

CaSAWS CalWIN
Implementation Support
Services (ISS) Weekly Status
Report

**Reporting Period: December 5, 2022 to
December 11, 2022**

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, December 14, 2022

Period: December 5, 2022 to December 11, 2022

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2.0 Project Management

2.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	<ul style="list-style-type: none"> ▶ Executed Process Simulation scenarios with Contra Costa County participants (Wave 2) from 11/28/22 to 12/09/22.
Organizational Change Management (OCM)	<ul style="list-style-type: none"> ▶ Monitored and reported status of the Wave 2 change discussions. ▶ Finished conducting the CDG Prep Sessions with the Wave 3 Counties. ▶ Began CDG Office Hours for Wave 3 Counties starting on 12/05/22. ▶ Submitted Wave 3 CCG/CDG Final Deliverables (FDEL) to the Consortium. ▶ Began the Working Sessions for Wave 4, Group 2 on 12/05/22 and conducted the Weekly Wrap-Up with PPOCs of Wave 4, Group 2. ▶ Submitted Wave 4, Group 1 (Solano County) CCG/CDG Draft Deliverable (DDEL) to the Consortium on 12/08/22. ▶ Continued to develop the CDGs for the Wave 5 Counties. ▶ Monitored the Wave 6 T-12 Survey, sent reminders to the Counties to complete the surveys, and closed out the survey on 12/09/22 for San Luis Obispo County and Sacramento County. San Francisco County was given an extension to 12/13/22 due to low response rates. ▶ Presented the Wave 2 T-3 results to Tulare County on 12/05/22. ▶ Opened the Wave 1 T+6 Weeks Survey on 12/06/22.
Training	<ul style="list-style-type: none"> ▶ Continued Wave 2 Counties' Web Based Training (WBT) for Early Training and Train the Trainer participants, and for all staff. ▶ Delivered Week 2 Wave 2 Early Training and Train the Trainer Instructor Led Training. ▶ Hosted Training Touchpoints with San Diego, Santa Clara, and Orange Counties.
Implementation	<ul style="list-style-type: none"> ▶ Distributed Readiness Dashboards and Packets to Wave 2, 3, and 4 Counties. ▶ Distributed the Wave 2 County Prep Phase CIT and supporting materials to counties. ▶ Command Center (CC) completed the sixth week of Post-Implementation support. ▶ Continued analysis of the Wave 2 Post-Implementation model to accurately align resources to Wave 2 County-specific needs. ▶ Conducted initial planning for Wave 3 Post-Implementation support. ▶ Reviewed virtual and CC support channels for issues/trends and developed one Fact Sheets through the established review process. ▶ Collected, analyzed, and reported on metrics for Wave 1 Post-Implementation utilizing ServiceNow tickets, Interaction Tracker, and Zoom utilization data.

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STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	<ul style="list-style-type: none">▶ Shared topics and trends observed from Post-Implementation with OCM/Training for future communications, quick guides, and instruction.▶ Provided weekly report out of onsite personnel by location as well as future month projections to County leaders.▶ Participated in Retrospective Sessions for Implementation Management on 12/06/22.

Table 2.1-1 – CalSAWS Executive Summary Agenda Topics

2.2 Highlights of the Reporting Period

- ▶ **Staff Onboarding**
 - Continued planning for and onboarding staff resources.
- ▶ **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 1–6** – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 12/07/22.
 - **Work Plan Updates** – Continued to facilitate the Work Plan updates for Wave 1 through Wave 6 with the Consortium project teams to improve Project Plan accuracy, updates, identify milestones, critical path, and cross-team dependencies. Escalations provided for items not on track in the Work Plans.
 - **Wave 6 County Work Plan** – Released Wave 6 County Work Plan. Completed initial sync to Jira.
- ▶ **Deliverables and Work Products – Submitted the following:**
 - FDEL 01.23: Work Plan Monthly Updates – November 2022 on 12/05/22.
 - FDEL 02.23: Monthly Status Report – November 2022 on 12/05/22.
 - FDEL 03.07: Requirements Traceability Matrix (RTM) – Q7 on 12/05/22.
 - FDEL 07.06: County Change Guide – Wave 3 (Santa Barbara) on 12/07/22.
 - FDEL 07.07: County Change Guide – Wave 3 (Orange) on 12/07/22.
 - FDEL 07.08: County Change Guide – Wave 3 (Ventura) on 12/07/22.
 - DDEL 07.12: County Change Guide – Wave 4 (Solano) on 12/08/22.
 - FDEL 08.05: Master Training Plan Monthly Update – 05 on 12/05/22.
 - FDEL 09.06: County Training Plan – Wave 3 (Santa Barbara) on 12/07/22.
 - FDEL 09.07: County Training Plan – Wave 3 (Orange) on 12/07/22.
 - FDEL 09.08: County Training Plan – Wave 3 (Ventura) on 12/07/22.

