CalSAWS | Information Transmittal (CIT) 0300-22

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

Distribution Date:	October 14, 2022
To:	PPOC.Contra Costa; PPOC.Placer; PPOC.Yolo; PPOC.Santa Clara; PPOC.Tulare; PPOC.Santa Barbara; PPOC.Orange; PPOC.Ventura; PPOC.Solano; PPOC.Santa Cruz; PPOC.San Mateo; PPOC.San Diego; PPOC.Sonoma; PPOC.Alameda; PPOC.Fresno; PPOC.San Francisco; PPOC.Sacramento; PPOC.San Luis Obispo; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R2; Consortium.RegionalMangers.R3; Consortium.RegionalMangers.R4; Consortium.RegionalMangers.R5; Consortium.RegionalMangers.R6; Consortium.SectionDirectors;
CIT Name:	**CalSAWS Posters**
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 ☐ MyBCW
- ☐ 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 provide the CalWIN Counties, Waves 1 through 6, with posters that support the CalWIN migration to CalSAWS effort through highlighting each Wave's Go-Live date. **Background** As part of the Organizational Change Management (OCM) strategy, various communications products are distributed to designated Waves to build staff awareness and understanding of CalSAWS and the project. Communications provide pertinent information and content is developed by prioritizing project/system details that integrate ongoing county feedback collected through Change Readiness Surveys, Change Network Champions, County leadership, CalSAWS Regional Managers, and additional project channels. **Additional Information:**

	The posters have been designed in PowerPoint to allow for modifications and can be exported to PDF for convenient print and digital distribution. The intention of the posters is to provide simplistic, eye catching content to build both interest and staff awareness of CalSAWS. The posters attached are designed specific to each of the six waves. Counties may choose to leverage all or some of the various design options. • Wave 1 CalSAWS Posters • Wave 2 CalSAWS Posters • Wave 3 CalSAWS Posters • Wave 4 CalSAWS Posters • Wave 5 CalSAWS Posters • Wave 6 CalSAWS Posters **County Action:** Counties are encouraged to distribute the posters to all anticipated CalSAWS users. The following are additional recommendations for Counties: • Print the posters and attach to bulletin boards, other areas staff congregate, and locations with high foot traffic/visibility. • Post the poster PDF to internal websites and document repositories. • Notify Change Network Champions (CNCs) of the availability of materials. If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Managers.
Primary Project Contact: (Name and email address)	Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 851-3327
Backup Project Contact: (Name and email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 282-3596
Attachments:	Wave 1 CalSAWS Posters.pptx Wave 2 CalSAWS Posters.pptx Wave 3 CalSAWS Posters.pptx Wave 4 CalSAWS Posters.pptx Wave 5 CalSAWS Posters.pptx Wave 6 CalSAWS Posters.pptx
Web Portal Link:	[redacted] 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.