CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

Reporting Period: July 18, 2022 to July 24, 2022

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1.0 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	• Conducted Week-1 of BPR Closeout Sessions for Orange and Santa Barbara Counties (Wave 3) from 07/18/22 – 07/22/22. • Conducted Process Simulation Orientation with county participants from Wave 1 (Yolo & Placer Counties) on the week of 07/18/22. Scheduled daily standups and triage meetings with both Counties and share scenario packets with identified data. • Delivered final configuration setup for Process Simulation for Yolo County (Wave 1) on 07/19/22.
Organizational Change Management (OCM)	• Completed Waves 3 and 4 infographics on Application Registration and EDBC. • Developed new schedule for Waves 2 and 3 CDG review/completion and change discussions. • Continued updating County Communications Plan based on Consortium feedback. • Conducted Waves 3 and 4 Change Network Champion (CNC) Kickoff Meeting on 07/21/22.
Training	• Yolo County Early Training and Placer County Train the Trainer on Monday, July 18, without connectivity issue to the CalSAWS Training Production environment. Classes progressed smoothly all week. • Continue Wave 1 Counties WBTs in LMS.
Implementation	• Go-Live Packet (GLP) – Awareness Items and Post Go-live Case Review Guide draft first draft completed and provided to Consortium to initial review. Additional items continue to be identified through CDV and UAT phases and reviewed for inclusion in GLP. • Conducted Office Hours for Case Review Guide 6 – Update Suspended Claims and Case Review Guide 7 update pending issuance on 07/20/22 and 07/22/22. • Facilitated discussion and creation of OPAC topics such as Post Go-live Retro EDBC Processing and Section Code Issue • Placer and Yolo Counties Targeted On-Site Support/Implementation Points of Contact (TOSS/IPOC) – Presented County Readiness Checklists and discussed outstanding items. • Led discussions and formulated a plan for Online CalWORKs Appraisal Tool (OCAT) Cutover plan and county recommendations.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

2.1   Highlights of the Reporting Period

► **Staff Onboarding** – Continued planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties** – Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
► **County Work Plans**
  o Critical Path Reporting Wave 1, 2, and 3 – Developed weekly summary report and presented to the Consortium Leadership during 07/20/22 during the Consortium Leadership Alignment meeting.
  o Wave 3 Work Plan – Provided additional guidance to complete and baseline the Wave 3 Work Plan for the 07/21/22 sync process due date.
  o Continue to facilitate the Work Plan updates with the Consortium project teams to improve Project Plan accuracy, updates, and to identify milestones, critical path, and cross-team dependencies.
► **Deliverables and Work Products – Submitted the following:**
  o 07.01: County Change Guide – Wave 2 (Contra Costa) (DDEL) on 07/18/22.
  o 07.04: County Change Guide – Wave 2 (Santa Clara) (DDEL) on 07/18/22.
  o 07.05: County Change Guide – Wave 2 (Tulare) (DDEL) on 07/18/22.

3.1   Activities for the Next Reporting Period

► **Staff Onboarding** – Continue planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties** – Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
► **County Work Plans**
  o Continue updating Waves 1, 2, and 3 County Work Plans for the Implementation Readiness Checklist. Incorporate predecessors and successors throughout Wave 1, 2, and 3. Preparing Wave 4 County Work Plan for mid-August 2022 release.
► **Deliverables and Work Products – Submit the following:**
  o 04.13: Business Process Reengineering Plan – Wave 5 (Alameda) (DDEL) on 07/29/22.
  o 04.14: Business Process Reengineering Plan – Wave 5 (Fresno) (DDEL) on 07/29/22.
  o 04.15: Business Process Reengineering Plan – Wave 5 (Sonoma) (DDEL) on 07/29/22.

2.0   Business Process Reengineering (BPR)

1.2   Highlights of the Reporting Period

► **BPR Closeout Sessions**
  o Finalized BPR Closeout schedule for Santa Cruz County (Wave 4) from 08/01/22 – 08/12/22.
  o Conduct Week-1 of BPR Closeout Sessions for Orange and Santa Barbara Counties (Wave 3) from 07/18/22 – 07/22/22.
► **Process Simulation** – Conducted Process Simulation Orientation with county participants from Wave 1 (Yolo & Placer Counties) on the week of 07/18/22. Scheduled daily standups and triage meetings with both Counties and share scenario packets with identified data.
► **Configuration** – Delivered final configuration setup for Process Simulation for Yolo County (Wave 1) on 07/19/22.

