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

Distribution Date:	January 18, 2022
To:	Consortium.RegionalManagers.R1;Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3;Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; PPOCs C-IV Counties; IPOC.All
CIT Name:	**C-IV Jira Decommission & Archive**
From:	CalSAWS Project

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

☒ General
☐ Policy
    ☐ CW
    ☐ CF
    ☐ MC
    ☐ CMSP
    ☐ FC/KG/AAP
    ☐ Child Care
    ☐ WtW
    ☐ Other Program(s)_____
☐ BenefitsCal   ☐ Your Benefits Now!
☐ Customer Correspondence
☒ Other__C-IV Jira_____

☐ Reports
    ☐ Fiscal
    ☐ Caseload Movement
    ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☒ Migration
☐ Conversion
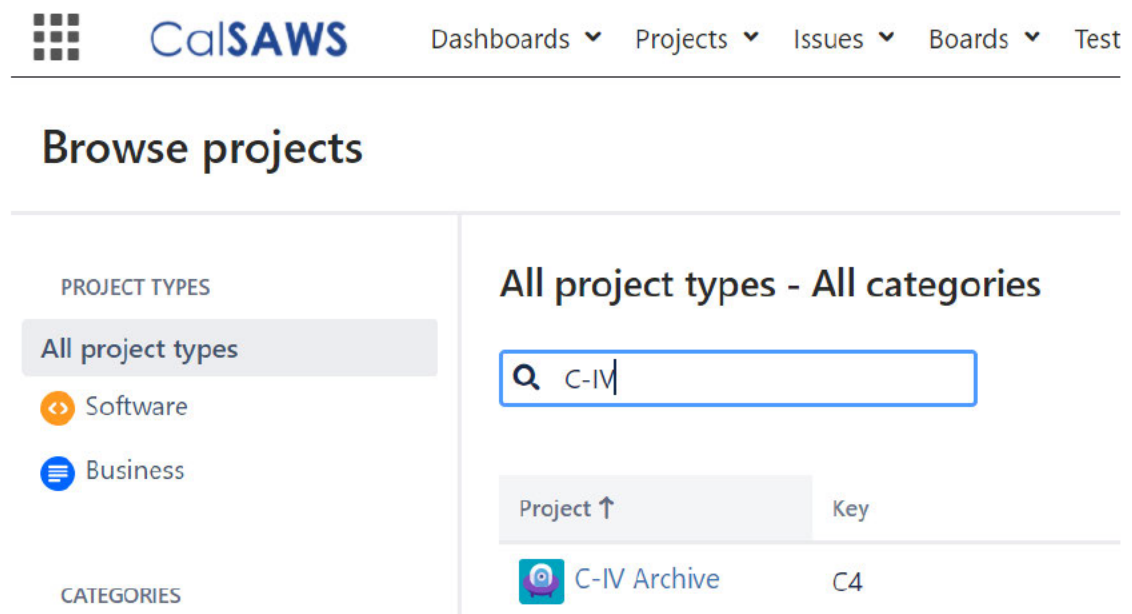☒ Technical
☐ Training
☒ Help Desk

Description: (Including any step-by-step instructions)	**Purpose (Identify what Counties this CIT affects)** The purpose of this CIT is to provide an update on the decommissioning of the C-IV Jira instance and the archiving of the SCRs and Defect data within that tool. **Background** With the migration of the C-IV Counties into CalSAWS, the CalSAWS Jira instance is the only tool currently being used. Access to the CalSAWS Jira instance was provided in CIT 0271-21. The C-IV Jira instance will be decommissioned on January 21, 2022. **C-IV Jira data archive** All C-IV SCRs and Defects will be archived and moved into the CalSAWS Jira instance within a new Jira Project called C-IV Archive. This will allow Users to still access the historical C-IV data, as needed.

When searching for a C-IV Jira item, Users will need to use the following format: C4-<Old C-IV Jira item number>.

Example: If you are searching for item CIV-109417, you will need to enter C4-109417 in the CalSAWS Jira search box to pull up that item (see image below for example).

Screenshot showing the C-IV Archive project when browsing all Jira Projects (Projects -> View All Projects).

Jira Tool Reference

Although the C-IV and CalSAWS Jira instances are virtually the same, the following location on the CalSAWS Web Portal provides additional reference material for the Jira tool: ███████████████████████████

It can also be found at the following location:

███████████████████████████████████████
██████████████████████████

Example Jira Dashboard that may be of interest to Users (how to find/save Dashboards is available in the above location within the JIRA Quick Start Guide – Jira Dashboards)

- Release Specific Dashboard: <ReleaseNumber> Release Dashboard (Example: 21.11 Release Dashboard, 22.01 Release Dashboard, etc.)

Accessing C-IV Jira

Once the decommissioning of the C-IV Jira instance takes place, Users will no longer be able to access C-IV Jira site (c-iv.change.calsaws.net) or items within

that tool. Users will only be able to access historical C-IV SCRs and Defects within the new C-IV Archive project in the CalSAWS Jira (change.calsaws.net).

Test Data Migration

None of the test data results from C-IV Jira will be migrated to the CalSAWS Jira C-IV Archive project. For any historical reference of testing results, please refer to the CalSAWS Baseline Greenlight reports provided for each release. This information can be found at the following SharePoint location:

███████████████████████████████████████
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County Action - None

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

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Backup Project Contact: (Name and email address)	Lynnel Silva Accenture Change Control Manager 916-838-9557 SilvaL@CalSAWS.org
Attachments:	None
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 "2022" folder. 4. Click on the appropriate CIT # folder.