



CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

**Reporting Period: October 24, 2022 to
October 30, 2022**

11/02/22

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1 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	<ul style="list-style-type: none"> ▶ Concluded all BPR Closeout activities for all 18 CalWIN Counties. ▶ Conducted BPR Closeout sessions for San Francisco County (Wave 6) from 10/24/22 – 10/27/22. ▶ Facilitated discussion on max workload limit with Sacramento County (Wave 6) on 10/25/22. ▶ Executed Process Simulation scenarios with Santa Clara County participants (Wave 2) from 10/24/22 – 10/28/22. ▶ Reviewed Process Simulation Scenarios for Contra Costa County (Wave 2) to add required Configurations. ▶ Facilitated Configuration kickoff meeting for Tulare County (Wave 2) on 10/26/22.
Organizational Change Management (OCM)	<ul style="list-style-type: none"> ▶ Conducted Tulare and Contra Costa Counties CDG Office hours to answer any questions regarding the CDGs. ▶ Conducted the Wave 2 Counties PPOC Meeting is on 10/27/22. ▶ Scheduled Wave 2 Prep Session lessons learned review with Consortium and QA. ▶ Addressed any comments received for the Wave 3 CCG/CDG DWP and submitted the Final Work Product (FWP). ▶ Scheduled Wave 3 Prep Sessions with the Counties. ▶ Conducted the Wave 4 CDG Working Sessions for the Group 1 Counties. ▶ Presented the Wave 5 T-12 Readiness Survey results to the Counties on 10/24/22 and 10/25/22. ▶ Conducted the CNC Sessions for Wave 1 and Wave 2 on 10/25/22. ▶ Prepared and distributed the CNC Session materials and resources to the counties CNCs and posted on the Web Portal for Wave 3 and Wave 4 by on 10/24/22. ▶ Scheduled the CNC Kickoff Session invites for Wave 5 and Wave 6 on 11/08/22. ▶ Distributed the Wave 2 Newsletter 3 on 10/28/22.
Training	<ul style="list-style-type: none"> ▶ Completed all (week 8) of Instructor Led Training (ILT) delivery for Placer and Yolo Counties. Training is complete. ▶ Continued Wave 2 Counties' WBT for Early Training and Train the Trainer participants, and for all staff. ▶ Completed first week of Wave 3 County ILT Walkthroughs. ▶ Facilitated Training Advisory Council.

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STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Implementation	<ul style="list-style-type: none"> ▶ Go-Live Packet (GLP) – Submitted GLP v2 for Consortium Review on 10/25/22. Submission moved to 11/01/22 to incorporate reports planned to be distributed as part of Go-Live. ▶ Presented County Readiness Checklists and discussed outstanding items with the San Mateo, Santa Barbara, Yolo, Santa Clara, Sonoma, Contra Costa, and Placer County Counties' Targeted On-Site Support/Implementation Points of Contacts (TOSS/IPOC). ▶ Successfully completed County Prep Phase for Wave 1 Counties. ▶ Presented Post-Implementation plan at CNC October Wave 1/Wave 2 meeting. ▶ Distributed Command Center and Virtual Support Infographic to County end users in Placer and Yolo for escalation assistance. ▶ Setup, testing and configuration of command center technology for go-live prep. ▶ Configured extended support channels and added resources to MS Teams. ▶ Built Trip Packets for all onsite support resources and finalized teams. ▶ Conducted Green Light for Wave 1 on 10/26/22.

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Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 Highlights of the Reporting Period

- ▶ **Staff Onboarding**
 - Onboarded one (1) new resource to support County Prep and Post-Implementation.
- ▶ **Information Coordination for CalWIN Counties**
 - Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Critical Path Reporting Waves 1 to 5 – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 10/24/22.
 - Continued to facilitate the Work Plan updates for Waves 1–5 with the Consortium project teams to improve Project Plan accuracy, updates, and to identify milestones, critical path, and cross-team dependencies. Escalations provided for items not on track in the Work Plans.
- ▶ **Deliverables and Work Products – Submitted the following:**
 - No submission during reporting period.