	Session Start Date	Session End Date	First Review (Draft Work Product) Start Date	First Review (Draft Work Product) End Date	Start Final Review (Final Work Produc	County Sign-Off on Final To-Be Work Product	DWP BPR Plan Submit
Wave 1							
Contra Costa	06/21/21	07/30/21	08/04/21	09/02/21	09/02/21	09/10/21	09/27/21
Placer	06/21/21	07/30/21	08/04/21	08/20/21	08/30/21	09/07/21	09/27/21
Yolo	07/12/21	08/11/21	08/11/21	08/27/21	09/08/21	09/17/21	09/27/21
Wave 2							
Tulare	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Santa Clara	09/13/21	10/08/21	10/11/21	10/22/21	11/01/21	11/08/21	11/19/21
Wave 3							
Santa Barbara	10/18/21	11/12/21	11/15/21	11/30/21	12/08/21	12/14/21	02/11/22
Orange	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22	02/11/22
Ventura	11/15/21	12/14/21	12/20/21	01/07/21	01/18/22	01/24/22	02/11/22
Wave 4							
Solano	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
Santa Cruz	01/10/22	02/04/22	02/07/22	02/22/22	03/07/22	03/11/22	03/25/22
San Mateo	02/07/22	03/04/22	03/09/22	03/22/22	03/30/22	06/03/22	06/10/22
San Diego	02/14/22	03/11/22	03/16/22	03/30/22	04/06/22	04/11/22	04/18/22
Wave 5							
Alameda	04/11/22	05/06/22	05/09/22	05/20/22	06/06/22	06/28/22	07/08/22
Fresno	04/04/22	04/29/22	05/02/22	06/08/22	06/13/22	07/06/22*	07/08/22
Sonoma	05/09/22	06/03/22	06/06/22	06/17/22	06/27/22	07/07/22	07/08/22
Wave 6							
San Francisco	05/09/22	06/03/22	06/06/22	06/17/22	06/29/22	07/07/22	08/12/22
Sacramento	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22
San Luis Obispo	06/13/22	07/08/22	07/11/22	07/22/22	08/01/22	08/05/22	08/12/22

Figure 1.2-1 – To-Be Process Timetable by County (As of 07/15/22)

2.2   Activities for the Next Reporting Period

► **To-Be BPR Sessions**
  o   Submit To-Be Final Work Product (FWP) for Wave 6 (Sacramento & San Luis Obispo Counties) by 08/01/22.
► **BPR Closeout Sessions**
  o   Conclude BPR Closeout Sessions for Orange and Santa Barbara Counties (Wave 3) on 07/27/22.
► **Process Simulation** –
  o   Execute Week-1 Process Simulation scenarios with county participants from Wave 1 (Yolo & Placer Counties) on the week of 07/25/22.

3.0   Organizational Change Management (OCM)

1.3   Highlights of the Reporting Period

► **Change Network Champions (CNC)** – Conducted Waves 3 and 4 CNC kickoff meeting on 07/21/22. Completed slides and coordinated logistics for Waves 1 and 2 monthly CNC meeting on 07/26/22.
► **Wave 1 Change Discussion Guides** – Conducted Change Discussion Office Hours with Placer and Yolo. Conducted Weekly PPOC Touchpoint on 07/21/22.
► **Wave 2 Change Discussion Guides** – Submitted Wave 2 CDGs for DDEL. Received additional comments from Santa Clara and Contra Costa. Developed plan/schedule for addressing comments and getting to FWP signoff.
► **Wave 3 Change Discussion Guides** – Drafted Wave 3 CDGs using BPR process maps and Process Change Inventory. Developed plan/schedule for reviewing with counties and consortium and getting to FWP and FDEL.

► **Wave 1 T-Minus 3 Survey** – Completed draft survey questions and conducted review with Consortium. Next step is distributing the CIT on 07/25/22 informing counties that the survey is coming out on 08/8/22.

