CalSAWS | Information Transmittal (CIT)　　0033-22

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

Distribution Date:	January 31, 2022
To:	PPOC.18; Consortium.SectionDirectors; Consortium.RegionalManagers.All
CIT Name:	**CalSAWS Targeted Topic Session: Child Care**
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_____

☐ 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** The purpose of this CIT is to notify the 18 CalWIN Counties of the upcoming Child Care Targeted Topic Session (TTS) webinar that will take place on Tuesday, February 15, 2022. The webinar will provide an overview of Child Care functionality within CalSAWS. **Background** Targeted Topic Sessions are designed to provide counties a demonstration of current CalSAWS functionality within a specific area of the application. These sessions allow the Counties to better understand system processes and functionality of the planned CalSAWS solution. These sessions are **not** meant to train staff, but to provide a visualization of the various pages and functionality within CalSAWS. Full training will come at later date by Wave. **Recommended Attendees** The intended audience for this session are CalWIN County staff who will process Child Care within the CalSAWS system. Outlined below are the areas within the system that will be demonstrated as they relate to Child Care: • Add Child Care Program

	◦ Add Child Care Need
	    ◦ Approve Child Care
	        ▪ Create the Certificate
	        ▪ Generate Child Care Certificate (CSF 137) and Child Care Reimbursement Request (CSF 141)
	        ▪ Process the Child Care Payment
	        ▪ Update Funding Source (Stage 2 & Stage 3)
	
	Webinar Logistics (ZOOM)
	
	Session Date: Tuesday, February 15, 2022
	
	Session Time: 1:30 pm – 3:00 pm
	
	Duration: 1.5 hours
	
	Additional Information:
	
	The Targeted Topic Session will be presented via ZOOM (see attached ZOOM participant guide). Please join the session 10-15 minutes early to ensure that there are no connectivity issues, as we will be beginning the presentation at the designated start time. When participants join the meeting, please use the following naming convention: Region #- County Name- Participant Name. Ex. R1- Contra Costa- Mickey Mouse
	
	Note: The Targeted Topic Session will be recorded and posted to the CalSAWS Web Portal along with a Question and Answer (Q&A) document and any other supporting documentation.
	
	Below is the Web Portal navigation path and hyperlink:
	
	██████████████████████████████████████
	
	County Action:
	An Outlook meeting invitation will be sent to the PPOCs with the webinar details one week prior to the event. **The PPOCs are responsible for forwarding the meeting invite to the appropriate staff.**
	
	If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact: (Name and email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 851-3103
Backup Project Contact: (Name and email address)	Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 851-3327
Attachments:	CIT 0033-22 CalSAWS Zoom Participant Guide.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 "2022" folder. 4. Click on the appropriate CIT # folder.