

## CalSAWS | Training Committee

Date:	07/06/2022	
Time:	9:00 am – 10:00 am	
Meeting Called by:	Joyce Oshiro / Jayna Longstreet	
Attendees:	Region 1: Maricela Flores, Odioh Odiye Region 2: Kristin Montoya, Melinda Martin, Region 3: Kandi Davis and William Griffiths Region 4: Dawn Narayan, Nhia Yang Region 5: Perla Cabrera, Carl Simmons for Trinity Hemstedt Region 6: America Rodriguez, Jose Ortiz, Ken Cho, Raul Ruano CalSAWS: Ashley Arnold, Cris Garcia, Jayna Longstreet, Joyce Oshiro, Samantha Varney	

Topic	Important Points
<b>CalWIN migration training update</b>	<ul style="list-style-type: none"> <li>• Early Training and TTT will be starting for Yolo and Placer on 7/18</li> <li>• Waves 2-6 training materials walkthroughs and planning for training facilities in progress</li> <li>• Placer assisted with LMS testing to resolve some issues and ensure their staff can take their WBTs</li> <li>• Finalizing the LMS upload dates for Early Training/TTT sessions for waves 2-6 in progress</li> </ul>
<b>Committee vote on proposed training production environment refresh schedule</b>	<ul style="list-style-type: none"> <li>• RCMs collected input from SMEs and committee received email votes R1-R6 changing the frequency to 3 times a year</li> <li>• <b>Unanimous vote</b> confirmed during the meeting to change the frequency to 3 times a year</li> <li>• Next steps:               <ul style="list-style-type: none"> <li>◦ Training Team will draft a proposed 2023 refresh schedule using the approved frequency before the next committee meeting</li> <li>◦ Proposed schedule will be shared with the committee via email and must be approved by the November 2022 meeting</li> </ul> </li> </ul>
<b>Training environment touchpoint</b>	<ul style="list-style-type: none"> <li>• <b>Reminder:</b> Training environments are down the Mondays after a major release. Code is deployed to both environments (Training Staging and Training Production) and the project tests to validate the new code on these Mondays. Even if the environment is up, please do not use it until notified.</li> <li>• Case Copy SCR CA-242895 will be released with the 22.07 release on July 25<sup>th</sup>. This SCR will modify how copied cases are assigned. Cases will be assigned to the first generic work ID for the County of the user that requested the copy.</li> <li>• <u>Question:</u> Can ServiceNow tickets be submitted for the Training Environment? County received a response from the Tech team they do not support the Training Environment. Response: Yes, if you receive this response, please reach out to the training team.</li> </ul>

## Topic

## Important Points

- Question: Batch functionality is only available in UAT, can we make it available in the Training environments? This would be help for the SAR7 and RE scenarios.  
Response: Only case copy batch functionality is available in the Training environments. Other batch functionality can potentially be explored after the CalWIN counties migrate.
- Question: We used to have access to reports in the training environment, specifically the on request and staff management reports. This is how we kept track of who logged on during the trainings. Can we bring this back?  
Response: The platform used for reports was changed and therefore the training staging and production environments do not have ability to generate these reports anymore. We can revisit the request after the CalWIN Counties migrate.
- Question: Will Training for Trainers include how to navigate/use the different training environments?  
Response: No, this will not be included. There will be a separate session about a month or two prior to your County Go-live that will walk you through the training environments. The names for who should have access to training staging will be requested via a CRFI.
- Reminder: Each County has only one batch job which copies from the different environments. The number of copies requested in the queue, impacts how long it takes for the copies to be available in Training production.

### County Induction Information gathering and collaboration opportunity

- Overview of the County responses to the questionnaire was provided. 15 counties provided questionnaire responses (Seven CalWIN and eight CalSAWS)
- Next steps:
  - The Project will look at the counties who are interested in participating and who to pair up. The Project will reach out to Counties directly.
  - This effort will focus on the eight CalSAWS counties for now.
- Counties that did not submit questionnaire responses, may still do so

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Collect input regarding the frequency of Training Environment refreshes from regional SMEs for discussion and vote at July meeting	RCMs	1.5.2022	6.29.2022	Complete