► **Wave 2 T-Minus 6 Survey** – Distributed CIT to counties informing them that the survey is happening 08/08/22 – 08/19/22.

► **Wave 3 T-Minus 9 Survey** – Distribute CIT to counties informing them that the survey is happening 07/25/22 – 08/05/22

► **Wave 4 T-Minus 12 Surveys** – Launched survey to counties. Received 69% of target or target responses. Sent update to counties on 07/22/22 and reminder of due date.

► **Infographics** – Continued drafting the July infographics for Waves 1 and 2: Authorizations and Resource Databank due 07/28/22.

► **Change Network Champions (CNC)** – Conducted Waves 3 and 4 CNC Kickoff Meeting on 07/21/22.

2.3   Activities for the Next Reporting Period

► **Wave 1 Change Discussion Guides** – Continue conducting office hours and Weekly PPOC Touchpoint to support counties as they conduct change discussions.

► **Wave 2 Change Discussion Guides** – Consolidate and address comments from Santa Clara and Contra Costa. Conduct meetings with Consortium to review county comments, status of resolution, and approach for capturing Consortium comments.

► **Wave 3 Change Discussion Guides** – Meet with Consortium to review approach and inputs to the CDGs, make updates based on feedback.

► **Wave 1 T-Minus 3 Survey** – Review questions with consortium and incorporate feedback. Distribute CIT on 07/25/22 informing counties that the survey is coming out on 08/08/22.

► **Wave 2 T-Minus 6 Survey** – Distribute CIT to counties informing them that the survey is happening 08/08/22 – 08/19/22.

► **Wave 3 T-Minus 9 Survey** – Send out survey on 07/25/22 and begin tracking responses.

► **Wave 4 T-Minus 12 Survey** – Close survey on 07/29/22.

► **Infographics** – Distribute July infographics for Waves 1 and 2: Authorizations and Resource Databank due 07/28/22.

► **Change Network Champions (CNC)** – Conduct Waves 1 and 2 CNC Monthly Meeting on 07/28/22.

4.0   Training

► **ILT Course Updates** – Yolo County Early Training and Placer County Train the Trainer started on 07/18/22.

► **Classroom Planning and Scheduling** – Continue planning classroom and scheduling logistics for Counties in all waves.

