 for Updating Provider Name to the counties the week of 01/17/22.
- ▶ Schedule and conduct ongoing cross-project meetings for the App Dev, Consortium, ISS, and Customer Engagement teams.
- ▶ Conduct the CalWIN Implementation Point of Contact (IPOC) Kick-Off meeting on 01/18/22.
- ▶ Participate and present at the OPAC meeting on 01/20/22.
- ▶ Finalize and submit JPA meeting materials.
- ▶ Draft remediation plan for the CDT rejected items for OCM impacted items with the ISS/Customer Engagement workgroup.
- ▶ Participate in ongoing meetings with DD&I and the Consortium for conversion, imaging, application programming interface (API) user groups, UAT, contact center discovery sessions, TPOC bi-weekly meetings and DDID.

1.6 Deviations from Plan/Adjustments

- ▶ None for the reporting period.