

☐ CalSAWS M&E☒ CalWIN Migration

<b>Distribution Date:</b>	August 29, 2022
<b>To:</b>	Consortium.RegionalManagers.All, PPOC Wave 1 Counties, IPOC Wave 1 Counties
<b>CIT Name:</b>	<b>Wave 1 CalWIN County Prep Phase Kickoff, Activities, and Materials</b>
<b>From:</b>	CalSAWS Implementation Support

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

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| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> MyBenefits CalWIN<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input checked="" type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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<b>Description:</b> (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>The purpose of this CIT is to inform the Wave 1 CalWIN Counties (Placer and Yolo) of the County Prep Phase Application Security &amp; Managed Personnel Kickoff Meeting and supporting documentation that will be provided to support security configuration during County Prep. These resources will prepare Wave-1 CalWIN Counties for finalizing security assignments for each county user during the County Prep Phase, which starts Monday, September 19<sup>th</sup>, 2022, and goes through Thursday, October 27<sup>th</sup>, 2022.</p> <p><b>Background</b></p> <p>The CalSAWS conversion team will convert (up to five) Project-Maintained roles mapped to each county user. The mapping of project-maintained roles for each county user were initially selected with each Wave-1 County's response to CRFI 22-022. There is an updated CRFI that will be issued to Wave-1 counties, requesting confirmation of final mapping of project-maintained roles for each county user. This updated CRFI has not yet been sent to Wave-1 Counties. Wave-1 Counties will respond to this CRFI confirming project-maintained role assignments for each county user, and the assignments indicated in this CRFI response will be the initial mapping that your County Security Administrators will see in CalSAWS Production at the beginning of the County Prep phase. During the County Prep Phase, County</p>
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Security Administrators and/or other identified County Staff will have the opportunity to review and update security assignments for each county user. This will include the addition of County-Maintained Security Roles and assignment of those County-Maintained Roles to county users in addition to the project-maintained roles that were assigned as part of conversion.

#### **Security Role Configuration Guide**

The purpose of the Security Role Configuration Guide is to provide an additional tool to prepare and inform Wave 1 CalWIN Counties for creating County Maintained Roles and finalizing the appropriate security assignments to each county user during the County Prep Phase.

#### **Additional Information**

#### **County Prep Phase Application Security & Managed Personnel Kickoff Meeting**

The ISS Team will be hosting a Kickoff Meeting to introduce the Security Configuration documentation and supporting materials included with this CIT, as well as provide hands-on demonstration of the work that County Security Administrators will need to perform to finalize security assignments during the County Prep Phase. The kickoff will also provide an opportunity for County Staff to ask questions that they may have regarding the required actions that need to be taken during County Prep.

The targeted audience for this event will be County PPOCs, IPOCs, TPOCs, County Security Administrators, and any other County Staff who are responsible for making updates to security assignments in CalSAWS. The Kickoff Meeting **will be recorded** and available for viewing on the Web Portal.

The County Prep Phase Application Security & Managed Personnel Kickoff Meeting is scheduled for Tuesday, **September 6, 2022, from 9:00 AM–11:00 AM.**

Meeting invites will go out to County PPOCs and IPOCs. **County PPOCs/IPOCs will be responsible for distributing the invites to the appropriate individuals within their county.**

#### **County Action**

The two Wave 1 CalWIN Counties (Placer and Yolo) should review the documents listed below, which are also attached to the CIT, **prior to** the Kickoff Meeting and come prepared with any questions that may be outstanding on how to complete the needed updates.

- CalSAWS Security Role Configuration Overview
- CalSAWS Security Role Configuration Guide
- CalSAWS County Security Role Configuration Template
- Appendix E\_CalSAWS Unassigned Security Groups
- Appendix F\_CalSAWS Page Mapping Matrix
- Appendix G\_CalSAWS Security Navigation

Appendix H\_CalSAWS GA GR Page Security RightsIf you have any question on this CIT please reach out to the contacts below and cc your Regional Manager(s) (RMs).

Primary Project Contact: (Name, phone number, email address)	Melody Raudman Email: <a href="mailto:RaudmanM@CalSAWS.org">RaudmanM@CalSAWS.org</a>
Backup Project Contact: (Name, phone number, email address)	Jennifer Carpenter Email: <a href="mailto:CarpenterJ@CalSAWS.org">CarpenterJ@CalSAWS.org</a>
Attachments:	<ul style="list-style-type: none"> <li>• CalSAWS Security Role Configuration Overview</li> <li>• CalSAWS Security Role Configuration Guide</li> <li>• CalSAWS County Security Role Configuration Template</li> <li>• Appendix E_CalSAWS Unassigned Security Groups</li> <li>• Appendix F_CalSAWS Page Mapping Matrix</li> <li>• Appendix G_CalSAWS Security Navigation</li> <li>• Appendix H_CalSAWS GA GR Page Security Rights</li> </ul>
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2022" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>