

CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

**Reporting Period: January 2, 2023 to
January 8, 2023**

Table of Contents

1.0	Project Management	3
1.1	Executive Summary	3
1.2	Highlights of the Reporting Period	4
1.3	Activities for the next Reporting Period	4
2.0	Business Process Reengineering (BPR)	5
2.1	Highlights of the Reporting Period	5
2.2	Activities for the Next Reporting Period	5
3.0	Organizational Change Management (OCM)	5
3.1	Highlights of the Reporting Period	5
3.2	Activities for the Next Reporting Period	5
4.0	Training	6
4.1	Highlights of the Reporting Period	7
4.2	Activities for the Next Reporting Period	11
5.0	Implementation	11
5.1	Highlights of the Reporting Period	12
5.2	Activities for the Next Reporting Period	13
6.0	Appendices	14
6.1	Appendix A – Deliverable Summary	14
6.2	Appendix B – Risks and Issues Summary	16
6.3	Appendix C – Project Work Plan Reports	20

1.0 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	<ul style="list-style-type: none"> ▶ Scheduled Wave 3 weekly touchpoints for the three (3) counties. ▶ Conducted the first weekly touchpoints for Orange and Ventura Counties to review scenarios and plan next steps. ▶ Shared the scenarios and detailed process simulation plan with Orange and Ventura Counties. ▶ Conducted Configuration Verification Session with Orange County. ▶ Prepared Wave 4 Kickoff materials.
Organizational Change Management (OCM)	<ul style="list-style-type: none"> ▶ Prepared to conduct Wave 4 Group 1 CDG Prep Sessions. Santa Barbara County is planning to complete change discussions by 02/27/23. Orange County is determining the date by which they plan to complete change discussions, will likely target 02/27/23. Ventura County is planning to complete change discussions in January (they are determining the exact date). ▶ Prepared to conduct Wave 4 Group 1 CDG Prep Sessions starting on 01/10/23. ▶ Received DWP comments from the Wave 4 Group 2 Counties on 01/06/23. ▶ Conducted the Prep Session Kickoff with Santa Cruz on 01/05/23. ▶ Continued to develop the CDGs for the Wave 5 Counties. ▶ Analyzed the Wave 1 T+6 Survey results, developed the presentations for the surveys, and reviewed the decks with the Consortium. ▶ Sent out the Wave 4 T-6 surveys CITs to the Wave 4 Counties on 01/03/23. ▶ Sent out the CNC Wave 2 CNC materials to Wave 2 Counties on 01/04/23. ▶ Developed the materials for the Wave 2, Wave 3, and Wave 4 CNC Sessions. ▶ Sent the developed presentation for Wave 5 and Wave 6 CNC Session to the Consortium for review.
Training	<ul style="list-style-type: none"> ▶ Continued Wave 2 Counties' Web Based Training for all staff. ▶ Started Wave 2 Counties' Instructor Led Training for all staff. ▶ Continued Wave 3 Counties' Web Based Training for all staff. ▶ Completed County-specific updates to ILT materials in preparation for Walkthroughs. ▶ Hosted Training Touchpoints with Solano, Santa Clara, San Diego, Santa Cruz, and Orange Counties.
Implementation	<ul style="list-style-type: none"> ▶ Conducted the first Wave IPOC meeting for Wave 2 on 01/04/23. ▶ Completed Post-Implementation support for Wave 1 and transitioning the project Command Center and Virtual Support resources to Wave 2 prep activities. ▶ Confirming Wave 2 Post-Implementation model across counties and adjusting any planning needs for shift to virtual-only model.

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	<ul style="list-style-type: none">▶ Continued planning for Wave 3 Post-Implementation support.▶ Confirmed Contra Costa County staff for virtual Wave 2 County site visits.▶ Consolidated final metrics report for Wave 1 Post-Implementation using ServiceNow tickets, Interaction Tracker, and Zoom utilization data.▶ Reviewed Wave 1 Post Go-Live survey results with OCM/Training to enhance support for future communications, quick guides, and instructions.▶ Continued Wave 2 Go-Live Packet Strike team meetings to identify additions or removal of items from the Wave 1 Packet.▶ Confirmed dates/times for scheduling W2 Orientation Refresher sessions.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 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 01/04/23.
 - **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.
- ▶ **Deliverables and Work Products – Submitted the following:**
 - FDEL 07.12: County Change Guide – Wave 4 (Solano) on 01/03/23.
 - FDEL 08.06: Master Training Plan Monthly Update – 06 on 01/05/23.
 - FDEL 01.24: Work Plan Monthly Updates – December 2022 on 01/06/23.
 - FDEL 02.24: Monthly Status Report – December 2022 on 01/06/23.

