CalSAWS | Information Transmittal (CIT)　　　0098-22

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

Distribution Date:	April 11, 2022
To:	PPOC.Orange; PPOC.Santa Barbara; PPOC.Ventura; Director.Orange; Director.Santa Barbara; Director.Ventura; Consortium.RegionalManagers.R5; Consortium.SectionDirectors;
CIT Name:	**Wave 3 Counties Month T-12 Change Readiness Survey**
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 CalWIN Wave 3 Counties (Orange, Santa Barbara, and Ventura) of the intent to distribute the first in a series of four (4) Change Readiness Surveys. The surveys will be sent directly to the internal stakeholders as provided by the CRFI 22-024. The surveys will assess the following adoption metrics: • Compelling Vision, • Broad Engagement, • Clear Impacts, and/or • Reinforced Expectations. The first survey that will be distributed will assess change metrics for **"Compelling Vision"**. **Background** The Change Readiness Surveys are intended to assess change metrics that help support the CalWIN Counties Change Management strategies and activities. The Change Readiness surveys will be distributed at 12, 9, 6, and 3 months prior to Go-

Live. The results will assist in driving the organizational change management (OCM) approach to improve communications. Only internal stakeholders from each county will be assessed in the surveys.

Additional Information
A link to this survey will be distributed via email from **Joe Little,** joelittle@deloitte.com to the list of stakeholders provided. Each survey recipient is encouraged to respond candidly and provide feedback that will support OCM engagement strategies and recommendations.

==The survey will be distributed to users on Monday, April 25, 2022, and will close by end of day on Friday, May 6, 2022.==

The following section lists the ten (10) questions the OCM Project staff intend to ask CalWIN users in the survey.

Survey Questions
1. I understand why the CalWIN Counties are transitioning to CalSAWS.
   ☐Strongly Agree ☐Agree ☐Neutral ☐Disagree ☐Strongly Disagree

2. I understand the benefits of transitioning to CalSAWS.
   ☐Strongly Agree ☐Agree ☐Neutral ☐Disagree ☐Strongly Disagree

3. My county has communicated information on the transition to CalSAWS.
   ☐Strongly Agree ☐Agree ☐Neutral ☐Disagree ☐Strongly Disagree

4. I am looking forward to the CalWIN Migration to CalSAWS.
   ☐Strongly Agree ☐Agree ☐Neutral ☐Disagree ☐Strongly Disagree

5. I know the timeline for when my County goes live with CalSAWS.
   ☐Strongly Agree ☐Agree ☐Neutral ☐Disagree ☐Strongly Disagree

6. Where are you getting information about CalSAWS? Select all that apply.

   ☐ County Events/Meetings
   ☐ County Email Messages
   ☐ County Website
   ☐ County Newsletter
   ☐ CalSAWS Videos
   ☐ CalSAWS Project Messages (e.g., CalSAWS Information Transmittals (CIT))
   ☐ CalSAWS Web Portal
   ☐ Printed Documents (Posters, Memos, etc.)
   ☐ CalSAWS.org public website
   ☐ CalSAWS Buzz newsletter
   ☐ County PPOCs (Primary Point of Contact)
   ☐ Other (please describe)

7. Open ended question: If you selected "Other" for the previous question, please describe the alternative method used to receive information concerning the CalSAWS adoption.

8. How would you prefer to receive information about CalSAWS? Select all that apply.

   ☐ County Events/Meetings
   ☐ County Email Messages
   ☐ County Website
   ☐ County Newsletter
   ☐ CalSAWS Videos
   ☐ CalSAWS Project Messages (e.g., CalSAWS Information Transmittals (CIT))
   ☐ CalSAWS Web Portal
   ☐ Printed Documents (Posters, Memos, etc.)
   ☐ CalSAWS.org public website
   ☐ CalSAWS Buzz newsletter
   ☐ County PPOCs (Primary Point of Contact)
   ☐ Other (please describe)

9. Open ended question: If you selected "Other" for the previous question, please describe the alternative method used to receive information concerning the CalSAWS adoption.

10. Open ended question: What, if anything, would you like to know about CalSAWS (e.g., System functionality, Project goals and milestones, Implementation timeline and activities, etc.)?

County Action
1. If your County Network is set up with **firewalls that block access to unauthorized emails and web pages**, please follow the instructions in the attached Allow List Information document. Note: To complete this action, county staff may need to obtain assistance from their County Technical or Help Desk staff, as some counties may restrict permissions to allow list web pages or domains.

If you have questions about this survey, please reach out to the Primary Project contacts listed below and cc your Regional Manager(s).

Primary Project Contact: (Name, phone number, email address)	Helen Cruz CalSAWS Change Management Lead Cruzh@CalSAWS.org (916) 851-3327
Backup Project Contact: (Name, phone	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org

number, email address)	(916) 851-3103
Attachments:	Allow List Information for Readiness Surveys.docx

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.