► **LMS and Training Environment** – The WBT training continued for Yolo and Placer County for early training, train the trainer, and end users, and for Contra Costa Early Training participants.
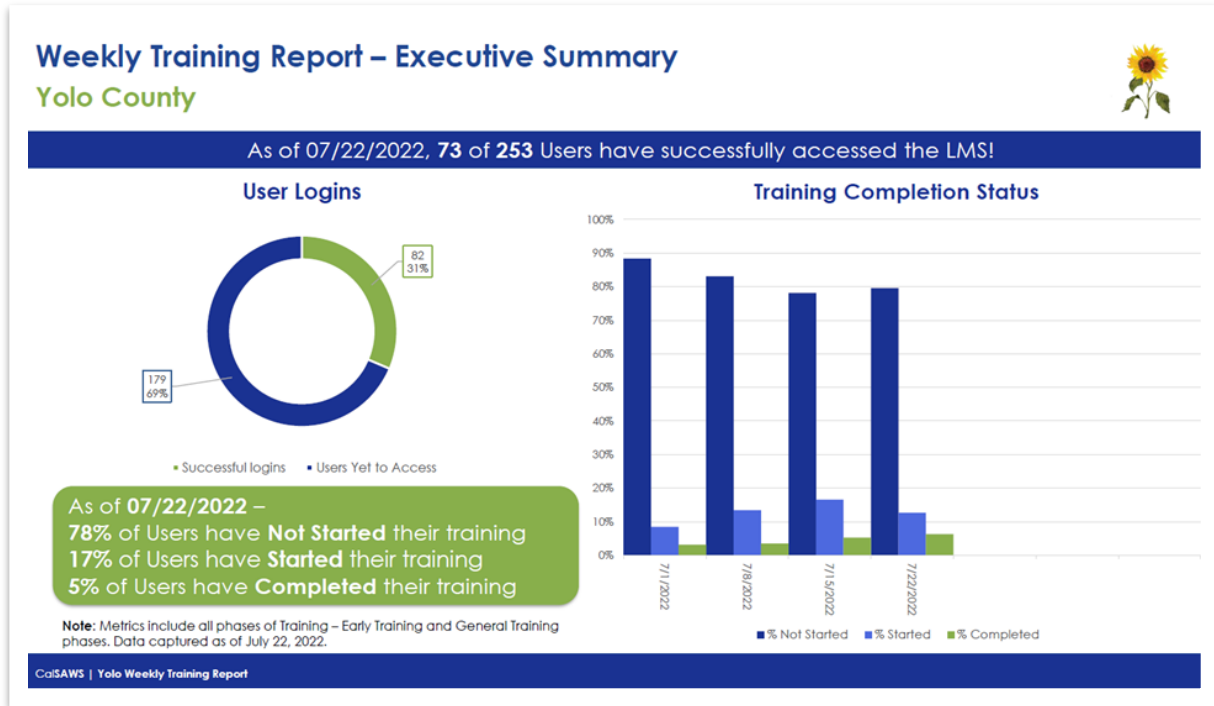
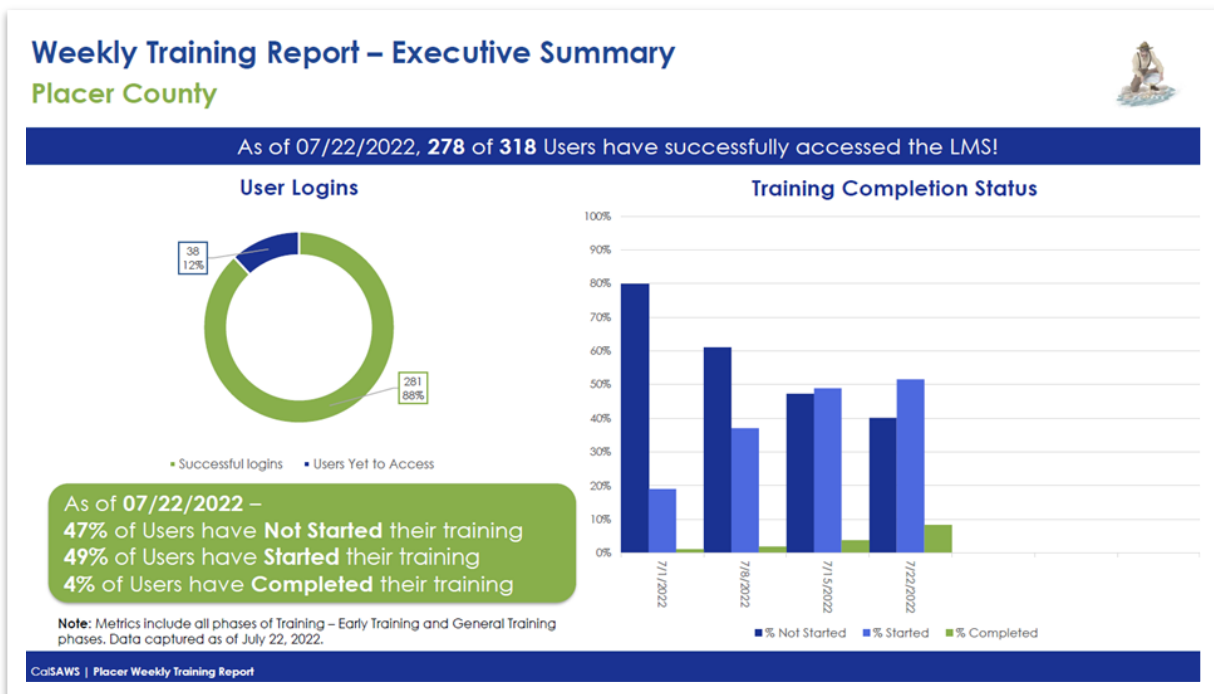**Figure 2.3-1 – Weekly Training Report – Yolo**

Figure 2.3-2 – Weekly Training Report – Placer

1.4 Activities for the Next Reporting Period

► **Continue Delivery of Wave 1 Instructor-led Training for Early Users and Train the Trainer** – Instructor-led training continues for Yolo Early Training (virtual delivery), and for Placer Train the Trainer (virtual delivery).