1.3 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.
- ▶ **County Work Plans**
 - Continue updating Wave 1–6 County Work Plans for the Implementation Readiness Checklist.
- ▶ **Deliverables and Work Products – Submit the following:**
 - FWP 07.09: County Change Guide – Wave 4 (San Diego) on 01/11/23.
 - FDEL 07.10: County Change Guide – Wave 4 (San Mateo) on 01/11/23.
 - FWP 07.11: County Change Guide – Wave 4 (Santa Cruz) on 01/11/23.

- DDEL 09.09: County Training Plan – Wave 4 (San Diego) on 01/09/23.
- DDEL 09.10: County Training Plan – Wave 4 (San Mateo) on 01/09/23.
- DDEL 09.11: County Training Plan – Wave 4 (Santa Cruz) on 01/09/23.
- DDEL 09.12: County Training Plan – Wave 4 (Solano) on 01/13/23.

2.0 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

► Process Simulation

- Conducted weekly meetings for Ventura County on 01/05/23.
- Conducted weekly meetings for Orange County on 01/03/23.
- Scenario modifications completed for master process simulation scenarios
- UAT2 Batch schedule plan for Wave 3 was reviewed and finalized with Accenture team.
- Completed baseline scenario spreadsheet creation for all Wave 3 counties.

► Configuration

- Facilitated a Configuration Verification Session with Orange County.
- Prepared Kickoff materials for Wave 4 Counties.
- Provided support to Wave 1 and Wave 2 Counties related to Task Configuration and Security Roles.

2.2 Activities for the Next Reporting Period

► Process Simulation

- Meeting Santa Barbara process simulation participants for our first weekly touchpoint which will be utilized to review scenarios and discuss action items.
- Scenario and execution plan review to be continued for all Wave 3 Counties.
- Modifying scenarios to align with configuration requirement for Orange County.
- UAT2 access request completion for Wave 3 Counties.

► Configuration

- Continue the Configuration Verification sessions for Orange County.
- Plan configuration sessions for Ventura County and Santa Barbara County.

3.0 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

► Wave 3 Change Discussion Guides

- Prepared to conduct Wave 4 Group 1 CDG Prep Sessions. Santa Barbara County is planning to complete change discussions by 02/27/23. Orange County is determining the date by which they plan to complete change discussions but will likely target 02/27/23. Ventura County is planning to complete change discussions in January (they are determining the exact date).

► Wave 4 Change Discussion Guides

- Prepared to conduct Wave 4 Group 1 CDG Prep Sessions starting on 01/10/23.
- Reviewed Wave 4 Prep Session slides with the Consortium, incorporated feedback, and finalized the slides.

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

- Receive DWP comments from the Wave 4 Group 2 Counties on 01/06/23
- Conducted the Santa Cruz Prep Session Kickoff on 01/5/23 and sent out the meeting materials to Santa Cruz on 01/06/23.
- ▶ **Wave 5 Change Discussion Guides**
 - Continued to develop the CDGs for the Wave 5 Counties.
- ▶ **Change Readiness Surveys**
 - Analyzed the Wave 1 T+6 Survey results, developed the presentations for the surveys, and reviewed the decks with the Consortium.
 - Sent out the Wave 4 T-6 surveys CIT to the Wave 4 Counties on 01/03/23.
 - Conducted testing and QA review of survey for Wave 5 T-9 survey which opens on 01/09/23.
- ▶ **Change Network Champion (CNC) Meetings**
 - Sent out materials from the 12/20 Wave 2 CNC meeting to Wave 2 Counties on 01/04/23.
 - Developed the slides for Wave 5 and 6 and Wave 3 and 4 CNC Sessions.
 - Sent the developed slides for Waves 5 and 6 CNC Session to Consortium for review.
- ▶ **Infographics**
 - Began developing the January Infographics for Waves 2–6.
- ▶ **Newsletter**
 - Began developing the Wave 2 Newsletter #4.

