

☐ CalSAWS M&E      ☒ CalWIN Migration

<b>Distribution Date:</b>	April 26, 2022
<b>To:</b>	PPOC.18; Consortium.SectionDirectors; Consortium.RegionalManagers.All
<b>CIT Name:</b>	<b>CalSAWS Targeted Topic Session: E2Lite</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 checked="" type="checkbox"/> Other_ <b>E2Lite Reporting Staff</b> _____ | <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></p> <p>The purpose of this CIT is to notify CalWIN Counties of the upcoming E2LiteTargeted Topic Session (TTS) webinar that will take place on Tuesday, May 10, 2022. The webinar will provide an overview of E2Lite functionality within CalSAWS.</p> <p><b>Background</b></p> <p>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 <b>not</b> 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.</p> <p><b>Recommended Attendees</b></p> <p>The intended audience for this session are CalWIN County staff who are responsible for E2Lite reporting.</p> <p>Outlined below are the areas within the system that will be demonstrated:</p> <ul style="list-style-type: none"> <li>• WPR Sample Search page</li> <li>• WPR Sample Summary page</li> <li>• WPR Sample Detail page</li> </ul>
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	<ul style="list-style-type: none"> <li>• E2Lite Interface File Process</li> <li>• E2Lite Interface Timeline</li> </ul> <p><b>Webinar Logistics (ZOOM)</b></p> <p>Session Date: Tuesday, May 10, 2022</p> <p>Session Time: 1:30 pm – 3:00 pm</p> <p>Duration: 1.5 hours</p> <p><b>Additional Information:</b></p> <p>The Targeted Topic Session (TTS) 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 the presentation will begin at the designated start time. When joining the meeting, please use the following naming convention: Region #- County Name- Participant Name. Ex. R1- Contra Costa- Mickey Mouse</p> <p><b>Note:</b> TTS will be recorded and posted to the CalSAWS Web Portal along with a Question and Answer (Q&amp;A) document and any other supporting documentation.</p> <p>Below is the Web Portal navigation path and hyperlink:  <div style="background-color: black; height: 30px; width: 100%;"></div> </p> <p><b>County Action:</b></p> <p>An Outlook meeting invitation will be sent to the Primary Point of Contact (PPOCs) with the webinar details one week prior to the event. <b>PPOCs are responsible for forwarding the meeting invite to appropriate staff.</b></p> <p>If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	Helen Cruz CalSAWS Change Management Lead <a href="mailto:CruzH@CalSAWS.org">CruzH@CalSAWS.org</a> (916) 851-3327
Backup Project Contact: (Name and email address)	Araceli Gallardo CalSAWS Change Management Lead <a href="mailto:GallardoA@CalSAWS.org">GallardoA@CalSAWS.org</a> (916) 851-3103
Attachments:	CIT 0125-22 CalSAWS Zoom Participant Guide.doc
Web Portal Link:	<div style="background-color: black; height: 20px; width: 100%;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p>

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|  | <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> |
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