

CalSAWS M&E

CalWIN Migration

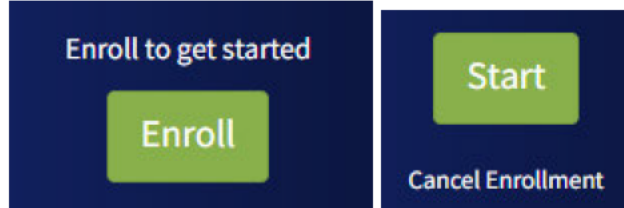
Distribution Date:	May 24, 2022
To:	PPOC.All; Consortium.RegionalManagers.All; Committee.IVR_ContactCenter.All ContactCenter.Mgmt.all; Committee.Training
CIT Name:	New Electronic Signature WBT Available in CalSAWS LMS
From:	CalSAWS Project

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

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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Security |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Migration |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Your Benefits Now! | <input checked="" type="checkbox"/> Training |
| <input type="checkbox"/> Customer Correspondence | <input checked="" type="checkbox"/> Help Desk |
| <input type="checkbox"/> Other _____ | |

<p>Description: (Including any step-by-step instructions)</p>	<p>Purpose The purpose of this CIT is to notify the counties of the availability of new training materials for the CalSAWS Electronic Signature functionality in the CalSAWS Learning Management System (LMS).</p> <p>Background Beginning on 05/23/2022 (Release 22.05) counties may begin using the CalSAWS Telephonic Signature (SCR CA-226838) process as part of the CalSAWS Electronic Signature solution. Training materials have been developed to cover the usage of the new functionality and existing electronic signature options. The Electronic Signature course is now available for staff to enroll and should take 30 minutes on average to complete.</p> <p>Steps for Enrollment</p> <ul style="list-style-type: none"> ➤ County LMS Training Coordinators may enroll staff, as necessary. ➤ Current CalSAWS users can access the LMS by using their personal CalSAWS credentials via the following web addresses: <ul style="list-style-type: none"> ○ LA County: <ul style="list-style-type: none"> ▪ DPSS: [REDACTED]
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- DCFS: [REDACTED]
- o Former C-IV Counties:
 - [REDACTED]
- o CalSAWS Project Staff:
 - [REDACTED]
- o CalWIN Counties access the LMS using their county's generic accounts via the following web address:
 - [REDACTED]
- o Look for the "056 – Electronic Signature" Category.
- o Click into the course and click on the "Enroll" button to get started, followed by the "Start" button to begin the course:



Note: The Contact Center integration for Telephonic Signature will be released at a later date (SCR CA- 245412). Additional training materials will be added to the CalSAWS LMS, and a separate CIT will be released.

Additional Information:

The CalSAWS training materials are a combination of Web-Based Trainings (WBTs) and Quick Guides. The training is self-paced and allows for staff to review later as needed for refresher training and these training materials can also be used to train new staff as necessary.

County Action:

Please forward this information to the appropriate CalSAWS users to ensure awareness of these new resources.

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact: (Name and email address)	Logan Pratt (916) 282-3588 Desk PrattL@CalSAWS.org
Backup Project Contact: (Name and email address)	Darcy Alexander (916) 282-3724 Desk AlexanderD@CalSAWS.org
Attachments:	N/A
Web Portal Link:	[REDACTED] OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> 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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| | <ol style="list-style-type: none">3. Click on the "2022" folder.4. Click on the appropriate CIT # folder. |
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