1.3 Activities for the Next Reporting Period

- ▶ **Staff Onboarding**
 - Continue planning for and onboarding staff resources.
- ▶ **Information Coordination for CalWIN Counties**

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- Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Continue updating Waves 1 to 5 County Work Plans for the Implementation Readiness Checklist.
- ▶ **Deliverables and Work Products – Submit the following:**
 - 01.22: Work Plan Monthly Updates – October 2022 (FDEL) on 11/04/22.
 - 02.22: Monthly Status Report – October 2022 (FDEL) on 11/04/22.
 - 07.06: County Change Guide Wave 3 (Santa Barbra) FWP on 10/31/22.
 - 07.07: County Change Guide Wave 3 (Orange) FWP on 10/31/22.
 - 07.08: County Change Guide Wave 3 (Ventura) FWP on 10/31/22.
 - 07.10: County Change Guide – Wave 4 (San Mateo) DWP on 10/31/22.
 - 07.12: County Change Guide – Wave 4 (Solano) DWP on 10/31/22.
 - 08.04: Master Training Plan Monthly Update – 04 FDEL on 11/04/22.
 - 09.06: County Training Plan – Wave 3 (Santa Barbara) FWP on 10/31/22.
 - 09.07: County Training Plan – Wave 3 (Orange) FWP on 10/31/22.
 - 09.08: County Training Plan – Wave 3 (Ventura) FWP on 10/31/22.

2 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

- ▶ **BPR Closeout Sessions**
 - Concluded all BPR Closeout activities for all 18 CalWIN Counties.
 - Conducted BPR Closeout sessions for San Francisco County (Wave 6) from 10/24/22 – 10/27/22.
 - Facilitated discussion on max workload limit with Sacramento County (Wave 6) on 10/25/22.
- ▶ **Process Simulation**
 - Executed Process Simulation scenarios with Santa Clara County participants (Wave 2) from 10/24/22 – 10/28/22.
 - Reviewed Process Simulation Scenarios for Contra Costa County (Wave 2) to add required Configurations.
- ▶ **Configuration**
 - Facilitated Configuration kickoff meeting for Tulare County (Wave 2) on 10/26/22.

2.2 Activities for the Next Reporting Period

- ▶ **Process Simulation**
 - Continue readiness and execution preparation activities for Contra Costa County participants (Wave 2), including submission of data requests as needed.
- ▶ **Configuration**
 - Begin preparations for Configuration Working Sessions with Tulare County (Wave 2).
 - Support go-live configuration for Placer & Yolo Counties (Wave 1).

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3 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ▶ **Wave 2 Change Discussion Guides**
 - Conducted Tulare and Contra Costa Counties' CDG Office hours to answer any questions regarding the CDGs.
 - Conducted the Wave 2 Counties PPOC Meeting is on 10/27/22.
 - Scheduled Wave 2 Prep Session lessons learned review with Consortium and QA.
- ▶ **Wave 3 Change Discussion Guides**
 - Addressed any comments received for the Wave 3 CCG/CDG DWP and submitted the Final Work Product (FWP).
 - Scheduled Wave 3 Prep Sessions with the Counties.
- ▶ **Wave 4 Change Discussion Guides**
 - Continued to conduct the Wave 4 CDG Working Sessions for the Group 1 Counties.
- ▶ **Change Readiness Surveys**
 - Sent out reminders to Wave 4 Counties to complete the T-9 readiness survey and monitor the survey until closeout date on 10/28/22. All counties achieved the target 50% response rate.
 - Sent out reminders to Wave 3 Counties to complete the T-6 readiness survey and monitor the survey until closeout date on 11/04/22. Two counties achieved the target 50% response rate.
 - Sent out CIT to Wave 2 counties on 10/25/22 notifying them of their T-3 survey happening from 11/07/22 – 11/18/22.
 - Presented the Wave 5 T-12 Readiness Survey results to the Counties on 10/24/22 and 10/25/22.
- ▶ **Change Network Champion (CNC) Meetings**
 - Conducted the CNC Session for Wave 1 and Wave 2 on 10/25/22.
 - Prepared and distributed the CNC Session materials and resources to the counties CNCs and post it on the Web Portal for Wave 3 and Wave 4 on 10/24/22.
 - Scheduled the CNC Kickoff Session invites for Wave 5 and Wave 6 on 11/08/22.
- ▶ **Newsletter**
 - Distributed the Wave 2 Newsletter 3 on 10/28/22.

3.2 Activities for the Next Reporting Period

- ▶ **Wave 2 Change Discussion Guides**
 - Conduct the Wave 2 Counties PPOC Meeting on 11/03/22.
 - Review Wave 2 Prep Session lessons learned review with Consortium and QA.
- ▶ **Wave 3 Change Discussion Guides**
 - Address any comments received for the Wave 3 CCG/CDG DWP and submit the Final Work Product (FWP).
 - Review Wave 3 Prep Sessions with the Consortium and QA.
- ▶ **Wave 4 Change Discussion Guides**
 - Conduct the Wave 4 CDG Working Sessions for the Group 1 Counties.
- ▶ **Change Readiness Surveys**
 - Send out reminders to Wave 3 Counties to complete the Wave 3 T-6 Readiness survey and monitor the survey until closeout date on 11/04/22.

