

☒ CalSAWS M&E      ☐ CalWIN Migration

<b>Distribution Date:</b>	September 23, 2022
<b>To:</b>	PPOC.All; IPOC.CalWIN.All; TPOC.Calwin.All; CalWIN.Conversion.Leads; Consortium.RegionalManagers.All
<b>CIT Name:</b>	<b>Update CalWIN Email Address</b>
<b>From:</b>	CalSAWS Project

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

- |   |   |
|---|---|
| <input 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"/> BenefitsCal <input type="checkbox"/> Your Benefits Now!<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 type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input checked="" type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
|---|---|

Description: (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>This CIT is to inform all CalWIN Counties (except Placer and Yolo) they must update their active user's email addresses in CalWIN as a requirement for Go-Live.</p> <p><b>Background</b></p> <p>Each County user's information, including email address, will be loaded to ForgeRock (CalSAWS Identify Manager Tool), Learning Management System (LMS), and CalSAWS core eligibility application. It is imperative that updates to the email addresses be completed prior to the County's County Prep. In preparation for County Prep, Staff information will be extracted in CalWIN a week before County Prep begins for each Wave.</p> <p><b>Note:</b> Counties should update additional datapoints such as first name, last name and username as needed. Additionally, counties should check for duplicates and remove duplicates for the existing users. Counties must continue to maintain CalWIN data for subsequent delta extracts.</p> <p><b>Additional Information</b></p>
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A CRFI will be sent to Wave 4, Wave 5, and Wave 6 to request Application security for Security Roles County Prep, County Data Validation, Process Simulation and Training. Wave 2 (CRFI 22-058) and Wave 3 (CRFI 22-083) were already sent. Timeline are provided below for each wave and the dates when information must be updated by.

COUNTIES	CalWIN Extract Date for CRFI	Planned CRFI dates for Security	LMS Access for Early Training/ Train The Trainer	Update staff info by:
Wave 3 (ORG, SBC, VEN)	09/16/22	09/16/22 - 11/04/22	11/28/22	10/03/22
Wave 4 (SDG, SMT, SCZ, SOL)	10/07/22	10/07/22 - 11/18/22	01/16/23	10/06/22
Wave 5 (ALA, FRS, SON)	12/27/22	12/27/22 - 02/10/23	03/13/23	12/26/22
Wave 6 (SAC, SFO, SLO)	02/20/23	02/20/23 - 04/07/23	05/15/23	02/19/23

If Counties would like a list of current users or a SQL to generate the report, contact your Regional Manager(RM).

If you have any questions, please contact the Primary Project Contact listed below, or the contacts listed within each set of instructions; with a copy to your RM(s).

Primary Project  
Contact:  
(Name and  
email address)

Primary Project Contact is for questions on the content of this CRFI.  
Responses must be sent back to CalSAWS at [Communication@CalSAWS.org](mailto:Communication@CalSAWS.org)

Mike Tombakian  
CalSAWS Manager  
[TombakianH@CalSAWS.Org](mailto:TombakianH@CalSAWS.Org)  
(916) 800-8104

Backup Project  
Contact:  
(Name and  
email address)

Cristy Sharma  
Consortium Conversion Lead  
[SharmaC@CalSAWS.Org](mailto:SharmaC@CalSAWS.Org)  
(916) 934-6814

Attachments:

None

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.