

CalSAWS | Weekly Status Meeting

Date: January 25, 2023	Location: Microsoft Teams Meeting
Time: 9:00 a.m. – 11:00 a.m.	Meeting Called by: CalSAWS Management

Attendees: John Boule, Joel Acevedo, Diane Alexander, Henry Arcangel, Dawn Wilder, Ayana Alvarez, Lynn Bridwell, Laura Chavez, Cristina Contreras, Sharon Caldwell, Emmeil Davis, JR Dessai, Luz Esparza, Jennifer Flanagan, Lulu Fou, Monica Gonzalez, Tom Hartman, Jennifer Hobbs, June Hutchison, Arnold Malvick, Umair Khan, Ricardo Miranda, Peggy Macias, Joe Mendoza, Lenecia Miles, Lorena Montes, Holly Murphy, Nichole Nava, Cathy He, Michele Peterson, Deanna Rotert, Greg Postulka, Karen Rapponotti, Keith Salas, Lisa Salas, Jennifer Smith, Rodain Soto, Sean Swift, Sharon Teramura, Matthew Vandereyck, Chris Van Vlack, Christine Hendren, Michael A. Johnson, Dan Dean, Wendy Battermann, Belinda Ramirez, Matt Coffin, Julie Conwell, Justin Stephenson, Daisy Villasenor, Veronica Lara, Yolanda Banuelos, Ashley Arnold, Mary Sabillo, Roger Perez, Jo Anne Osborne, Sreshta Wickramasinghe (CalWIN Implementation Support, Yong Vangbliayang, Chazny Nunes, Kevin Wilson (OCAT Project), Rachel Frey (BenefitsCal Project), Onur Senman (BenefitsCal Project), Cathryn VanNamen (CalWIN Implementation Support), Eric Capati (CalWIN Implementation Support), Duncan Gilliam (CalWIN Implementation Support)

State Partners: Brandon Hansard (OSI), Neha Dhawan (OSI), Manroop Mahal (OSI), Katie Ouyang (OSI), Melissa Brock (OSI), Stephen Zaretsky (OSI), Russell Carroll (OSI), Patty Goodwin (OSI), Lourdes Chang (OSI), Caralee Mann (OSI), Renee Mollow (DHCS), Rocky Givon (CDSS), Jessica Abernethy (CDSS), Erin Leight (CDSS), Brittney Blake (CDSS), Mong Vang (CDSS), Sherice Sterling (CDSS), Cecilia Rolon (CDSS), Yingjia Huang (DHCS), David Lucio (DHCS), Katie Mead (DHCS), Nellie Abeleda (DHCS), Theresa Hasbrouck (DHCS), Param Bansal (IV&V), Brian Nagy (IV&V), Apoorva Kandya (IV&V), Aftab Mohammed (IV&V), Rob Trojan (DOF)

Topic	Lead
Commence Meeting	Arnold Malvick
Announcements	Arnold Malvick

CalSAWS DD&I Weekly Status

Arnold Malvick

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Imaging	Appendix E	<ul style="list-style-type: none"> • Tulare County: <ul style="list-style-type: none"> ○ Hyland imported the monthly Delta transfer for December 2022; on track to complete their January import by February 10, 2023 ○ Tulare County are looking into images that they inadvertently failed to map and transfer at the beginning of their migration process; this is a work in progress • Contra Costa County: <ul style="list-style-type: none"> ○ Initiated Supplemental Delta 1 transfer on January 13, 2023; on track to complete by January 31, 2023 ○ Signed change order to make modifications to documents already

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		<p>imported to CalSAWS and Contra Costa County Repository</p> <ul style="list-style-type: none"> • Santa Clara County: <ul style="list-style-type: none"> ○ Target to begin Supplemental Delta 1 Transfer on January 16, 2023; on track to complete by February 6, 2023 ○ Santa Clara County has chosen to move forward with the manual upload approach and leveraging the CalWIN read only depository after cutover • Orange County: <ul style="list-style-type: none"> ○ On January 18, 2023 Orange County identified an issue with their export that resulted in duplicates. Project and County have determined a path forward • San Diego County is targeting to complete Bulk Export on March 31, 2023. Due to export vendor Peraton's internal database work, CSV files will be available mid-January 2023. Imaging validation efforts will be delayed until the CSVs are available
Application Development and Test	4.1.3 State and CalWIN Wave 1 County Interface Partner File Exchange Test (IPT)	<ul style="list-style-type: none"> • Continued Wave 3 IPT execution. Currently, 3 of 31 Consortium, State, and County interfaces have successfully passed validation
Conversion	5.1.1 CalWIN Conversion	<ul style="list-style-type: none"> • Supported Wave 1 Placer and Yolo Counties post Go-Live • Supported Wave 2A – County Preparation Cutover post Go-Live • Continued to triage, assess, and resolve CalWIN Wave 1 and Wave 2A Post Go-Live Issues • Continued development for Wave 2B Epics • Continued the Conversion run for 58-County dataset (for Performance Test) • Prepared for Wave 3 Mock Cutovers
CalWIN Functional Support	6.1.1-1 Open Defects Strike Team Metrics	<ul style="list-style-type: none"> • Open Defects Strike Team Metrics