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- Analyze and review the results of Wave 4 T-9 Surveys with Consortium.
- ▶ **Change Network Champion (CNC) Meetings**
 - Draft the November Waves 3 [and](#) 4 CNC [presentation](#) and review with Consortium & QA.
- ▶ **Infographics**
 - Incorporate any feedback from the Consortium on November Infographics for Wave 3, Wave 4, Wave 5, and Wave 6.
- ▶ **Newsletter**
 - Draft content and outline for Wave 4 Newsletter 2 and Wave 5 Newsletter 1 and review with Consortium & QA on 11/07/22.

4 Training

- ▶ **Training Advisory Council**
 - Facilitated TAC meeting on 10/26/22. Discussed the CRFI process for curriculum assignments and LMS load.
- ▶ **Wave 1: Yolo and Placer County Training**
 - Completed **week 8** of ILT end user training in Placer and Yolo County. 179 sessions completed in weeks 1–8. Training is complete.
 - Delivered a supplemental Foster Care ILT in Placer and Yolo counties, in response to Placer County's request for additional training.
 - WBTs continued for Placer and Yolo County end users.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Completed week 5 of WBTs for Early Training and Train the Trainer participants, and week 2 of WBTs for all end users training.
 - All End Users in Wave 2 counties are loaded into the LMS with assigned curriculum.
- ▶ **Classroom Planning and Scheduling**
 - Continued planning classroom and scheduling logistics for Counties in all Waves.
- ▶ **Wave 3 – Wave 6 Planning**
 - Completed week 1 of ILT Walkthroughs in Santa Barbara County.

