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

Distribution Date:	August 3, 2022
To:	PPOC.18; Consortium.SectionDirectors; Consortium.RegionalManagers.All
CIT Name:	**CalSAWS Question & Answer (Q&A) Session: Employment Services Overview**
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 18 CalWIN Counties of the upcoming Employment Services Overview Question and Answer (Q&A) Session that will be held on **Tuesday August 16, 2022**. The Q&A Session will provide CalWIN Counties with an overview of Employment Services functionality. **Background** The Q&A Sessions are designed to provide CalWIN Counties a high-level overview of CalSAWS functionality. Previously recorded Just-in-Time Demo (JIT) on Employment Services can be found on the CalSAWS Web Portal and provides detailed CalSAWS system functions. The Q&A Sessions are not meant to train staff but provide an overview and familiarity of the pages associated to Employment Services programs in CalSAWS and provide an opportunity to answer questions that staff may have after viewing the Just-in-Time Demo. **Recommended Attendees:** The intended audience for this session is CalWIN County staff that manage Employment Services (WTW) program functions in their County. It is highly recommended County staff review the previously recorded Just-in-Time Demos and supporting materials. Additionally, staff should be familiar with CalSAWS system navigation and/or have spent time in the Sandbox environment.

	Webinar Logistics (ZOOM) Session Date: Tuesday, August 16, 2022 Session Time: 1:30 pm – 3:30 pm Duration: 2 hours **Additional Information:** The Q&A Session will be presented via ZOOM (see attached ZOOM participant guide). Please join the session 10 minutes early to ensure that there are no connectivity issues, as we will be beginning the session at the designated start time. When participants join the meeting, please use the following naming convention: Region #- County Name- Participant Name. Example: R1- Contra Costa- Mickey Mouse **Note:** The Q&A Session will be recorded and posted to the CalSAWS Web Portal along with a Q&A document and any other supporting documentation. Below is the Web Portal navigation path and hyperlink: ███████████████████████████████ ███████████ Below is the Web Portal navigation path and hyperlink for the Just-in-Time Demos: ███████████████████████████████ ██████████ **County Action:** An Outlook meeting invitation will be sent to the PPOCs with the webinar details one week prior to the event. **The PPOCs are responsible for forwarding the meeting invite to the appropriate staff.** If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).
Primary Project Contact: (Name and email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 851-3103
Backup Project Contact: (Name and email address)	Helen Cruz CalSAWS Change Management Lead Cruzh@CalSAWS.org (916) 851-3327
Attachments:	CIT 0213-22 CalSAWS Zoom Participant Guide.doc
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.