

CalSAWS | Training Committee

Date:	09/07/2022
Time:	9:00 am – 10:00 am
Meeting Called by:	Joyce Oshiro / Jayna Longstreet
Attendees:	Region 1: Andrew Stewart, Mariela Marin, Amber Wiegel Region 2: Kristin Montoya, Melinda Martin, Shauna Armbright, Virginia Condrey Region 3: William Griffiths, Joanna Birney Region 4: Nhia Yang Region 5: Kristie Beer, Renee Ruiz, Carl Simmons Region 6: Raul Ruano, Laura Carmouche CalSAWS: Ashley Arnold, Char Baker, Cris Garcia, Elizabeth Palm, Jayna Longstreet, Joyce Oshiro, Tatiana Muresan, Yolanda Banuelos

Topic/Lead	Important Points
CalWIN migration training update – Ashley Arnold	<ul style="list-style-type: none"> Wave 1 (Placer and Yolo) have started in person general training with 5 classes running at the same time For Wave 2 – 6, various training activities will continue and some will start walkthroughs soon For Wave 2 – 6, the Project is meeting with Counties to discuss Training schedules. The project is also working on training materials and incorporating the County business processes.
County Induction Information gathering and collaboration opportunity – Joyce Oshiro	<ul style="list-style-type: none"> The Project sent a 3 Question Mini Survey/questionnaire to the 10 Former CIV Counties that replied to the initial questionnaire to collect their input on participation. Based on the responses, the Project will determine County partners and begin the collaboration effort. So far, two Counties have responded. Responses are due on 09/16/2022. Discussed this effort and Counties partners. Previously, some Counties expressed challenges in developing and maintaining training materials for CalSAWS and requested the Project facilitate County collaboration on training related topics and sharing materials. To respond to this request, the Training Team sent a survey to all Counties to collect information on the nature of County induction training and which Counties want to participate in this collaboration effort by providing training materials and providing ideas on how they train. Although input from CalWIN Counties is welcome, the active collaboration effort will include current CalSAWS Counties only. As CalWIN Counties migrate, they may participate in this effort if they so chose.
Training production environment proposed 2023 refresh schedule – Joyce Oshiro	<ul style="list-style-type: none"> The Training Team proposed refresh schedule for next year was emailed to the committee prior to this meeting. The current schedule goes through 1/6/2023. Voting will take place in November Training Committee Meeting for the proposed 2023 refresh schedule. The committee had no questions regarding the proposed schedule.

Topic/Lead

Important Points

- If your region wants to propose a change to the refresh dates. Please email the entire Committee by mid-October to allow the other regions to survey their SMEs in order to vote. See proposed Refresh Dates below:

Refresh Dates 2023
Friday, January 6th, 2023
Friday, May 5th, 2023
Friday, September 1st, 2023
Friday, January 5th, 2024

Training environment touchpoint – Joyce Oshiro

- Reminder: Both Training Staging and Training Production Environments are down the Mondays after a major release. The next major release is the 22.09 release. So, on 09/26/2022, do not access either environment as the Project will be testing to see if the code deployments to both Training Staging and Training Production environments are working.
- CRFI 22-080 email was distributed on 09/06/2022 to Yolo and Placer Counties to request a list of users that will need access to the CalSAWS Training Staging environment. Responses are due by 09/19/2022. If you need to add more staff after the 09/19/2022 deadline, you need to submit a ServiceNow ticket. You can find instructions on how to complete a ticket on the Training Environment Guide available on the web portal. Waves 2 – 6 will receive a similar email to request a list of Training Staging users about 2 months prior to cutover.

Training manual development status – Joyce Oshiro

- For the CIV System, the Project maintained the following courses: CalFresh, CalWORKs, Medi-Cal and Supportive Services for Employment Services. After migration the former C-IV Counties requested these courses convert and maintain these courses for CalSAWS.
- Currently, CalFresh is almost done. CalWORKs and Medi-Cal are in development. The Training Team is also developing a General Eligibility course so the same content will not be maintained in multiple courses. This course is also still in development.
- Supportive Services/Employment Services will be included with the 2nd wave of courses.
- Discussed other potential courses: Foster Care is not included the 1st set of Training Manuals. The Training Team collected information from the Counties regarding potential use of these courses and topics requested. Prior to development, the Training Team will evaluate what other courses will be included in the future. This determination will include the topics requested by Counties and team capacity.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Collect input from regional SMEs and determine the region's votes for the propose 2023 Refresh Schedule.	RCM/SME	09/07/2023	Prior to 11/02/2022 (The committee must approve	Pending

a schedule at
the 11/02
meeting)

Next Meeting: November 2, 2022