► **Instructor-led Early Training begins for Contra Costa** – Starts 07/25/22 and completes on 08/05/22.

► **Classroom Planning and Scheduling** – Continue planning classroom and scheduling logistics for Counties in all waves.

► **Focus** – Wave 2 classroom validation and Wave 3 (Orange County) external classroom site identification.

► **Training Advisory Council (TAC)** – TAC is held on Wednesday, 07/27/22.

5.0 Implementation

1.5 Highlights of the Reporting Period

► **Rejected Defect Review from CDT/CDV/UAT –** Continued categorization of defects with the required Conversion, Consortium, and Implementation team on 07/19/22. The current statuses of the 138 items are noted below:

Status	Next Steps	County
Awareness for Go-Live	Documentation completed for all items identified during CDT. Under Review by Consortium and QA.	69
Post-Go-Live Case Review Guide	Documentation completed for all items identified during CDT. Under Review by Consortium and QA.	6
County Prep	Included in County Prep Tasks. No Further Action Required.	5
Cancelled	No Further Action Required.	25
No Action Needed from CDT Group	No Further Action Required.	30
Not Started	Review new CDV and UAT defects for addition to GLP	0
In Progress	**Team to review and deliberate on next steps**	**3**

Table 1.5-1 – Status of Rejected Defect Review

► **County Prep Planning Activities** – Incorporated feedback from the County Prep Packet internal review and resubmitted to Implementation team on 07/21/22 for review of changes.

► **Readiness Dashboard & Packet** – Established and enacted a modified schedule for the due date for updates to the Dashboard and Packet to better align with the Workplan due dates and allow for more timely completion of the product to stakeholders and Counties.

► **Placer and Yolo TOSS/IPOC** – Presented County Readiness Checklists and discussed outstanding items on 07/20/22 (Yolo) and 07/21/22 (Placer).

► **ICT Cutover Processes** – Submitted CIT for ICT Conversion plan for internal review on 07/19/22.
► **OCAT Cutover Process** – Led discussion with Gainwell and Cambria Solutions teams on 07/19/22 and established a plan for providing counties with tools and information for the conversion of OCAT Appraisals.
► **Go-Live Packet** – Continue work on the Go-Live Packet for items identified as Awareness or Case Review Guides through the working sessions. Address review comments from Consortium and QA on the draft GLP.
► **Implementation Support Plan & Deliverable 10** – Deliverable continues in the review period until 07/29/22. Continued discussions on Post Implementation Support structure and the specifics therein on 07/20/22.
► **Placer Decision on Max Caseload Split –** Discussions on splitting Placer Counties Caseloads exceeding maximum CalSAWS limit of 10k records reached conclusion with Placer supplying specifications to execute required splits by CalWIN technology team. CalWIN team coordinating release of required features directly with County.

2.5   Activities for the Next Reporting Period

► **Implementation Support Planning** – Continue discussions to establish specific resource allocations & scheduling, technology setup and communication to Counties.
► **CDT/CDV/UAT Rejected Defects Workgroup Meetings** – Continue Conducting the Workgroup meeting for assessing defects tagged for review as part of County Data Validation (CDV) and UAT phase to document Go-live Packet – Awareness Items and Post Go-Live Case Review Guides.
► **Go-Live Packet** – Continue work on the Go-Live Packet for incorporating items identified as Awareness or Case Review Guides through the working sessions. Address review comments from Consortium and QA on the draft GLP.
► **Lead TOSS/IPOC Meetings**
   o   Santa Barbara TOSS/IPOC meeting scheduled for 07/26/22.
   o   Santa Clara TOSS/IPOC meeting scheduled for 07/27/22.
► **CalWIN Conversion and Change Management** – Conduct the CalWIN Conversion and Change Management meeting on 07/26/22. Topics will include Review Section Code Content for OPAC, Next Steps and other walk on topics, Wave 1 User Access for QLIK
► **County Workload Management Discussion**s – Conduct sessions with W1 counties on 07/25/22 and 07/26/22 for reviewing estimated post go-live workload and options to manage work.
► **ICT (Inter County Transfer) Cutover** – Incorporate Feedback from Consortium, Accenture and Gainwell review of CalSAWS Information Transmittal (CIT) to inform Counties and document the plan for providing actionable data for Counties' ICT efforts.
► **OCAT (Online CalWORKs Appraisal Tool) Cutover** – Draft & Submit CalSAWS Information Transmittal (CIT) to inform Counties and document the plan for providing actionable data for Counties' OCAT efforts for Consortium, Accenture and Gainwell review.
► **County Prep Phase** – Draft Worksheets and Kickoff Materials as accompanying materials to the County Prep Phase Packet.