3.2 Activities for the Next Reporting Period

- ▶ **Wave 3 Change Discussion Guides**
 - Continue to monitor and report ongoing change discussions taking place in the Wave 3 Counties.
 - Conduct the Weekly PPOC Touchpoint with the Wave 3 Counties PPOCs on 01/12/23.
- ▶ **Wave 4 Change Discussion Guides**
 - Conduct the Wave 4 Group 1 CDG Prep Sessions on 01/10/23, 01/11/23, and 01/12/23 with Solano County and San Mateo County.
 - Send out the CDG Prep Session materials to Wave 4 Group 1 Counties on 01/10/23.
 - Resolve DWP comments for Wave 4 Group 2 on 01/11/23.
 - Close comments and obtain approval for the Wave 4, Group 1 CCG/CDG FDELs by 01/11/23.
- ▶ **Wave 5 Change Discussion Guides**
 - Continue to develop the CDGs for the Wave 5 Counties.
- ▶ **Change Readiness Surveys**
 - Present the change readiness surveys of T+6 with Wave 1 Counties on 01/10/23 and 01/12/23.
 - Open the Wave 5 T-9 survey on 01/09/23.
 - Validate the stakeholder list and testing the survey for Wave 4 T-6 survey which opens on 01/16/23.
- ▶ **Change Network Champion (CNC) Meetings**
 - Conduct the CNC Session for Wave 5 and 6 on 01/10/23
 - Prepare to conduct CNC for Wave 3 and 4 on 01/19/23
- ▶ **Infographics**
 - Send the January Infographics for Waves 2–6 to Consortium for review.
- ▶ **Newsletter**
 - Sent the Wave 2 Newsletter Wave #4 to Consortium for review.

4.0 Training

4.1 Highlights of the Reporting Period

- ▶ **Training Advisory Council**
 - Continued preparing for Training Advisory Council (TAC) meeting on 01/25/23.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Completed week 11 of WBTs for End User training.
 - Completed week 1 of ILTs for End User training.
 - Hosted training touchpoint with Santa Clara County.
- ▶ **Wave 3: Orange, Santa Barbara, and Ventura County Training**
 - Completed week 6 of WBTs for Early Training and Train the Trainer participants.
 - Completed week 3 of WBTs for all staff.
 - Continued room connectivity testing for Early Training and Train the Trainer ILTs.
 - Continued LMS enrollment for ILTs for Early Training and Train the Trainer ILTs.
 - Hosted training touchpoint with Orange County.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Started preparations for LMS load for Early Training and Train the Trainer participants.
 - Completed draft County-specific updates to training materials.
 - Hosted training touchpoints with Solano County, San Diego County, and Santa Cruz County.
- ▶ **Classroom Planning and Scheduling**
 - Continued planning classroom and scheduling logistics for Counties in all Waves.
- ▶ **Wave 5 – Wave 6 Planning**
 - Started planning for regular Training Touchpoints.