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	January 2023 Release (Release 5.0)	<ul style="list-style-type: none"> Continued providing support for Independent Testing and UAT team for Release 5.0 Support Request. UAT is completed during the week of 01/20/23. Deployment is scheduled for 01/26/23
	Release of Information (ROI) Enhancement	<ul style="list-style-type: none"> Finalized responses to Advocate feedback on Release of Information to provide details on changes made or clarifications as applicable and sent the response to Advocates on 01/13/23. Worked with reviewers to close comments on the Final Deliverable (FDEL) of design documentation 05.09 for Release 23.05.25 – Release of Information (ROI) functionality, including 04.11: Requirements Traceability Matrix.
	Training Environment	<ul style="list-style-type: none"> A follow-up working session for the Support Model is conducted on 01/19/23 for the Training Environment. Captured action items for the environment cost estimate
	CalWIN ISS Support	<p>Wave 2</p> <ul style="list-style-type: none"> The following training sessions are complete. <ul style="list-style-type: none"> 01/17/23 – Contra Costa (+42 counties willing to join) 01/19/23 – Tulare (+42 counties willing to join) CRFI 23-XXX for collecting CalWIN Counties BenefitsCal Options for Wave 3 has been sent to communications for distribution. Considering the Wave2 user volume increase, BenefitsCal isolated Performance testing with 90% load was completed, results summary and further details are in the Performance testing section below. <p>Wave 3</p> <ul style="list-style-type: none"> Preparation for the mock conversion run in-progress. County review and validation of shared CBO user list in-progress.
	Region 6 – Management Site Visit (MSV)	<ul style="list-style-type: none"> Participated in Management Site Visit meeting scheduled on 01/18/23 for Region 6

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Business Process Reengineering (BPR)	Business Process Reengineering (BPR)	<ul style="list-style-type: none"> • Wave 3 weekly touchpoints are in progress for Orange County, Santa Clara County, and Ventura County. • Conducted third weekly touchpoints for Orange County and Ventura County to review scenarios and execution plan. Santa Barbara County completed their first touchpoint. • Working with the Wave 4 County Regional Managers (RMs) and Primary Points of Contacts (PPOCs) to schedule process simulation kickoff. • Facilitated Configuration Verification Session with Ventura County. • Prepared Kickoff materials for Wave 4 Counties.
Organizational Change Management (OCM)	Organizational Change Management (OCM)	<ul style="list-style-type: none"> • Continued to monitor and report ongoing change discussions taking place in the Wave 3 Counties. • Conducted the final Wave 4 Group 1 CDG Prep Sessions with Solano County on 01/18/23. • Gathered County sign off for County Change Guide/County Discussion Guide (CCG/CDG) Final Work Products (FWPs) for Wave 4, Group 1 Counties on 01/19/23. • Sent the CCG/CDG Draft Work Products (DWP) to the Wave 5 Counties on 01/20/23. • Began to develop the CCGs/CDGs for the Wave 6 Counties. • Scheduled the Change Readiness Surveys of T+6 with the Wave 1 Counties. • Presented the survey results to the Wave 1 Counties on 01/18/23 through 01/19/23. • Monitored the Wave 5 T-9 surveys responses and closed the survey on 01/23/23. • Sent the Wave 6 T-9 Survey CalSAWS Information Transmittal (CIT) to the Consortium for review. • Distributed the post-session materials to Wave 5 and Wave 6 Counties on 01/20/23. • Conducted the Change Network Champions (CNC) Session for Wave 3 and Wave 4 Counties on 01/19/23. • Sent the January Infographics for Waves 3–6 to the CIT Review Group. • Sent the Wave 2 Newsletter #4 to the Consortium for review.