6.0   Appendices

1.6   Appendix A – Deliverable Summary

		Complete		Coming Soon		
DEL ID	**Deliverable Name**	**DDED**	**FDED**	**DDEL**	**FDEL**	**Final Approval**
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.18	Work Plan Monthly Updates – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.18	Monthly Status Report – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan – Wave 5	N/A	N/A	07/29/22	08/19/22	08/28/22
05	Organizational Change Management Plan	07/14/21	07/26/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide – Wave 1	02/09/22	02/21/22	04/12/22	05/03/22	05/13/22
07	County Change Guide – Wave 2	N/A	N/A	07/18/22	08/08/22	08/17/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan – Wave 1	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
10	Implementation Support Plan	01/14/22	01/27/22	07/15/22	08/05/22	08/18/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

Figure 1.6-1 – Deliverable Status for Current Reporting Period

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
04.13	Business Process Reengineering Plan – Wave 5 (Alameda)	On track	DDEL submission 07/29/22
04.14	Business Process Reengineering Plan – Wave 5 (Fresno)	On track	DDEL submission 07/29/22
04.15	Business Process Reengineering Plan – Wave 5 (Sonoma)	On track	DDEL submission 07/29/22

Table 1.6-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

| | Complete | | | | Coming Soon |

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final Approval
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.18	Work Plan Monthly Updates – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.18	Monthly Status Report – June 2022	N/A	N/A	N/A	07/08/22	07/15/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan – Wave 5	N/A	N/A	07/29/22	08/19/22	08/28/22
05	Organizational Change Management Plan	07/14/21	07/26/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide – Wave 1	02/09/22	02/21/22	04/12/22	05/03/22	05/13/22
07	County Change Guide – Wave 2*	N/A	N/A	07/18/22	08/08/22	08/17/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan – Wave 1	10/27/21	11/08/21	05/13/22	06/06/23	06/13/23
10	Implementation Support Plan	01/14/22	01/27/22	07/15/22	08/05/22	08/18/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

* County Change Guide – Wave 2 schedule realignment in progress
Figure 1.6-3 – Upcoming Work Product Deadlines

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
04.13	Business Process Reengineering Plan – Wave 5 (Alameda)	On track	FWP approval 07/25/22

Table 1.6-4 – Upcoming Work Product Deadlines

2.6   Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without taking into account the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	As we expand to 58 counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to business operations and benefits to the participants.	Open	4	Medium	03/03/21

