

☐ CalSAWS M&E      ☒ CalWIN Migration

<b>Distribution Date:</b>	February 8, 2022
<b>To:</b>	PPOC.Contra Costa; PPOC.Placer; PPOC.Yolo; IPOC.CalWIN.Wave1; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R2; Consortium.SectionDirectors;
<b>CIT Name:</b>	<b>Wave 1 CalSAWS Newsletter #1</b>
<b>From:</b>	CalSAWS Project

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p><b>Purpose</b> The purpose of this CIT is to provide the Wave 1 Counties (Contra Costa, Placer, and Yolo) with the first e-newsletter of a quarterly series that is specific to the CalWIN migration to CalSAWS effort. "The CalSAWS Scoop" will include information related to project activities (e.g., implementation, organizational change management (OCM), training, etc.), timelines, and will highlight key functional changes from CalWIN to CalSAWS.</p> <p><b>Background</b> As part of the OCM strategy, these quarterly newsletters are distributed by Wave to build staff awareness and understanding of the CalSAWS system and project. Newsletters provide pertinent information and integrate ongoing county feedback collected through Change Readiness Surveys, Change Network Champions, County leadership, CalSAWS Regional Managers, and additional project channels.</p> <p><b>Additional Information:</b> The CalSAWS Scoop is intended to be distributed via email attachment to all anticipated CalSAWS users. This allows staff to read the document thoroughly at their own pace and reference back to information later as needed. A sample</p>
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	<p>email message (The CalSAWS Scoop Wave 1 CalSAWS Newsletter #1.msg) has been provided and can be modified as seen fit by Counties.</p> <p>The newsletter has been designed to allow for convenient print and digital distribution through PDF.</p> <p><b>County Action:</b> Counties are encouraged to distribute the CalSAWS Scoop to all anticipated CalSAWS users.</p> <p>The following are additional recommendations for Counties:</p> <ul style="list-style-type: none"> <li>• Post the newsletter PDF to internal websites and document repositories.</li> <li>• Print the entire newsletter or pages of interest (e.g., training information and schedule) and attach to bulletin boards or other areas staff congregate.</li> <li>• Encourage managers and supervisors to review the newsletter with staff during team meetings and huddles.</li> </ul> <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)	<p>Helen Cruz CalSAWS Change Management Lead <a href="mailto:CruzH@CalSAWS.org">CruzH@CalSAWS.org</a> (916) 851-3327</p>
Backup Project Contact: (Name and email address)	<p>Araceli Gallardo CalSAWS Change Management Lead <a href="mailto:GallardoA@CalSAWS.org">GallardoA@CalSAWS.org</a> (916) 851-3103</p>
Attachments:	<p>CIT 0043-22 The CalSAWS Scoop Wave 1 CalSAWS Newsletter #1.pdf CIT 0043-22 The CalSAWS Scoop Wave 1 CalSAWS Newsletter #1.msg</p>
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2022" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>