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Training	Training	<ul style="list-style-type: none"> Continued the Wave 2 Counties' Web Based Training for all staff. Started the Wave 2 Counties' Instructor Led Training for all staff. Continued the Wave 3 Counties' Web Based Training for all staff. Started the Wave 3 Counties' Instructor Led Training for Train the Trainer and Early Training Hosted the Instructor Led Training (ILT) Walkthroughs with San Mateo County. Hosted Training Touchpoints with Sacramento, Santa Clara, San Diego, Alameda, and Orange Counties
Implementation	Implementation	<ul style="list-style-type: none"> Conducted the Wave 3 Implementation Points of Contact (IPOC) meeting for Wave 3 on 01/18/23. Began collecting updates to Wave 5 Readiness Dashboard and Packet. Conducted Wave 2 County Prep Phase Office Hours and Daily Debrief. Conducted County Profile Review with Ventura County on 01/17/23. Transitioned the project Command Center and Virtual Support resources to Wave 2 County Prep Office Hours support. Updated Wave 2 Post-Implementation model across counties, and adjusted planning needs for shift to virtual-only model. Continued planning for Wave 3 Post-Implementation support. Updated potential Fact Sheet topic tracker. Contributed information on Post-Implementation Support to OCM CNC presentation. Continued Wave 2 Go-Live Packet Strike team meetings to identify additions or removal of items from the Wave 2 Packet. Conducted review of Post Go-Live work impact with Wave 2 Counties. Determined if defects under review for inclusion in the Wave 2 Go-Live Packet were addressed by Fact Sheets released during Wave 1 and prior. Began drafting Wave 4 County Profiles for Santa Cruz, San Diego, San Mateo, and Solano



CalSAWS Central Print Weekly Status

Dawn Wilder

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	N/A	<ul style="list-style-type: none"> Continued discussions with CalWIN Counties Conducted validation meetings with Contra Costa County and Alameda County

OCAT Project Weekly Status

Kevin Wilson

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	N/A	<ul style="list-style-type: none"> None to note for the reporting period

CalSAWS QA Weekly Status

Dan Dean

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
QA PMO	N/A	<ul style="list-style-type: none"> Facilitated CalSAWS Release 23.01 Green Light Participated in OCAT Operations and Release Management review Attended CalWIN Wave 2 County Prep Daily Debrief meetings Updated CalSAWS Risk and CalWIN Wave Readiness slides for January JPA Presentation Distribute final Quarterly Collaboration Model meeting notes Facilitate Collaboration Model next steps and coordinate stakeholder follow up sessions
QA Technical	N/A	<ul style="list-style-type: none"> Continue tracking and participating in Forge Rock service Interruptions Participated in CalWIN Wave 2 Cutover Activities Continued review of proposed Imaging SLA updates Continued review of partner Security Plans
QA Conversion	N/A	<ul style="list-style-type: none"> Participated in Wave 2a county prep daily support meeting Participated in the Wave 3a and Wave 2c Mock Cutover table read Participated in prioritizing of Conversion SCRs Participated in UAT 2 environment Wave 3 CDV data set resolution
QA Functional/Test	N/A	<ul style="list-style-type: none"> Reviewed 92 SCRs in preparation for SCRB/CCB Completed CalSAWS Release 23.01 test execution with a 100% execution rate and

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		100% pass rate <ul style="list-style-type: none"> BenefitsCal Release 5.0 test execution is in progress with a 100% execution rate, 91% pass rate, and 9% fail/block rate
QA Implementation	N/A	<ul style="list-style-type: none"> Reviewed Deloitte DDEL 11 – Wave 1 Implementation Complete Report Prepared for Wave 1 Post Go-Live Survey Results meetings Incorporated Section Director feedback on Wave 1 Retrospectives Participated in OCM Leads Retrospective Action Plan Meeting Participated in Wave 2 County Prep Office Hours and Daily Debriefs

CalSAWS DD&I IV&V Project Weekly Status

Apoorva Kandya
Brian Nagy

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	IV&V Project Oversight	<ul style="list-style-type: none"> Attended the Green Light meeting for Release 23.01 Met with OSI as part of our bi-weekly check-in meeting and discussed the potential options for Wave2 Conversion Cutover IV&V team new hire – Bhuvanewari Elangovan (she goes by Bhuvana)

Risk Management Group

Mandy Batt

(Optional Items)

#	Action Item	Who	Due	Status
1	•			

#	Decision Made	Who Made the Decision	Date
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