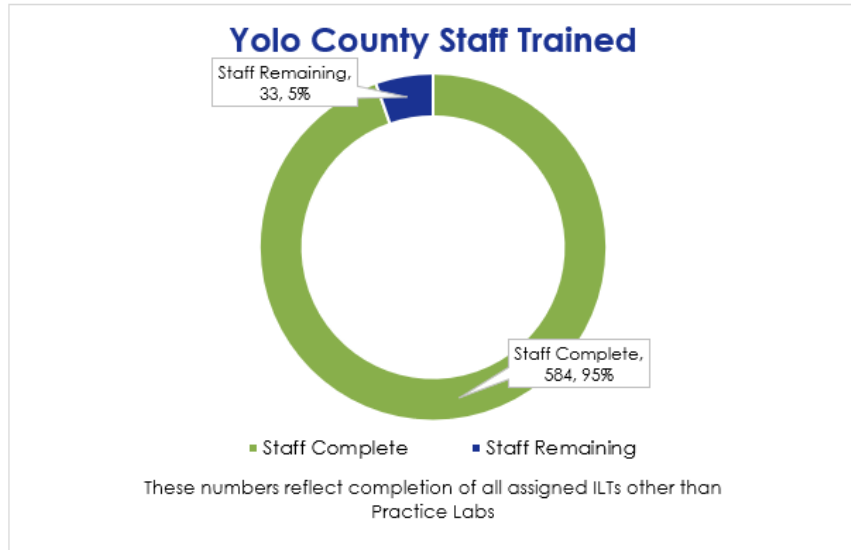


Figure 2.2-1 – Weekly ILT Training Completion Report – Yolo County

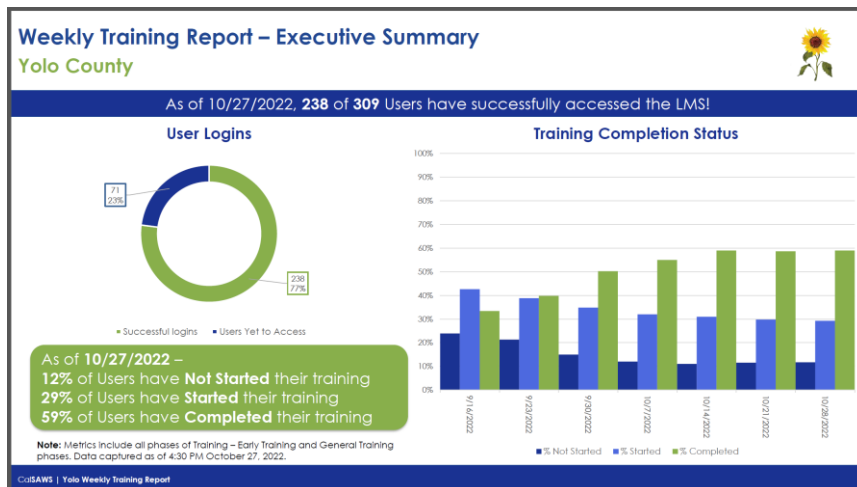


Figure 2.2-2 – Weekly WBT Training Report – Yolo County

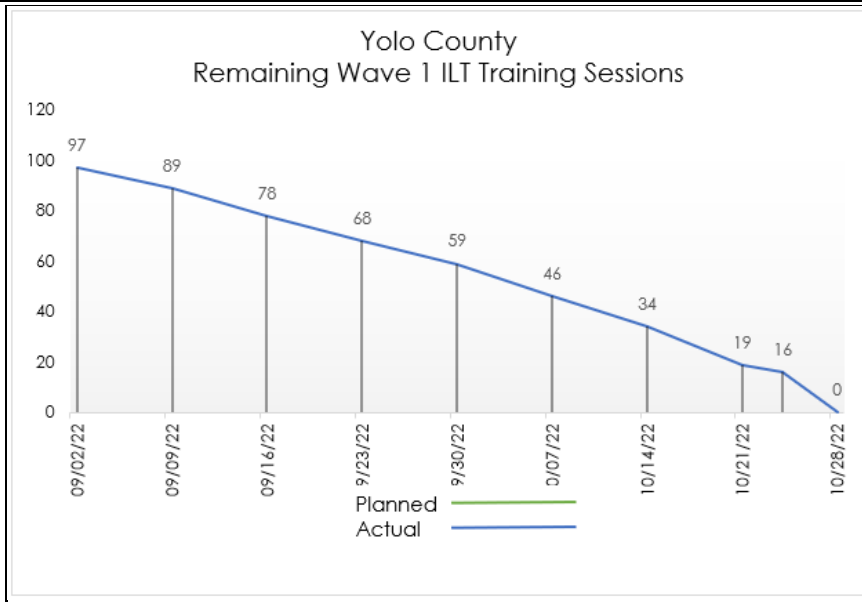


Figure 2.2-3 – ILT Burndown Training Report – Yolo County

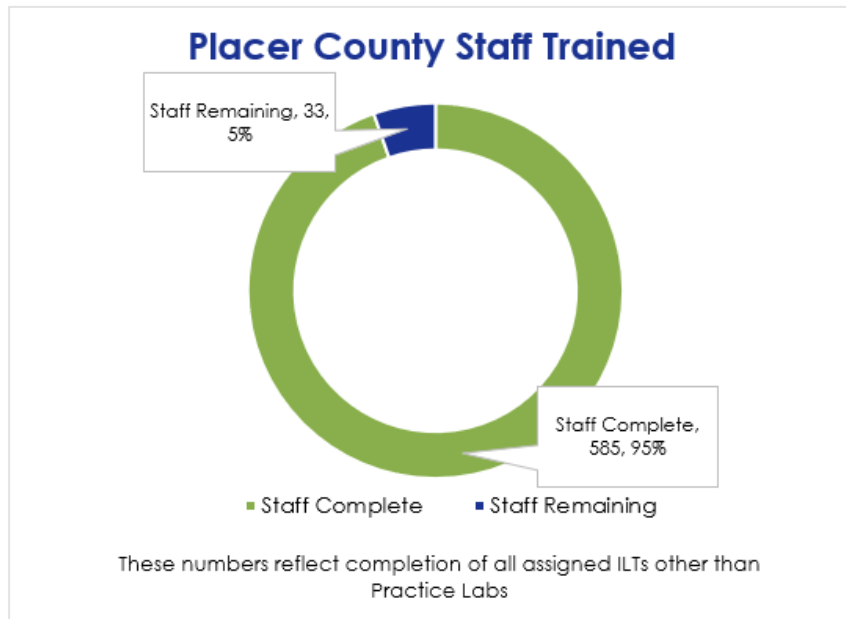


Figure 2.2-4 – Weekly ILT Training Completion Report – Placer County

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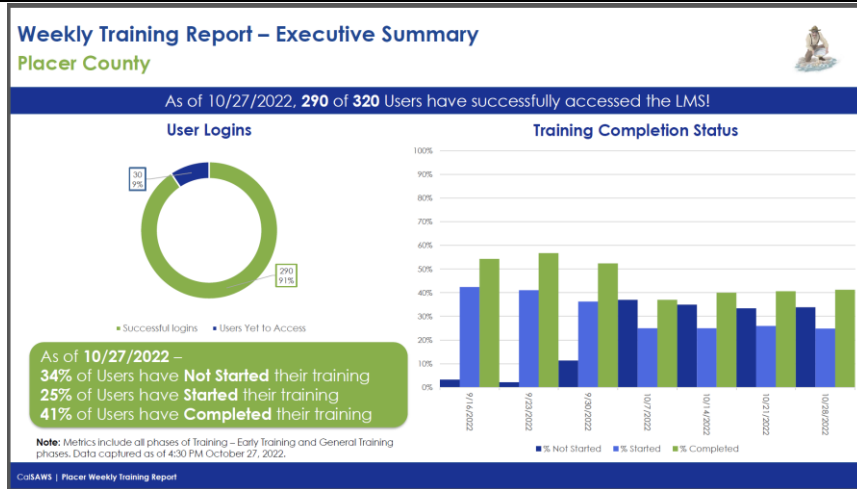


