CalSAWS | Information Transmittal (CIT)   0212-22

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

Distribution Date:	August 1, 2022
To:	PPOC.All; Consortium.RegionalManagers.All; Committee.Correspondence.All: Committee.CalWORKs_CalFresh.All; Committee.CAPI.All; Committee.MediCal.Correspondence.All; Committee. MediCal_CMSP.All;
CIT Name:	**Forms Inventory In CalSAWS**
From:	CalSAWS PMO Fiscal

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

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    ☐ Child Care   ☐ Imaging
    ☐ WtW   ☐ Migration
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☐ BenefitsCal   ☐ Your Benefits Now!   ☐ Technical
☒ Customer Correspondence   ☒ Training
☐ Other_____   ☒ Help Desk

Description:	**Purpose** The purpose of this CIT is to provide all counties with a list of forms in the CalSAWS Template Repository and information about each form. **Background** Counties have requested a list of forms currently available in CalSAWS. **CalSAWS Forms Inventory** The CalSAWS Forms Inventory gives the counties information about the forms, in the Template Repository, including information about programs the forms can be generated for, who has access to the form, electronic/IVR/Text signature, or what languages are available. The list is current as of 7/11/22 and will change over time as SCRs are completed and implemented into the System. The CalSAWS Form Inventory has been uploaded to the Web Portal for county access and will be updated with each Major release. **Navigation:** ████████████████████████████

Additional Information:

Online Help:
Online Help (OLH) – Forms Overview will be updated with additional columns for staff access within the CalSAWS Help feature. This change is tentatively targeted for Release 22.11. The change will be made with CA- 247528.

Notice of Action (NOA):
Counties have asked the Project to provide a complete listing of NOAs generated in CalSAWS with their triggers. This is currently not possible due to how the system generates NOAs. State NOAs are fragmented, meaning they are split apart for System generation of the NOA. These fragments include form action, budget, message, reason, and template. When EDBC is run, the System will gather each component, based on case information and EDBC Results, to render the NOA.

The trigger information for each notice is available in the functional design document (FDD) for each of the forms/notices. The information is available on the Web Portal for most forms and NOAs. This effort is a work in progress. These can be accessed by users who have security access to the CalSAWS Web Portal.

Navigation:

County Action:

None

If you have any questions about the content of this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact identified below and cc your Regional Managers.

Primary Project Contact:	Connie Buzbee BuzbeeC@CalSAWS.org
Backup Project Contact:	Janet Mitri MitriJ@CalSAWS.org
Attachments:	CIT 0212-22 Forms Inventory as of 7/11/2022_Final.xlsx
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.