

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	January 6, 2022
To:	CalWIN Counties: PPOC.Alameda; PPOC.Contra Costa; PPOC.Fresno; PPOC.Orange; PPOC.Placer; PPOC.Sacramento; PPOC.San Diego; PPOC.Santa Barbara; PPOC.San Mateo; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo CC: PMO.Fiscal; Tracy Berhel; Stacey Drohan
CIT Name:	4th Quarter CalSAWS DD&I County Support Staff Report
From:	CalSAWS PMO Fiscal

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

<input type="checkbox"/> General	<input type="checkbox"/> Reports
<input type="checkbox"/> Policy	<input type="checkbox"/> Fiscal
<input type="checkbox"/> CW	<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> CF	<input type="checkbox"/> Management
<input type="checkbox"/> MC	<input checked="" type="checkbox"/> Fiscal
<input type="checkbox"/> CMSP	<input type="checkbox"/> Security
<input type="checkbox"/> FC/KG/AAP	<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Child Care	<input type="checkbox"/> Imaging
<input type="checkbox"/> WtW	<input type="checkbox"/> Migration
<input type="checkbox"/> Other Program(s) _____	<input type="checkbox"/> Conversion
<input type="checkbox"/> BenefitsCal	<input type="checkbox"/> Technical
<input type="checkbox"/> Your Benefits Now!	<input type="checkbox"/> Training
<input type="checkbox"/> Customer Correspondence	<input type="checkbox"/> Help Desk
<input type="checkbox"/> Other _____	

Description: (Including any step-by-step instructions)	Purpose (applies to all CalWIN Counties)		
	The purpose of this CIT is to share the Excel template for the 4th Quarter CalSAWS DD&I County Support Staff Report. The months referenced within the form have been updated to reflect October, November and December 2021 for this quarter.		
	The CalWIN counties will use this template to submit their quarterly county support staff activities as required by the State. Completion instructions are included in the workbook. This report period covers October 2021 through December 2021 and is to be submitted via e-mail to PMO.Fiscal@CalSAWS.org along with each county's December 2021 claims due January 20, 2022 . Please submit in the Excel format (do not PDF).		
	The submission schedule for 2022 is as follows:		
	Quarter	Report Period	Due Date

	1 st	Jan, Feb, Mar	Apr 20, 2022 (Submit with Mar claims)
	2 nd	Apr, May, Jun	Jul 20, 2022 (Submit with Jun claims)
	3 rd	Jul, Aug, Sep	Oct 20, 2022 (Submit with Sep claims)
	4 th	Oct, Nov, Dec	Jan 20, 2023 (Submit with Dec claims)
	<p>Background Per the State, CalWIN counties must complete a quarterly report to provide the status of completed and planned activities relating to CalSAWS DD&I, as well as actual and projected hours.</p> <p>Additional Information N/A</p> <p>County Action E-mail the completed report in the Excel format (do not PDF) to PMO.Fiscal@CalSAWS.org along with your county's December 2021 claims due January 20, 2022.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>		
Primary Project Contact: (Name and email address)	Stacey Drohan (916) 846-7332 Stacey.Drohan@CalWIN.org		
Backup Project Contact: (Name and email address)	Tracy Berhel (916) 846-7304 Tracy.Berhel@CalWIN.org		
Attachments:	4 th Qtr CalSAWS DDI CSS Rpt Template.xls		
Web Portal Link:	<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 10px;"></div> OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> 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 "2022" folder. 4. Click on the appropriate CIT # folder. 		