Figure 2.2-5 – Weekly WBT Training Report – Placer County

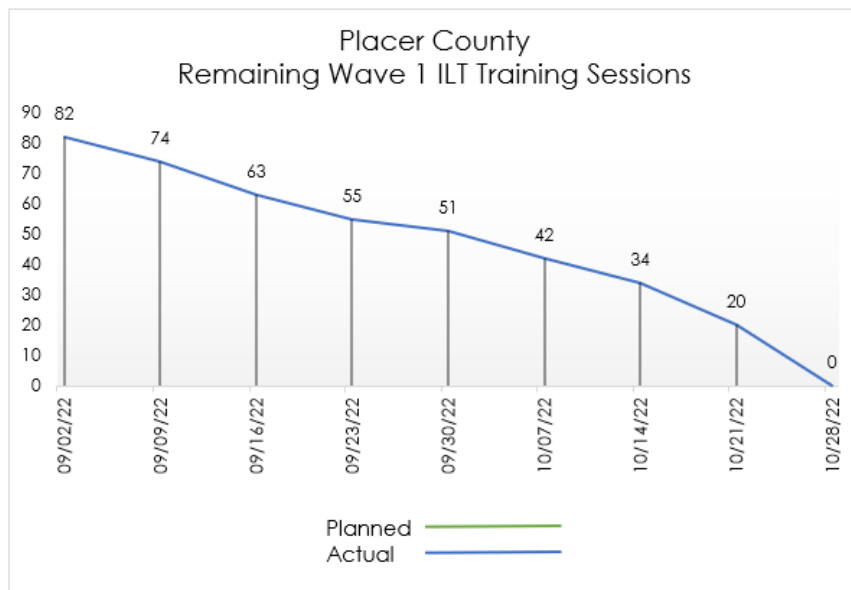


Figure 2.2-6 – Weekly ILT Training Completion Report – Placer County

4.1 Activities for the Next Reporting Period

- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Continue WBTs for Early Training and Train the Trainer participants.
 - Continue WBTs for all End Users.

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► Classroom Planning and Scheduling

- Prepare for installation and test of Wave 2 Early Training / Train the Trainer classrooms.
- Continued planning classroom and scheduling logistics for Counties in all Waves.

► Waves 3 – 6 Planning

- Continued analysis of County-specific training content.
- Begin week 2 of ILT Walkthroughs for Wave 3 Counties in Ventura County.
- Begin meetings with Wave 4 counties to review draft County Specific Training Plans.

5 Implementation

5.1 Highlights of the Reporting Period

► Go-Live Packet (GLP)

- Continued work on P3/P4 items for GLP version to be published on 11/01/22.
- Created and finalized the proposed report "Go-live Data Clean Up Navigator" which will provide a unified view of all reports for county clean-up.
- Finalized logistic approach for reports delivery and communications.
- Continued working on CDT/CDV/UAT Rejected Defect Review thread for Wave 2.

► County Prep Activities

- Completed County Prep Support and concluded the County Prep Phase for Wave 1.

► Readiness Dashboard and Packet

- Continued the Readiness Dashboard and Packet updates for Wave 2 and Wave 3. Distributed Wave 2 Dashboard and Packet for October and scheduled Wave 3 October/kickoff Readiness Dashboard and Packet walkthrough.

► San Mateo, Santa Barbara, Yolo, Santa Clara, Sonoma, Contra Costa, and Placer OSS/IPOC

- Presented the County Readiness Checklist and discussed outstanding items for San Mateo (10/25/22), Santa Barbara (10/25/22), Yolo (10/26/22), Santa Clara (10/26/22), Sonoma (10/26/22), Contra Costa (10/26/22), and Placer (10/27/22).

► Post-Implementation Support

- Distributed Command Center Infographic to county end users for escalation path.
- Distributed Virtual Support Zoom infographics for office staff in Placer and Yolo .
- Configured extended support channels and added resources to MS Teams.
- Conducted functional testing and rehearsals for all support tiers and configured metrics reporting and meeting cadence.
- Presented Post-Implementation plan at CNC October Wave 1/Wave 2 meeting.
- Update Go-Live Packet with latest post-implementation information available.
- Setup, testing and configuration of command center technology for go-live prep.
- Shared orientation session materials with CalSAWS production county participants.
- Built Trip Packets for all onsite support resources and finalize resource allocations.