2.3 Activities for the next Reporting Period

- ▶ **Staff Onboarding**
 - Continue planning for and onboarding staff resources.
- ▶ **Information Coordination for CalWIN Counties**
 - Continue to collaborate with other teams to coordinate information for the CalWIN Counties.

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▶ **County Work Plans**

- Continue updating Wave 1–6 County Work Plans for the Implementation Readiness Checklist.

▶ **Deliverables and Work Products – Submit the following:**

- DDEL 07.10: County Change Guide – Wave 4 (San Mateo) on 12/16/22.
- FWP 09.10: County Training Plan - Wave 4 (Santa Mateo) on 12/16/22.
- FWP 09.11: County Training Plan - Wave 4 (Santa Cruz) on 12/13/22.

3.0 Business Process Reengineering (BPR)

3.1 Highlights of the Reporting Period

▶ **Process Simulation**

- Executed Process Simulation scenarios with Contra Costa County participants (Wave 2) from 11/28/22 to 12/09/22.

3.2 Activities for the Next Reporting Period

▶ **Process Simulation**

- Execute Process Simulation scenarios with Tulare County participants (Wave 2) from 12/12/22 to 12/23/22.

4.0 Organizational Change Management (OCM)

4.1 Highlights of the Reporting Period

▶ **Wave 2 Change Discussion Guides**

- Monitored and reported status of the Wave 2 change discussions. Tulare County is planning to be complete with change discussions by 01/31/23.

▶ **Wave 3 Change Discussion Guides**

- Finished conducting the CDG Prep Sessions with the Wave 3 Counties (last session occurred on 12/06/22).
- Began CDG Office Hours for Wave 3 Counties starting on 12/05/22.
- Submitted Wave 3 CCG/CDG Final Deliverables (FDEL) to the Consortium on 12/07/22.

▶ **Wave 4 Change Discussion Guides**

- Sent emails to San Mateo County and Solano County to conduct Change Discussion Kickoff and Prep Sessions for the month of January.
- Sent CRFI and CIT to CIT/CRFI Review Group confirm dates for Santa Cruz County and San Diego County's Change Discussion Kickoff and Prep Sessions.
- Began the Working Sessions for Wave 4, Group 2 on 12/05/22 and conducted the Weekly Wrap-Up with PPOCs of Wave 4, Group 2.
- Submitted Wave 4, Group 1 (Solano County) CCG/CDG DDEL to the Consortium on 12/08/22.

▶ **Wave 5 Change Discussion Guides**

- Continued to develop the CDGs for the Wave 5 Counties.

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- ▶ **Change Readiness Surveys**
 - Monitored the Wave 6 T-12 Survey, sent reminders to the Counties to complete the surveys, and closed out the survey on 12/09/22 for San Luis Obispo and Sacramento Counties. San Francisco County was given an extension to 12/13/22 due to low response rates.
 - Presented the Wave 2 T-3 results to Tulare County on 12/05/22.
 - Opened the Wave 1 T+6 Weeks Survey on 12/06/22.
- ▶ **Change Network Champion (CNC) Meetings**
 - Reviewed the presentation for the December Wave 5 and Wave 6 CNC Meeting with the Consortium.
- ▶ **Infographics**
 - Sent to the December Infographics (Wave 3–6) to the Consortium for review.
 - Continued to develop the December Infographics (Waves 1–2).
- ▶ **Newsletter**
 - Continued to develop the December newsletters and reviewed early drafts with the Consortium on 12/07/22.

