

CalSAWS | Notes from Training Committee Meeting

Date: 11/02/2022	Notes Location:
Time: 10:00 am – 11:00 am	Meeting Materials: Agenda
Meeting Called by: Joyce Oshiro	
Attendees: Region 1: Andrew Stewart, Maricela Flores for Mariela Marin Region 2: Shauna Armbright Region 3: William Griffiths Region 4: Dawn Narayan, Ashley Coyle, Nhia Yang Region 5: Darcey Hanna, Felipe Fuentes, Kristie Beer, Carl Simmons for Trinity Hemstedt Region 6: Raul Ruano CalSAWS: Ashley Arnold, Cris Garcia, Jayna Longstreet, Joyce Oshiro, Tom Villanueva, Yolanda Banuelos	

Topic

Important Points

CalWIN Migration Update

- Officially in Wave 2 – Training scheduling in progress
- Wave 3 – Planning and collecting profiles (CRFI) in progress

- Wave 2-3 planning in progress

County Induction Collaboration

- Collaboration purpose – Discuss approaches to Induction and solutions to training; starting with CalSAWS Counties that have already migrated. Migrating CalWIN Counties may participate after migration to CalSAWS
- Grouping Counties into small cohorts to discuss expectations and participating counties to self-lead process and collaboration
- Initial meeting will be scheduled for 11/15
- Communication will be sent to the points of contact for participating Counties
- Placer County wants to participate

- 11/15 Kick-off meeting to be scheduled

Training Production Environment 2023 Refresh Schedule

- Training Committee approved the refresh scheduled for 1/6/2023 with the 2022 schedule
- Earlier this year, the Training Committee approved changing the refresh frequency to three times per year
- Training Committee must approve the refresh schedule for the remainder of 2023

- 2023 refresh schedule approved

- Project proposed refresh schedule:

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

- All regions approved the proposed refresh schedule
- Training Environment Guide and Refresh/Release Schedule available on the web portal will be updated. Committee to be notified when completed

Training environment touchpoint

- Next Training environment code release will be 22.11 code on 11/21/2022
- Please remember to refrain from using the environments on the Monday of the code release
- Next refresh 1/6/2023. The environments are available on the Monday after a refresh
- No LMS impact due to training environment releases/refreshes
- RDB data not always removed at refresh. County requested guide for entering information to reduce needed recreation after refresh. San Bernardino's approach is to create a case in Training Staging and link all needed RDB data to case members. After refresh, copy that case to Training Production. When copied, RDB data is copied with the case and is available for use with other cases
- Issue reported by San Bernardino – In Training Staging, unable to generate RE packets which creates the Customer reporting record. Therefore, no Customer reporting record for trainees to process. Since not created by batch, will the case discontinue? No

- Reminder of next code deploy and data refresh
- Training production issue reported

Training Manual development

- Maintenance ILTs to create ILTs previously available for C-IV are still in development

- CalFresh ILT completion soon

Topic

Important Points

- CalFresh should be completed soon. Review process completed, final updates in progress.
- Other ILTs still in development

Committee meetings for 2023

- All present agreed the January meeting will be on 1/11/2023
- Remaining 2023 meeting, will continue to occur on the first Wednesday of odd numbered months at 9:00 am
- Facilitators to schedule meetings later this month

- 2023 meeting schedule approved

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Schedule County Induction Collaboration kick-off 11/15 meeting	Joyce	11/2/2022	11/7/2022	Completed on 11/7/2022
2	Notify committee when web portal guide and schedule updated for 2023 refresh schedule	Joyce	11/2/2022		Pending
3	Provide update on issue generating Customer reporting forms in Training Staging	Jayna/Joyce	11/2/2022		Defect CA-252222 created

#	Decision Made	Who Made the Decision	Date
1	2023 Refresh schedule approved	All present	11/2/2022
2	2023 committee meeting schedule approved, January meeting scheduled for 1/11	All present	11/2/2022