5.2 Activities for the Next Reporting Period

► Post-Implementation Support

- Command Center operational and supporting end users following 10/31/22 go-live.

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- Command Center, Virtual and Onsite help troubleshoot issues from W1 Counties and log incidents in ServiceNow for resolution through defined processes/paths.
- Pull and report end-of-day/weekly metrics reporting for command center.
- Present at project production and county ops daily calls on implementation tasks.
- Review issues/trends reported from the field and determine if coordination with project teams require additional training, communication, or system fixes.
- ▶ **Go-Live Packet**
 - Publish GLP v2 on 11/01/22.
 - Publish associated reports including “Go-live Data Clean Up Navigator.”
- ▶ **Readiness Dashboard and Packet**
 - Conduct Readiness Dashboard and Packet walkthrough for Wave 3 Counties on 11/01/22.
- ▶ **Lead TOSS/IPOC Meetings**
 - Conduct TOSS/IPOC meeting for Tulare (11/01/22), Orange (11/02/22), Ventura (11/02/22), Contra Costa (11/03/22), Tulare (11/03/22), and San Diego (11/04/22).
- ▶ **County Prep Phase**
 - Make updates to Wave 2 County Prep Packet and Materials based on Wave 1 Lessons Learned.

6 Appendices

6.1 Appendix A – Deliverable Summary

Deliverable Status by Submission

DEL ID	Deliverable Name	Complete		Coming Soon		WAC Approval Pending
		DDED	FDED	DDEL	FDEL	Final Approval
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.19	Work Plan Monthly Updates – July 2022	N/A	N/A	N/A	08/05/22	08/15/22
01.20	Work Plan Monthly Updates – August 2022	N/A	N/A	N/A	09/08/22	09/16/22
01.21	Work Plan Monthly Updates – September 2022	N/A	N/A	N/A	10/05/22	10/19/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.21	Monthly Status Report – September 2022	N/A	N/A	N/A	10/05/22	10/19/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan – Wave 6	N/A	N/A	09/02/22	09/26/22	10/03/22
05	Organizational Change Management Plan	07/14/21	07/26/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07.01	County Change Guide – Wave 2 (Contra Costa)	N/A	N/A	09/12/22	10/03/22	10/12/22
07.04	County Change Guide – Wave 2 (Santa Clara)	N/A	N/A	09/12/22	10/03/22	10/12/22
07	County Change Guide – Wave 3	N/A	N/A	11/14/22	12/07/22	12/16/22
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
08.03	Master Training Plan Monthly Update - 03 (FDEL)	N/A	N/A	N/A	10/05/22	10/13/22
09	County-Specific Training Plan – Wave 2	N/A	N/A	09/16/22	10/17/22	10/19/22
09	County-Specific Training Plan – Wave 3	N/A	N/A	11/14/22	12/07/22	12/16/22
10	Implementation Support Plan	01/14/22	01/27/22	07/15/22	08/05/22	08/16/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.22	Work Plan Monthly Updates – October 2022	On Track	FDEL submission-submitted on 10/04/22 FDEL approval on 11/21/22
02.22	Monthly Status Report – October 2022	On Track	FDEL submission-submitted on 10/04/22 FDEL approval on 11/15/22
08.04	Master Training Plan Monthly Update – 04	On Track	FDEL submission-submitted on 10/04/22 FDEL approval on 11/14/22

Table 6.1-2 – Upcoming Deliverable Deadlines

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Work Product Status by Submission

		Complete	Coming Soon	County Sign-Off Pending
ID	Work Product Name	DWP	FWP	Final Approval
07	County Change Guide – Wave 3	10/10/22	10/31/22	11/07/22
09	County-Specific Training Plan – Wave 3	10/07/22	10/31/22	11/07/22

Figure 6.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
07.06	County Change Guide Wave 3 (Santa Barbra)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22
07.07	County Change Guide Wave 3 (Orange)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22
07.08	County Change Guide Wave 3 (Ventura)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22
07.10	County Change Guide – Wave 4 (San Mateo)	On Track	DWP submission on 10/31/22 FWP submission on 11/22/22 FWP approval on 12/01/22
07.12	County Change Guide – Wave 4 (Solano)	On Track	DWP submission on 10/31/22 FWP submission on 11/22/22 FWP approval on 12/01/22
09.06	County Training Plan – Wave 3 (Santa Barbara)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22
09.07	County Training Plan – Wave 3 (Orange)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22
09.08	County Training Plan – Wave 3 (Ventura)	On Track	FWP submission on 10/31/22 FWP approval on 11/07/22

Table 6.1-4 – Upcoming Work Product Deadlines

6.2 Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without considering the multi-County and multi-vendor CalSAWS ecosystem may	As we expand to 58 counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to	Open	4	Medium	03/03/21