4.2 Activities for the Next Reporting Period

- ▶ **Wave 2 Change Discussion Guides**
 - Monitor and report status of the Wave 2 change discussions.
- ▶ **Wave 3 Change Discussion Guides**
 - Continue to conduct CDG Office Hours for Wave 3 Counties until 12/16/22.
 - Sign off for the Wave 3 CCG/CDG FDEL on 12/14/22.
 - Send out invites to Wave PPOCs for Weekly check-in post-Office Hours.
- ▶ **Wave 4 Change Discussion Guides**
 - Send out invites to San Mateo County and Solano County to conduct Change Discussion Kickoff and Prep Sessions for the month of January.
 - Finish the Working Sessions for Wave 4 Group 2 on 12/16/22 and conduct the Weekly Wrap-Up with PPOCs of Wave 4 Group 2.
 - Submit the Wave 4, Group 1 (San Mateo County) CCG/CDG DDEL to the Consortium on 12/08/22.
- ▶ **Wave 5 Change Discussion Guides**
 - Continue to develop the CDGs for the Wave 5 Counties.
- ▶ **Change Readiness Surveys**
 - Monitor the Wave 1 T+6 Survey, send reminders to the Counties to complete the surveys, and close out the survey on 12/19/22.
 - Send the following CITs to the Consortium for review (to notify counties of upcoming readiness surveys): Wave 3 T-3, Wave 4 T-6, and Wave 5 T-9.
 - Present the Wave 2 T-3 results to Santa Clara and Contra Costa Counties.
 - Analyze the Wave 6 T-12 Survey results and develop the presentations for the surveys.
- ▶ **Change Network Champion (CNC) Meetings**
 - Conduct CNC Meeting with Wave 5–6 on 12/13/22
 - Conduct CNC Meeting with Wave 3–4 on 12/15/22
 - Send the Wave 1 and Wave 2 CNC November meeting materials to the Counties (CNC presentation and minutes)
 - Prepare and gather the post-CNC Session materials and send them out to Wave 3-4 and Waves 5–6 on 12/19/22.

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► Infographics

- Review the Waves 1–2 December Infographics with the Consortium.
- Send the Waves 3–6 December Infographics to the CRFI Review Group.

► Newsletter

- Send the December Newsletters to the Consortium for review.

5.0 Training

5.1 Highlights of the Reporting Period

► Training Advisory Council

- Planning in progress for the Training Advisory Council (TAC) meeting on 12/14/22.

► Wave 2: Contra Costa, Tulare, and Santa Clara County Training

- Completed week 10 of WBTs for Early Training and Train the Trainer participants, and week 7 of WBTs for End User training.
- Completed Week 2 of ILT delivery for Early Training and Train the Trainer.
- Hosted training touchpoint with Santa Clara County.

► Classroom Planning and Scheduling

- Continued planning classroom and scheduling logistics for Counties in all Waves.
- Conducted classroom site visit in Orange County.

► Wave 3 – Wave 6 Planning

- Continued updating training materials with Wave 4 County-specific content.
- Hosted training touchpoint with San Diego County.
- Hosted training touchpoint with Orange County.