ID	Title	Details	Status	Impact	Risk Level	Date Logged
262	The CalWIN counties may not be fully prepared for go-live if they do not have sufficient or timely information	The CalWIN counties and County Directors have voiced concern that they do not have sufficient information or direction from the CalWIN ISS team to adequately prepare for go-live. In some cases, they have begun creating their own materials based on what they understand. If the counties do not have a framework within which to prepare, they may not be ready for cutover. This includes clear communication and timelines for what is needed to be completed by when, readiness checklists, early conversations on the transition from the current state to the future state, and clear direction.	Open	4	High	12/13/21
268	Implementation Readiness for CalWIN Cutover to CalSAWS	If implementation readiness (project and County) is not on track to meet their respective exit criteria by 04/29/2022, then the CalWIN Wave 1 cutover to CalSAWS could either be delayed or require significantly greater support to help counties through outstanding issues. Individual risks have been opened related to the ability to be fully ready in time for a successful CalWIN Wave 1 cutover to CalSAWS on October 27, 2022, and subsequent waves. This risk serves as an overarching risk for the overall readiness of the project and CalWIN counties to cutover to CalSAWS.	Open	4	High	01/13/22
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live, to Refactor Ad-hoc Reports and/or Ancillary Systems. To do so, the counties need connectivity and access to CalSAWS environments, data model (and definitions), as well as data. The current CalSAWS delivery schedule (of these) is compressing the CalWIN counties Design, Development, and Testing timelines (i.e., schedule) and	Open	5	High	01/12/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		putting their County Readiness for Go-Live at-risk.				
270	The CalWIN counties may not be fully prepared for Go-Live if there is insufficient information in the Organizational Change Management (OCM) Change Discussion Guides (CDGs)	If OCM does not have sufficient documentation and resources to create CDGs, and counties do not have adequate time to review and provide feedback, the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be process documentation does not capture this information, more work must be done on the CDG content to make it useful for counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.	Open	4	High	02/02/22
278	CalWIN OCM Implementation Support Plan	Deloitte Deliverable 10, CalWIN OCM Implementation Support Plan, is late, continues to require rework, and does not provide the structure or details necessary to inform the project or county teams of how support will be provided after the CalWIN counties cut over to CalSAWS. The DDEL was originally due on May 16, 2022, but not released until June 6, 2022. On June 15, 2022, it was decided that the review should be paused due to the coordination needed with project teams on Pre- and Post-Deployment Support roles, responsibilities, tasks, activities, and resources. DDEL 10 will be revised in working sessions with the project	Open	4	High	06/28/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		teams, and the draft deliverable is targeted to be resubmitted on July 15, 2022. Based on the deliverable process, the earliest the DEL 10 is likely to be finalized is August 18, 2022. The most immediate impact is to the Wave 1 counties. Without adequate information, neither the project nor county teams can prepare for post-implementation support, and county post-implementation support might be insufficient, disorganized, and/or ineffective				

Table 2.6-1 – Project Risks and Issues

CRFI/CIT/CalSAWS Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0193-22	PPOCs (Contra Costa; Placer; Yolo; Santa Clara; Tulare) Regional Managers (Regions 1, 2, 4); Section Directors;	Wave 1 and 2 CalSAWS Infographics #4	CalWIN Migration	07/20/22	Helen Cruz	Araceli Gallardo
0194-22	PPOCs (Orange; San Diego; San Mateo; Santa Barbara; Santa Cruz; Solano; Ventura); Regional Managers (Regions 1, 5); Section Directors;	Wave 3 and 4 CalSAWS Infographics #1	CalWIN Migration	07/20/22	Helen Cruz	Araceli Gallardo
0199-22	Placer; Yolo; Directors (Placer, Yolo); Regional Managers (Regions 1, 2); Section Directors;	Wave 1 Counties T-3 Months Change Readiness Survey	CalWIN Migration	07/20/22	Helen Cruz	Araceli Gallardo

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0200-22	Contra Costa; Santa Clara; Tulare; Directors (Contra Costa, Santa Clara, Tulare); Regional Managers (Regions 1, 4); Section Directors;	Wave 2 Counties T-6 Months Change Readiness Survey	CalWIN Migration	07/20/22	Helen Cruz	Araceli Gallardo

Table 2.6-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary Contact	Backup Contact
22-060	PPOCs (Contra Costa; Santa Clara; Tulare; Orange; Santa Barbara; Ventura; San Diego; San Mateo; Santa Cruz; Solano; Alameda; Fresno; Sonoma; Sacramento; San Francisco; San Luis Obispo); IPOCs (Contra Costa; Santa Clara; Tulare; Orange; Santa Barbara; Ventura; San Diego; San Mateo; Santa Cruz; Solano; Alameda; Fresno; Sonoma; Sacramento; San Francisco; San Luis Obispo); Training Committee Regions (Region 1; 2; 3; 4; 5); Section Directors	CalSAWS Training Preview	07/15/22	Open	07/29/22	Ashley Arnold	Renee Carter