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	impact business operations	business operations and benefits to the participants.				
258	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	Open	5	Wave 1: Low Wave 2-6: High	11/03/21
262	The CalWIN counties may not be fully prepared for go-live if they do not have sufficient or timely information	The CalWIN counties and County Directors have voiced concern that they do not have sufficient information or direction from the CalWIN ISS team to adequately prepare for go-live. In some cases, they have begun creating their own materials based on what they understand. If the counties do not have a framework within which to prepare, they may not be ready for cutover. This includes clear communication and timelines for what is needed to be completed by when, readiness checklists, early conversations on the transition from the current state to the future state, and clear direction.	Wave 1: Closed Wave 2-6: Open	Wave 1: 4 Wave 2-4: 3 Wave 5-6: 2	Wave 1: Low Wave 2-3: Medium Wave 4-6: Low	12/13/21
268	Implementation Readiness for CalWIN Cutover to CalSAWS	If implementation readiness (project and County) is not on track to meet their respective exit criteria by 04/29/2022, then the CalWIN Wave 1 cutover to CalSAWS could either be delayed or require significantly greater support to help counties through outstanding issues. Individual risks have been opened related to the ability to be fully ready in time for a successful CalWIN	Open	Wave 1-3: 4 Wave 4-6: 3	Wave 1-3: Medium Waves 4-6: Low	01/13/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		Wave 1 cutover to CalSAWS on October 27, 2022, and subsequent waves. This risk serves as an overarching risk for the overall readiness of the project and CalWIN counties to cutover to CalSAWS.				
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	The CalWIN Counties need time in the schedule, leading up to their respective Go-Live, to Refactor Ad-hoc Reports and/or Ancillary Systems. To do so, the counties need connectivity and access to CalSAWS environments, data model (and definitions), as well as data. The current CalSAWS delivery schedule (of these) is compressing the CalWIN counties Design, Development, and Testing timelines (i.e., schedule) and putting their County Readiness for Go-Live at-risk.	Wave 1: Closed Wave 2-6: Open	3	Wave 1: Low Wave 2-6: Medium	01/12/22
270	The CalWIN counties may not be fully prepared for Go-Live if there is insufficient information in the Organizational Change Management (OCM) Change Discussion Guides (CDGs)	If OCM does not have sufficient documentation and resources to create CDGs, and counties do not have adequate time to review and provide feedback, the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete	Wave 1: Closed Wave 2-6: Open	Wave 1: 2 Wave 2-3: 4 Wave 4-6: 2	Wave 1: Low Wave 2-3: High Wave 4-6: Low	02/02/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		<p>once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be process documentation does not capture this information, more work must be done on the CDG content to make it useful for counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.</p>				
278	CalWIN OCM Implementation Support Plan	<p>Deloitte Deliverable 10, CalWIN OCM Implementation Support Plan, is late, continues to require rework, and does not provide the structure or details necessary to inform the project or county teams of how support will be provided after the CalWIN counties cut over to CalSAWS. The DDEL was originally due on May 16, 2022, but not released until June 6, 2022. On June 15, 2022, it was decided that the review should be paused due to the coordination needed with project teams on Pre- and Post-Deployment Support roles, responsibilities, tasks, activities, and resources. DDEL 10 will be revised in working sessions with the</p>	<p>Wave 1: Closed Wave 2–6: Open</p>	4	<p>Wave 1: Low Wave 2–6: Medium</p>	06/28/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		project teams, and the draft deliverable is targeted to be resubmitted on July 15, 2022. Based on the deliverable process, the earliest the DEL 10 is likely to be finalized is August 18, 2022. The most immediate impact is to the Wave 1 counties. Without adequate information, neither the project nor county teams can prepare for post-implementation support, and county post-implementation support might be insufficient, disorganized, and/or ineffective				
279	CalWIN Counties may not be prepared to reconcile Fiscal and submit State Reports, timely, as they Migrate to CalSAWS	As CalWIN migrates to CalSAWS, counties may need assistance (from the project) on how to reconcile Fiscal reports as they prepare to submit State reports to CDSS on a monthly basis (and timely)	Open	Wave 1: 3 Wave 2-6: 4	Medium	09/14/22

Table 6.2-1 – Project Risks and Issues

CRFI/CIT/CalSAWS Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0309-22	PPOCs (All); Regional Managers; Help Desk	CalSAWS Reports, EDR, and Dashboards Availability Post Wave 1 Cutover Go-Live	CalSAWS M&E; CalWIN Migration	10/24/2022	Claudia Pinto	Cathryn van Namen
0312-22	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers;	CalWIN Wave 2 October Readiness	CalWIN Migration	10/25/2022	Jennifer Carpenter	Mara Jennings