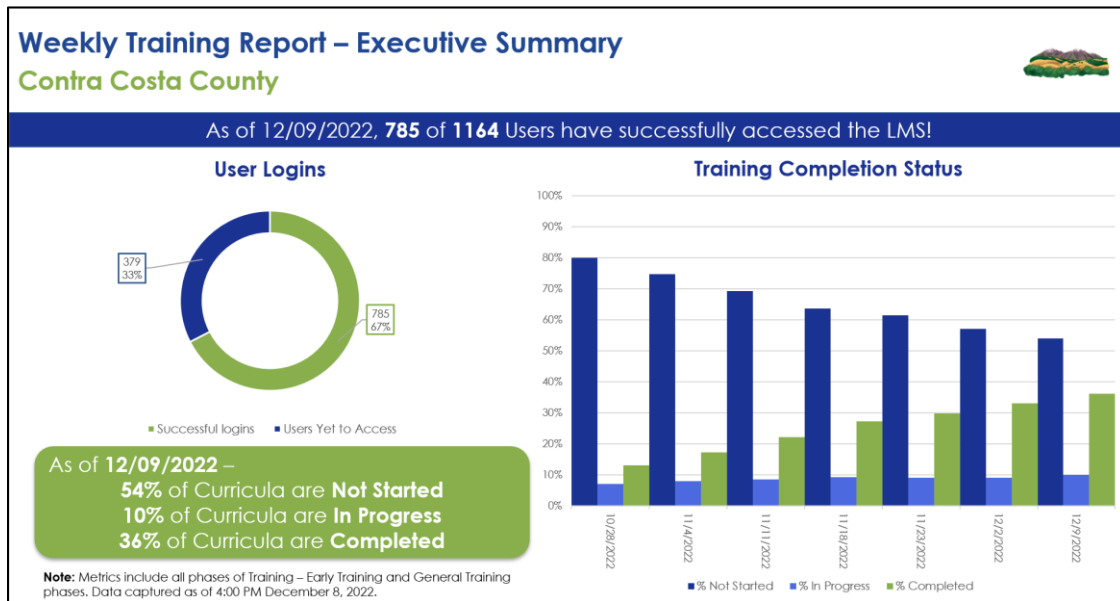


Figure 5.1-1 – Weekly WBT Training Report – Contra Costa County

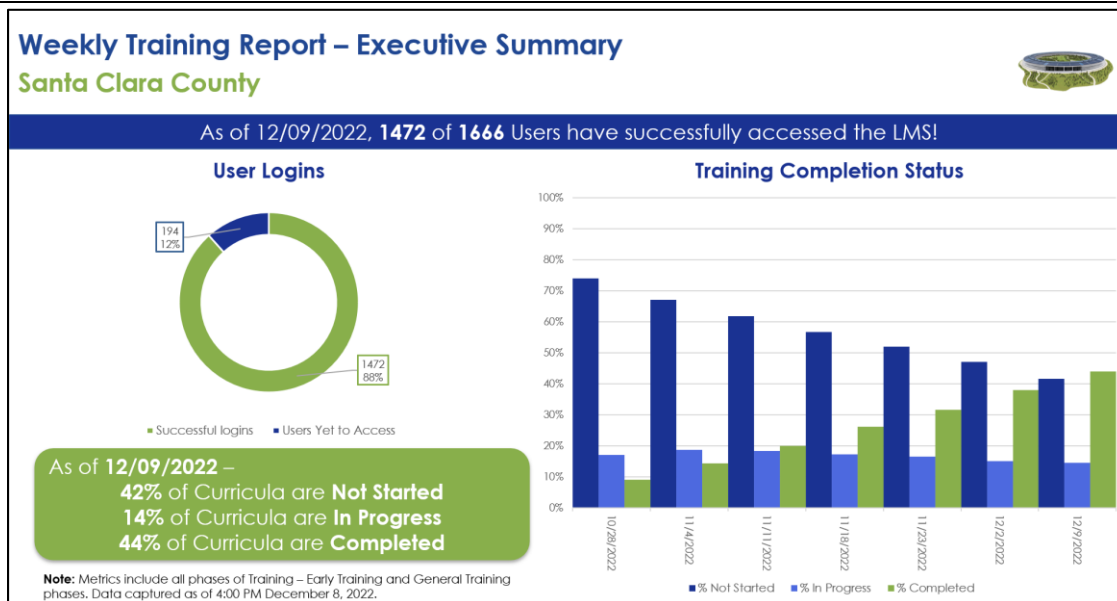


Figure 5.1-2 – Weekly WBT Training Report – Santa Clara County

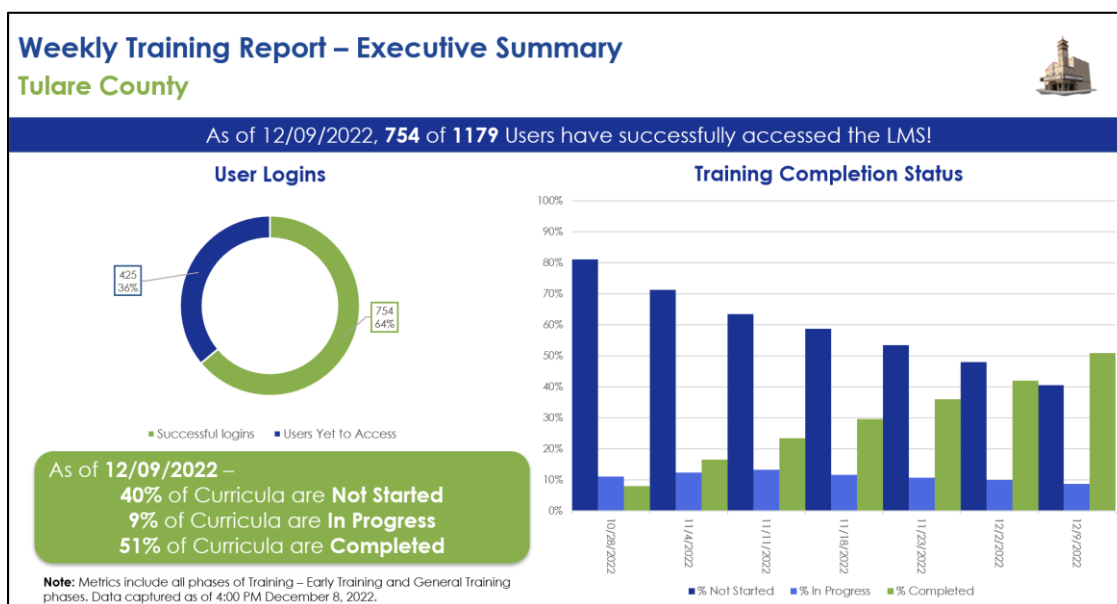


Figure 5.1-3 – Weekly WBT Training Report – Tulare County

5.2 Activities for the Next Reporting Period

- ▶ **Training Advisory Council**
 - Host Training Advisory Council (TAC) meeting on 12/14/22.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Continue ILTs for Early Training and Train the Trainer participants.
 - Continue WBTs for all End Users.
 - Host Training Touchpoint with Santa Clara County.
 - Host Training Touchpoint with Contra Costa County.
- ▶ **Classroom Planning and Scheduling**
 - Continue planning classroom and scheduling logistics for Counties in all Waves.

▶ **Waves 3–6 Planning**

- Continue analysis of County-specific training content.
- Host Training Touchpoint with Sacramento County, San Mateo County, and Santa Cruz County.

6.0 Implementation

6.1 Highlights of the Reporting Period

▶ **Readiness Dashboard and Packet**

- Distributed Wave 2 and Wave 3 December 2022 Readiness Packets and Dashboards to the Counties.
- Conducted Wave 4 Readiness Dashboard walkthrough on 12/07/22.
- Distributed initial Wave 4 Readiness Dashboard and Packet to the Counties.

▶ **Lead TOSS/IPOC Meetings**

- Conducted TOSS/IPOC meeting for Orange County (12/07/22) and Ventura County (12/07/22).
