

☐ CalSAWS M&E      ☒ CalWIN Migration

<b>Distribution Date:</b>	November 16, 2022
<b>To:</b>	PPOC.Sacramento; PPOC.San Francisco; PPOC.San Luis Obispo; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R2; Consortium.RegionalMangers.R4;
<b>CIT Name:</b>	<b>Wave 6 Counties T-12 Month Change Readiness Survey Poster</b>
<b>From:</b>	CalSAWS Project

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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<b>Description:</b> (Including any step-by-step instructions)	<p><b>Purpose</b>          The purpose of this CIT is to provide the Wave 6 CalWIN Counties with a poster containing information about the upcoming change readiness survey to help promote survey completion.</p> <p><b>Background</b>          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.</p> <p><b>Additional Information:</b>          The poster has been designed to allow for convenient print and digital distribution through PDF. The intention of the poster is to provide simplistic, eye catching content to build staff awareness of the upcoming T-12 month Change Readiness survey.</p>
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	<p><b>County Action:</b> Counties are encouraged to distribute the poster to all anticipated CalSAWS users.</p> <p>The following are additional recommendations for Counties:</p> <ul style="list-style-type: none"> <li>• Print the poster and attach to bulletin boards, other areas staff congregate, and locations with high foot traffic/visibility.</li> <li>• Upload the poster PDF to internal websites and document repositories.</li> <li>• Notify Change Network Champions (CNCs) of the availability of materials.</li> <li>• Leverage the poster during meetings when reminding staff to complete the survey, as applicable.</li> </ul> <p>If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Helen Cruz CalSAWS Change Management Lead <a href="mailto:CruzH@CalSAWS.org">CruzH@CalSAWS.org</a> (916) 282-3801</p>
Backup Project Contact: (Name and email address)	<p>Araceli Gallardo CalSAWS Change Management Lead <a href="mailto:GallardoA@CalSAWS.org">GallardoA@CalSAWS.org</a> (916) 282-3596</p>
Attachment:	T-12 Month Change Readiness Survey Poster.pdf
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2022" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>