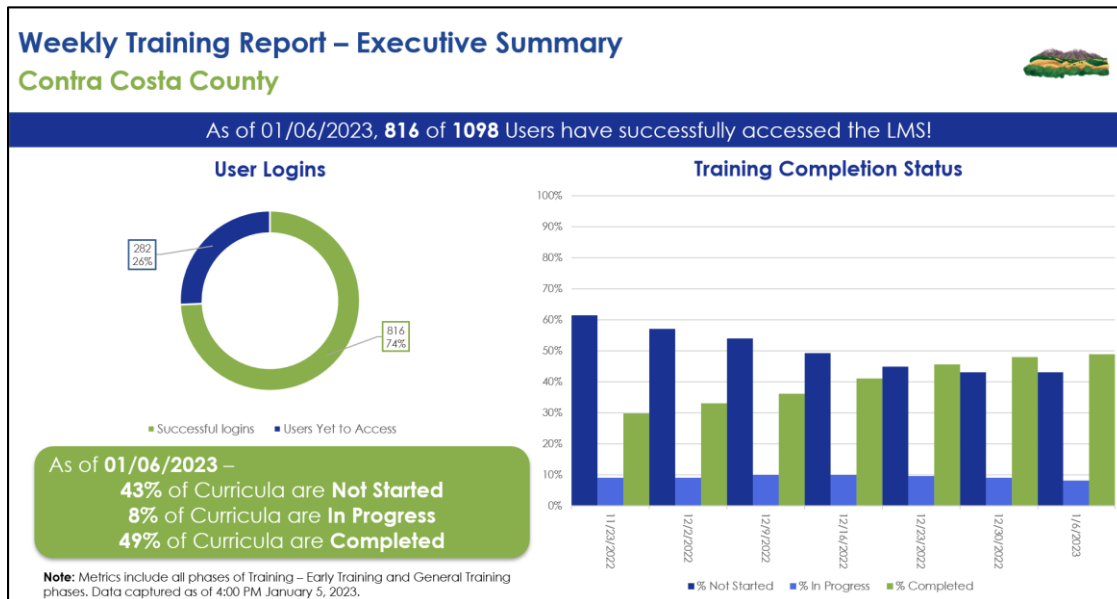


Figure 4.1-1 – Weekly WBT Training Report – Contra Costa County

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

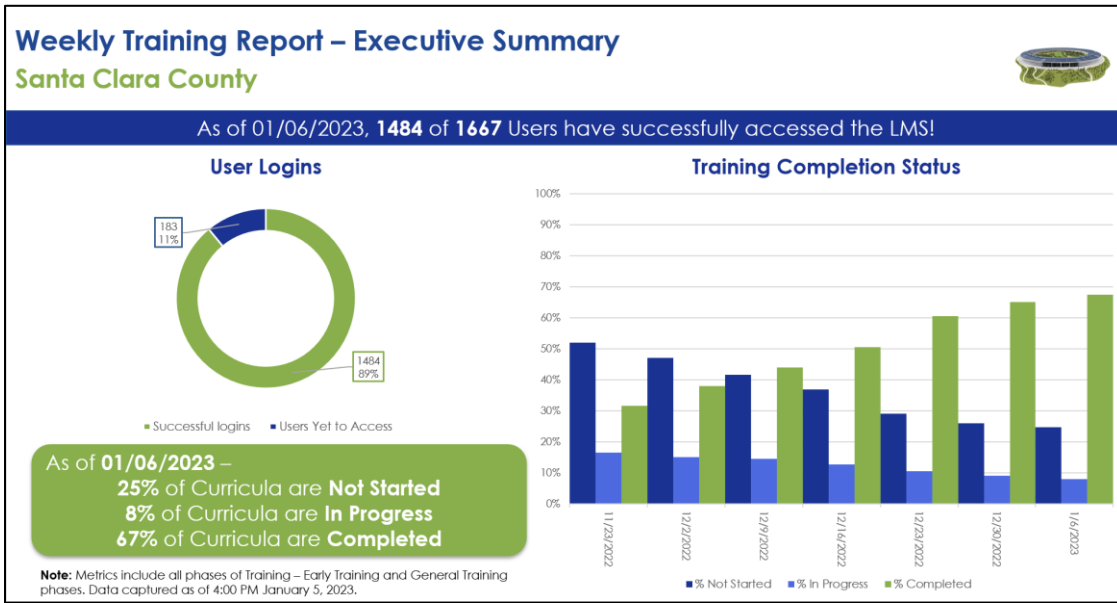


Figure 4.1-2 – Weekly WBT Training Report – Santa Clara County

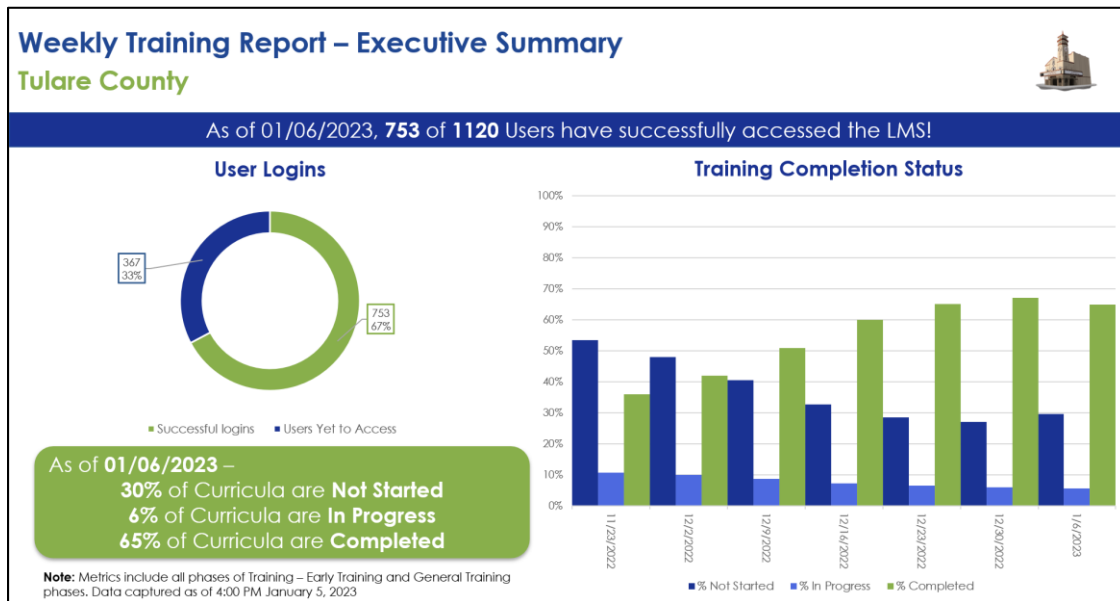