- Conducted Wave 6 Workplan and Checklist Kickoff (12/06/22).

▶ **Global IPOC/Wave IPOC**

- Conducted final Global IPOC meeting for December 2022 and continued planning for Wave IPOC meetings beginning January 2023.

▶ **County Prep Phase**

- Distributed Wave 2 County Prep Phase CIT and Supporting Materials to the Wave 2 Counties.

▶ **Post-Implementation Support**

- CC completed Week 6 of Post-Implementation support.
- Continued analysis for Wave 2 Post-Implementation model to accurately align resources to county onsite and virtual support for Wave 2.
- Conducted initial planning for Wave 3 Post-Implementation support resources.
- Reviewed Virtual Support and CC channels for issues/trends and prepared one Fact Sheets for distribution through established review process.
- Collected, analyzed, and reported on metrics for W1 Post-Implementation utilizing ServiceNow tickets, Interaction Tracker, and Zoom utilization data.
- Shared topics and trends observed from Post-Implementation with OCM/Training for future communications, quick guides, and instruction.
- Provided weekly report out of onsite personnel by location and future month's projections to County leadership, including holiday coverage plans.
- Participated in Retrospective Sessions for Implementation Management on 12/06/22.
- Revised initial draft for Del-11 Post-Implementation Wave Completion Report for internal review.

