CalSAWS | Information Transmittal (CIT)　　0038-22

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

Distribution Date:	February 1, 2022
To:	Consortium.RegionalManagers.R6; PPOC.LosAngeles; Consortium.SectionDirectors
CIT Name:	**Updated LMS Guide for Los Angeles County Imaging General Training**
From:	CalSAWS Project

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

☐ General　　　　　　　　　　　　　　　☐ Reports
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　☐ CF　　　　　　　　　　　　　　　　　☐ Management
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　☐ FC/KG/AAP　　　　　　　　　　　☐ Batch and Interfaces
　☐ Child Care　　　　　　　　　　　☒ Imaging
　☐ WtW　　　　　　　　　　　　　　☐ Migration
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☐ BenefitsCal　　☐ Your Benefits Now!　☐ Technical
☐ Customer Correspondence　　　　☒ Training
☐ Other_____　　　　　☐ Help Desk

Description:	**Purpose** The purpose of this CIT is to provide Los Angeles County with an updated LMS Guide for Imaging General Training. **Background** While Los Angeles County DPSS and DCFS staff have had their CalSAWS Learning Management System (LMS) accounts for some time and are familiar with accessing training materials, they may need guidance on accessing and completing their assigned Imaging training curriculum. As General Training for the Imaging Implementation has been delayed accommodating the new Go-Live Date of March 14, 2022, the Project is providing an updated LMS Guide that contains updated information on the Imaging Training program. The attached LMS Guide for LA County Imaging Training provides updated instructions for accessing and completing the required Imaging training materials and additional optional resources. It also provides the recommended order to complete the Imaging Web-based Training modules (WBTs). **County Action**

	Distribute the attached LMS Guide for Los Angeles County Imaging General Training to staff who will be completing Imaging training in the CalSAWS LMS. Please distribute the Guide **prior to February 14, 2022.**
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Backup Project Contact: (Name, phone number, email address)	Rachel Cousineau Accenture Imaging Change Management & Training Lead 530-400-8833 CousineauR@CalSAWS.org
Attachments:	LMS Guide for Los Angeles County Imaging Training.pdf

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.
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