CalSAWS | Information Transmittal (CIT)   0361-22

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

Distribution Date:	December 12, 2022
To:	Consortium.RegionalManagers.R5; PPOC.Orange; Consortium.SectionDirectors; PPOC.Ventura; PPOC.SantaBarbara; IPOC.CalWIN.Wave3
CIT Name:	**CalSAWS LMS Access Guide for General Training – CalWIN Wave 3**
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   ☐ Your Benefits Now!
☐ 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 Orange County, Ventura County, and Santa Barbara County with the LMS Guide for General Training.

Background
CalSAWS General Training participants in Orange, Ventura and Santa Barbara Counties will be able to access the CalSAWS Learning Management System (LMS) to complete their web-based training (WBT) starting Monday, December 19, 2022. Training has been assigned in collaboration with each county based on staff roles. Select staff will receive only web-based training as their assignment, while most staff will receive their web-based training assignment as a prerequisite to attending CalSAWS Instructor-led Training (ILT).

The attached LMS Guide for General Training provides instructions for accessing the CalSAWS LMS for the first time, accessing your assigned CalSAWS training curriculum, using the Learning Journey Map to navigate your curriculum, and submitting a ServiceNow ticket for LMS issues and questions.

County Action |

	Orange, Ventura, and Santa Barbara Counties are asked to distribute the attached LMS Guide for General Training to all CalWIN Users who will be participating in General Training to complete their CalSAWS WBTs before they attend CalSAWS instructor-led training (ILT). ILT delivery for Wave 3 counties begins on February 27, 2023. If you have questions on this CIT, please reach out to the Primary or Backup Contact and cc your Regional Managers.
Primary Project Contact: (Name and email address)	Ashley Arnold Consortium Training Manager ArnoldA@CalSAWS.org
Backup Project Contact: (Name and email address)	Renee Carter ISS Training Manager CarterR@CalSAWS.org
Attachments:	LMS Guide for General Training.pdf LMS Guide for CCC General Training.pdf
Web Portal Link:	███████ 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.