6.2 Activities for the Next Reporting Period

▶ **Post-Implementation Support**

- Continue to monitor onsite requirements for support needs for additional resources.
- Continue to troubleshoot issues and log incidents in ServiceNow/Daily Issue Tracker.
- Review and distribute Fact Sheets for end user knowledge and awareness of issues.
- Provide project production and County ops updates for Wave 1 implementation.

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- Synthesize end-of-day/weekly metrics reports for the CC and Virtual Support teams.
- Review issues/trends reported from the field and determine if coordination with project teams require additional training, communication, or timely system fixes.
- Close gaps as needed for holiday coverage of onsite support for week of 12/26/22.
- Share draft of Del-11 Post-Implementation Wave Completion Report to implementation managers review and feedback.
- ▶ **Readiness Dashboard and Packet**
 - Continue updates to Waves 2, 3 and 4 Readiness Packets and Dashboards.
- ▶ **Lead TOSS/IPOC Meetings**
 - Conduct TOSS/IPOC meeting for Sant Clara County (12/14/22) and Santa Cruz County (12/14/22), Contra Costa County (12/14/22), San Mateo County (12/15/22), San Luis Obispo County (12/15/22) and Tulare County (12/15/22).
- ▶ **County Prep Phase**
 - Assemble and update County Prep Kickoff presentation for Wave 2 County Prep Phase Kickoff.

7.0 Appendices

7.1 Appendix A – Deliverable Summary

Deliverable Status by Submission

		Complete	Coming Soon	WAC Approval Pending		
DEL ID	Deliverable Name	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
01.22	Work Plan Monthly Updates – October 2022	N/A	N/A	N/A	11/02/22	11/21/22
01.23	Work Plan Monthly Updates – November 2022	N/A	N/A	N/A	12/05/22	12/18/22
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.22	Monthly Status Report – October 2022	N/A	N/A	N/A	11/02/22	11/15/22
02.23	Monthly Status Report – November 2022	N/A	N/A	N/A	12/05/22	12/14/22
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
03.07	Requirements Traceability Matrix – Quarter 7	N/A	N/A	N/A	12/05/22	12/14/22
04	Business Process Reengineering Plan	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 (Santa Barbara, Ventura, and Orange)	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
08.04	Master Training Plan Monthly Update - 04	N/A	N/A	N/A	11/02/22	11/15/22
08.05	Master Training Plan Monthly Update - 05	N/A	N/A	N/A	12/05/22	12/14/22
09	County-Specific Training Plan – Wave 2 (Santa Clara and Tulare)	N/A	N/A	09/16/22	10/17/22	10/19/22
09	County-Specific Training Plan – Wave 3 (Santa Barbara, Ventura, and Orange)	N/A	N/A	11/14/22	12/07/22	12/16/22
09	County-Specific Training Plan – Wave 4 (San Diego, San Mateo, Santa Cruz, and Solano)	11/18/22	12/13/22	01/05/22	01/31/23	02/09/23
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 7.1-1 – Deliverable Status by Submission

DDEL 07.10: County Change Guide – Wave 4 (San Mateo) on 12/16/22

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.23	Work Plan Monthly Updates – November 2022	On Track	FDEL submission 12/05/22 FDEL approval 12/18/22
02.22	Monthly Status Report – October 2022	On Track	FDEL submission 12/05/22 FDEL approval 12/14/22
03.07	Requirements Traceability Matrix – Quarter 7	On Track	FDEL submission 12/05/22 FDEL approval 12/14/22
07.06	County Change Guide – Wave 3 (Santa Barbara)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22
07.07	County Change Guide – Wave 3 (Orange)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22