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, November 2, 2022

Period: October 24, 2022 to October 30, 2022

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
	IPOCs (Wave 2); TPOCs (Wave 2)	Dashboard and Packet				
0313-22	PPOCs (Contra Costa, Santa Clara, Tulare); Directors (Contra Costa, Santa Clara, Tulare) Regional Managers (R1, R4); Section Directors	Wave 2 Counties T-3 Months Change Readiness Survey	CalWIN Migration	10/25/2022	Helen Cruz	Araceli Gallardo
0314-22	PPOCs (Placer, Yolo); Regional Managers; IPOCs Wave 1); TPOCs (Wave 2)	CalWIN Wave 1 October Readiness Dashboard and Packet 4th Weekly	CalWIN Migration	10/26/2022	Jennifer Carpenter	Mara Jennings

Table 6.2-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary Contact	Backup Contact
	None for reporting period.						

Table 6.2-3 – CRFIs

6.3 Appendix C – Project Work Plan Reports

Project Timeline

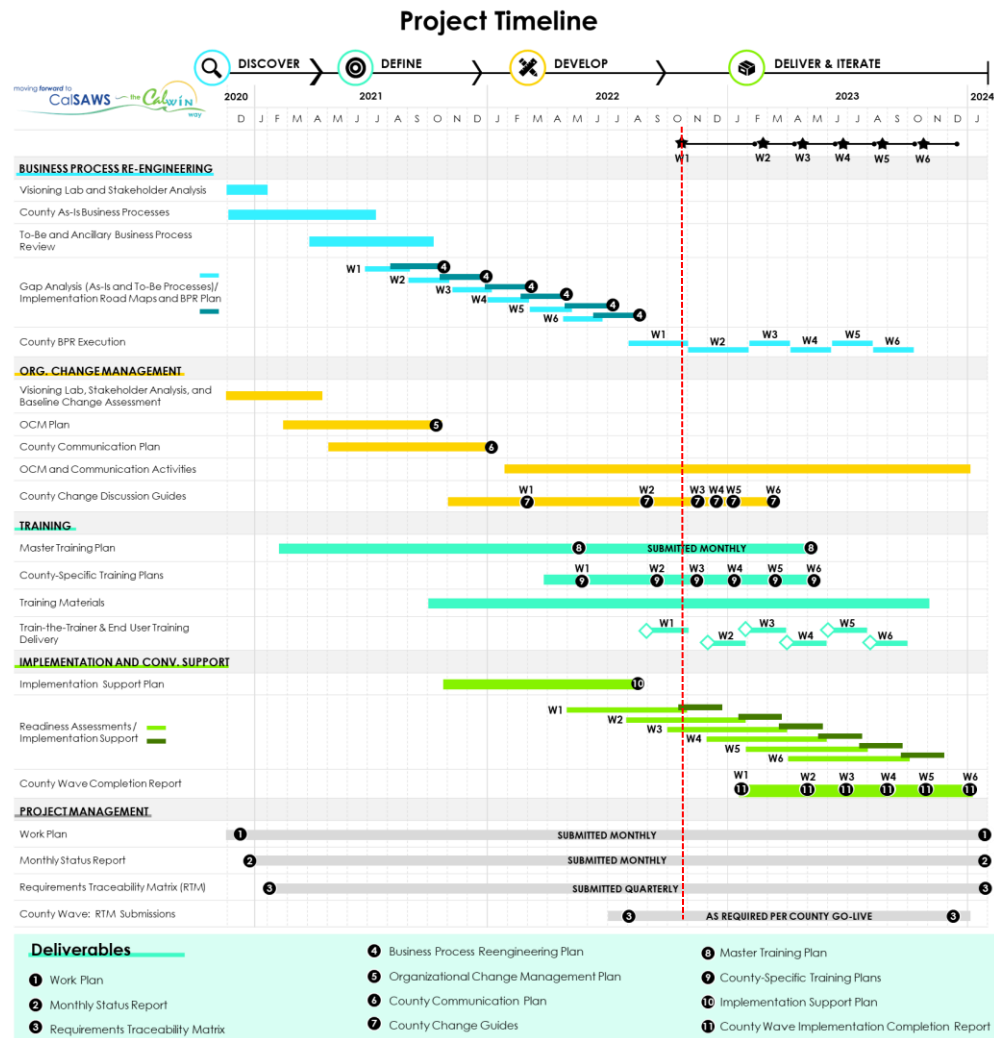


Figure 6.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, November 2, 2022

Period: October 24, 2022 to October 30, 2022

Project Action Items – Overdue

This table lists overdue action items, including the owner and due date.

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items