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

Distribution Date:	October 7, 2022
To:	Consortium.RegionalManagers.All, PPOC.Yolo; PPOC.Placer; , IPOC.CalWIN.Wave1; Consortium.SectionDirectors
CIT Name:	**Wave 1 CalWIN County Go-Live Packet**
From:	CalSAWS Implementation Support

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

☒ General
☒ Policy
    ☒ CW
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    ☐ Other Program(s)_____
☒ MyBenefits CalWIN   ☒ BenefitsCal
☒ Customer Correspondence
☐ Other_____

☒ Reports
    ☒ Fiscal
    ☒ Caseload Movement
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☒ 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 introduce the Go-Live Packet (GLP) to Wave 1 CalWIN Counties (Placer and Yolo). **Background** Wave 1 County users have successfully completed their CalSAWS Web-Based Trainings (WBTs). Users have also participated in Change Discussions to understand the key changes between CalWIN and CalSAWS. Finally, users are in the process of completing detailed Instructor-Led Training (ILT) to prepare them to do their job on Day 1 of CalSAWS Go-Live. Users may need additional assistance in specific situations when they begin using CalSAWS on October 31, 2022. Based on this need, a Go-Live Packet (GLP) has been created and will serve as a key resource for new CalSAWS users. The goal of the Go-Live Packet (GLP) is to consolidate information that will be helpful to users when they begin using CalSAWS and promote knowledge-building, so users can become self-sufficient more quickly following Go-Live. The Go-Live Packet (GLP) includes the following:

- Additional Post Go-Live data cleansing that may be required in specific scenarios.

- Known behavior of CalWIN converted cases, which may require user intervention or awareness.

- Additional resources that are available for County users to build their CalSAWS knowledge.

- Direction on how to get help during the first 60-Days Post Go-Live and following the 60-Day Post-Implementation period.

Additional Information

The CalWIN Implementation Support Services (ISS) team provided high-level walkthroughs of the Go-Live Packet (GLP) with County Change Network Champions (CNCs) and Implementation Points of Contact (IPOCs) between September 26 and October 07, 2022.

The ISS Team will be hosting Wave 1 Go-Live Packet (GLP) Orientations to discuss the purpose of the Go-Live Packet, an overview of major GLP components, and provide users with guidelines for using the GLP. The targeted audience for this event will be County PPOCs, IPOCs, County Help Desk staff and County CalSAWS users. These meetings **will be recorded** and made available for county staff who are unable to attend. They will be 90-minutes in length and are planned for 10/18/22, 10/19/22 and 10/20/22, from 10:30AM-12:00PM. County staff can select any of the three sessions to attend. The content delivered in each session will be the same.

Meeting invites will be sent to County PPOCs and IPOCs from Implementation@calsaws.org. **County PPOCs/IPOCs are responsible for distributing the invites to additional county staff for inclusion in the Go-Live Packet (GLP) Orientation Sessions.**

In addition to Go-Live Packet (GLP) Orientation Sessions, the ISS Training team will remind participants in Training Practice Labs (October 24-28, 2022) about the Go-Live Packet (GLP) and provide an overview of what it is and how to use it.

Finally, an update to the Go-Live Packet (GLP) is scheduled to be published on 10/28, with any final updates to existing content. This CIT will be refreshed, and new materials will be provided to Wave-1 Counties.

County Action

The project recommends the Go-Live Packet (GLP) be shared with all users of the CalSAWS system and invites for Go-Live Packet Orientation Sessions be distributed to county users of CalSAWS.

Wave 1 CalWIN Counties (Placer and Yolo) need to review the documents listed below, **_provided in the folder for CIT 0290-022_**, prior to the Go-Live Packet (GLP) Orientation Sessions, and come prepared to their selected Orientation Session with any questions related to the contents of the GLP or how to use it:

	01. CalSAWS Go-Live Packet 02. CalWIN ISS_GLP_What I Need To Act On 03. CalWIN ISS_GLP_What I Need To Know 04. CalWIN ISS_GLP_Where Can I Get Help - CalWIN ISS_GLP_Appendix C_CalSAWS Batch Calendar 2022 - CalWIN ISS_GLP_Appendix D_CalSAWS Reports Overview - CAIWIN_ISS_GLP_Appendix E_Adding_ChildCare_ProviderRates - CalWIN ISS_GLP_Appendix F_CalSAWS WBTs - CalWIN_ISS_Appendix_G02 CIT CalSAWS ISS CRG Update Sponsorship Detail - CalWIN_ISS_Appendix_G04 CIT CalSAWS ISS CRG Update Child Care Service Detail - CalWIN_ISS_Appendix_G05 CIT CalSAWS ISS CRG Update Schedule on Child Care Certificate Detail Page - CalWIN ISS_GLP_Appendix H_CalSAWS Terminology - CalWIN ISS_GLP_Appendix I_Qlik Report Subscription - CalWIN ISS_GLP_Appendix J_Adding Databank Collaborators Setup - CalWIN ISS_GLP_Appendix K_Validate EBT Printers If you have any question related to this CIT please reach out to the contacts below and cc your Regional Managers (RMs).
Primary Project Contact: (Name, phone number, email address)	Sumit Mukherjee Email: mukherjees@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Rachel Frey Email: FreyR@CalSAWS.org Duncan Gilliam Email: GilliamD@CalSAWS.org
Attachments:	01. CalSAWS Go-Live Packet 02. CalWIN ISS_GLP_What I Need To Act On 03. CalWIN ISS_GLP_What I Need To Know 04. CalWIN ISS_GLP_Where Can I Get Help - CalWIN ISS_GLP_Appendix C_CalSAWS Batch Calendar 2022 - CalWIN ISS_GLP_Appendix D_CalSAWS Reports Overview - CalWIN_ISS_GLP_Appendix E_Adding_ChildCare_ProviderRates - CalWIN ISS_GLP_Appendix F_CalSAWS WBTs - CalWIN_ISS_Appendix_G02 CRG Update Sponsorship Detail - CalWIN_ISS_Appendix_G04 CRG Update Child Care Service Detail - CalWIN ISS_GLP_Appendix G05_CRG Update Schedule on Child Care Certificate Detail - CalWIN ISS_GLP_Appendix H_CalSAWS Terminology - CalWIN ISS_GLP_Appendix I_Qlik Report Subscription - CalWIN ISS_GLP_Appendix J_Adding Databank Collaborators Setup - CalWIN ISS_GLP_Appendix K_Validate EBT Printers
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.