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DEL #	Deliverable Name	Status	Next Deadline
07.08	County Change Guide – Wave 3 (Ventura)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22
07.10	County Change Guide – Wave 4 (San Mateo)	On Track	DDEL submission 12/16/22 FDEL submission 01/10/23 FDEL approval 01/19/22
08.05	Master Training Plan Monthly Update - 05	On Track	FDEL submission 12/05/22 FDEL approval 12/14/22
09.06	County-Specific Training Plan – Wave 3 (Santa Barbara)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22
09.07	County-Specific Training Plan – Wave 3 (Orange)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22
09.08	County-Specific Training Plan – Wave 3 (Ventura)	On Track	FDEL submission 12/07/22 FDEL approval 12/16/22

Table 7.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

ID	Work Product Name	DWP	FWP	Final Approval
07	County Change Guide – Wave 3 (Ventura and Orange)	10/10/22	10/31/22	11/07/22
07.10	County Change Guide – Wave 4, Group 1 (San Mateo)	11/03/22	11/23/22	12/02/22
07.12	County Change Guide – Wave 4, Group 1 (Solano)	11/01/22	11/22/22	12/01/22
09	County-Specific Training Plans – Wave 3 (Ventura and Orange)	10/07/22	10/31/22	11/07/22
09	County-Specific Training Plans – Wave 4 (San Mateo, Solano, Santa Cruz, and San Diego)	11/18/22	12/13/22	12/20/22

Figure 7.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
09.10	County Training Plan – Wave 4 (San Mateo)	On Track	FWP submission 12/16/22 FWP approved 12/23/22
09.11	County Training Plan – Wave 4 (Santa Cruz)	On Track	FWP submission 12/13/22 FWP approved 12/20/22

Table 7.1-4 – Upcoming Work Product Deadlines

7.2 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	As we expand to 58 counties and with	Open	4	Medium	03/03/21

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	Operations, including Batch Operations, to provide 40 and 58 County support, without considering the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to 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.	Wave 1: Closed Wave 2–6: 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: Low Wave 3–4: Medium Wave 5–6: 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	Wave 1: Closed Wave 2–6: Open	Wave 1–3: 4 Wave 4–6: 3	Medium	01/13/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		<p>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 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.</p>				
269	<p>CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live</p>	<p>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.</p>	<p>Wave 1: Closed Wave 2–6: Open</p>	3	<p>Wave 1: Low Wave 2–6: Medium</p>	01/12/22
278	<p>CalWIN OCM Implementation Support Plan</p>	<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</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
		<p>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 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</p>				
279	<p>CalWIN Counties may not be prepared to reconcile Fiscal and submit State Reports, timely, as they Migrate to CalSAWS</p>	<p>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)</p>	Open	<p>Wave 1: 3 Wave 2–6: 4</p>	Medium	09/14/22

Table 7.2-1 – Project Risks and Issues

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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
0355-22	PPOCs (Tulare, Santa Clara, Contra Costa); IPOCs (Tulare, Santa Clara, Contra Costa); Regional Managers	Wave 2 CalWIN County Prep Phase Kickoff, Activities, and Materials	CalWIN Migration	12/07/22	Jennifer Carpenter	Mara Jennings
0356-22	PPOCs (Orange, Santa Barbara, Ventura); IPOCs (Orange, Santa Barbara, Ventura); Regional Managers	CalWIN Wave 3 December Implementation Readiness Dashboard and Packet		12/07/22	Jennifer Carpenter	Mara Jennings
0357-22	PPOCs (Tulare, Santa Clara, Contra Costa); IPOCs (Tulare, Santa Clara, Contra Costa); Regional Managers	CalWIN Wave 2 December Readiness Dashboard and Packet	CalWIN Migration	12/07/22	Jennifer Carpenter	Mara Jennings
0358-22	PPOCs (San Diego, San Mateo, Santa Cruz, Solano); IPOCs (San Diego, San Mateo, Santa Cruz, Solano); Regional Managers	CalWIN Wave 4 December Readiness Dashboard and Packet	CalWIN Migration	12/08/22	Jennifer Carpenter	Mara Jennings

Table 7.2-2 – 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
22-117	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers (R1, R4); IPOC (Tulare)	Request for CalSAWS Training Staging Environment Access (Wave 2)	12/05/22	Open	12/16/22	Ashley Arnold	Cristina Garcia