Table 2.6-3 – CRFIs

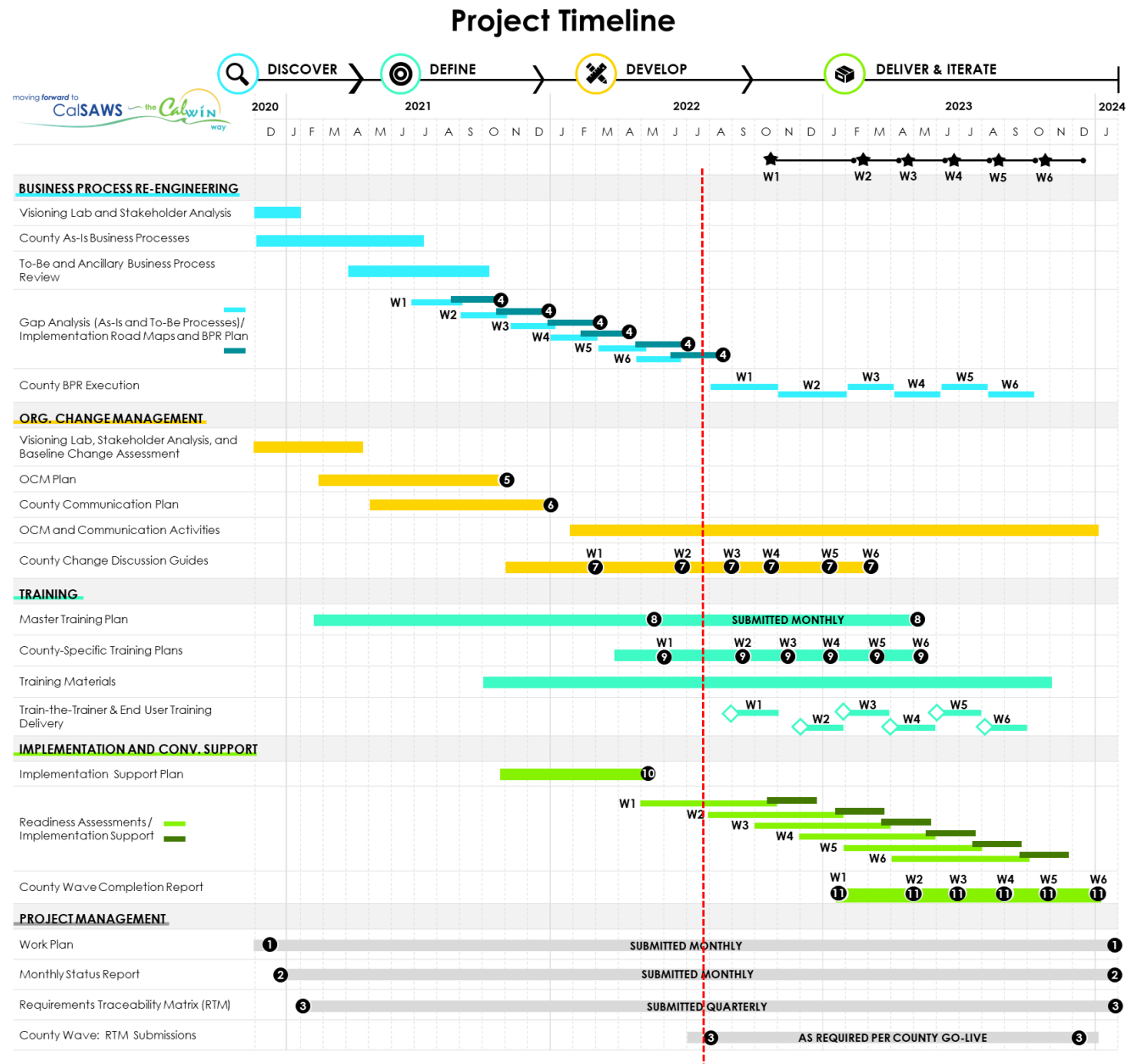## 3.6 Appendix C – Project Work Plan Reports

Project Timeline

Figure 3.6-1 – Project Timeline

Project Action Items – Overdue

This table lists overdue action items, including the owner and due date.

ID	Description	Owner	Due Date
None.			

Table 3.6-1 – Overdue Action Items