Table 7.2-3 – CRFIs

7.3 Appendix C – Project Work Plan Reports

Project Timeline

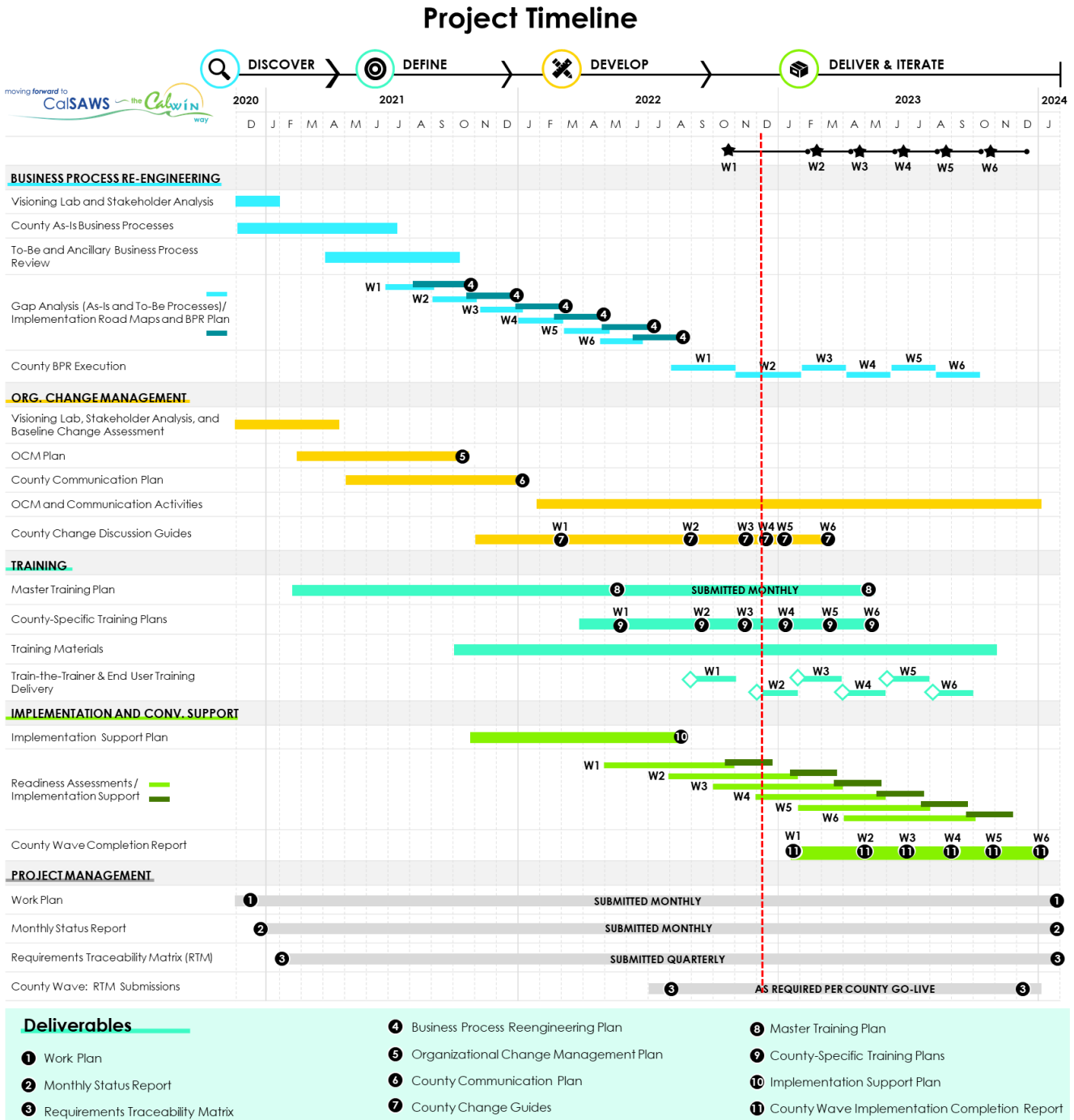


Figure 7.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, December 14, 2022

Period: December 5, 2022 to December 11, 2022

Project Action Items – Overdue

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

ID	Description	Owner	Due Date
None.			

Table 7.3-1 – Overdue Action Items