Figure 4.1-3 – Weekly WBT Training Report – Tulare County

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

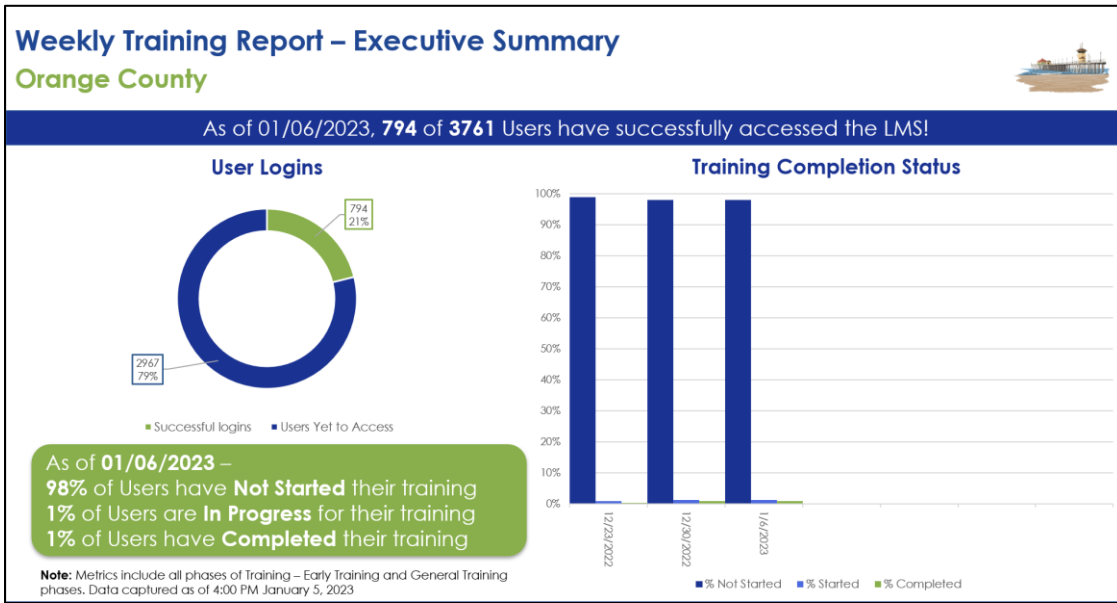


Figure 4.1-4 – Weekly WBT Training Report – Orange County

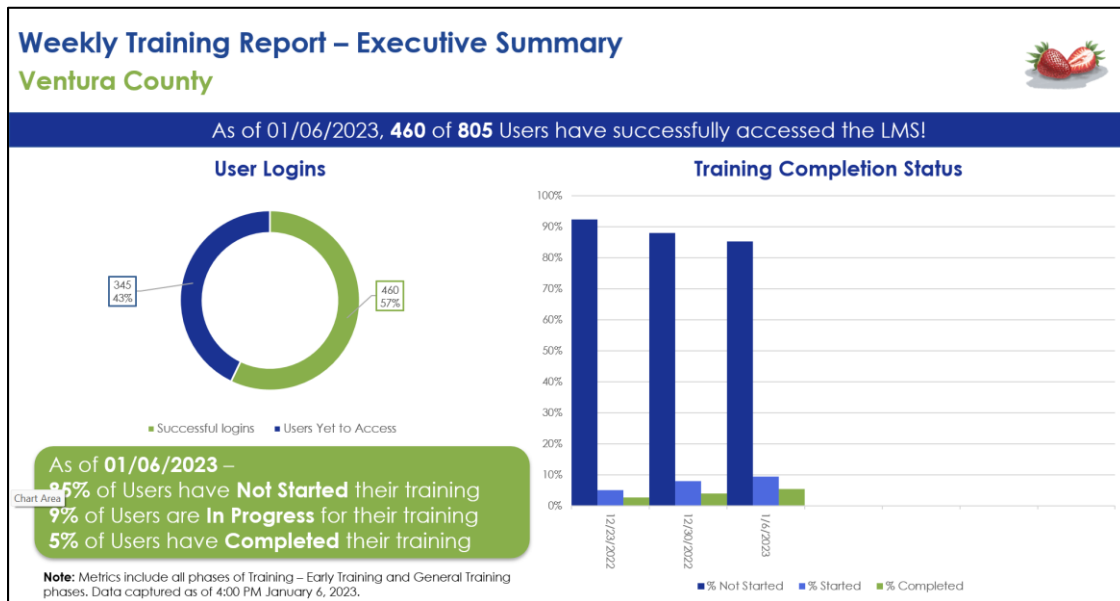


Figure 4.1-5 – Weekly WBT Training Report – Ventura County

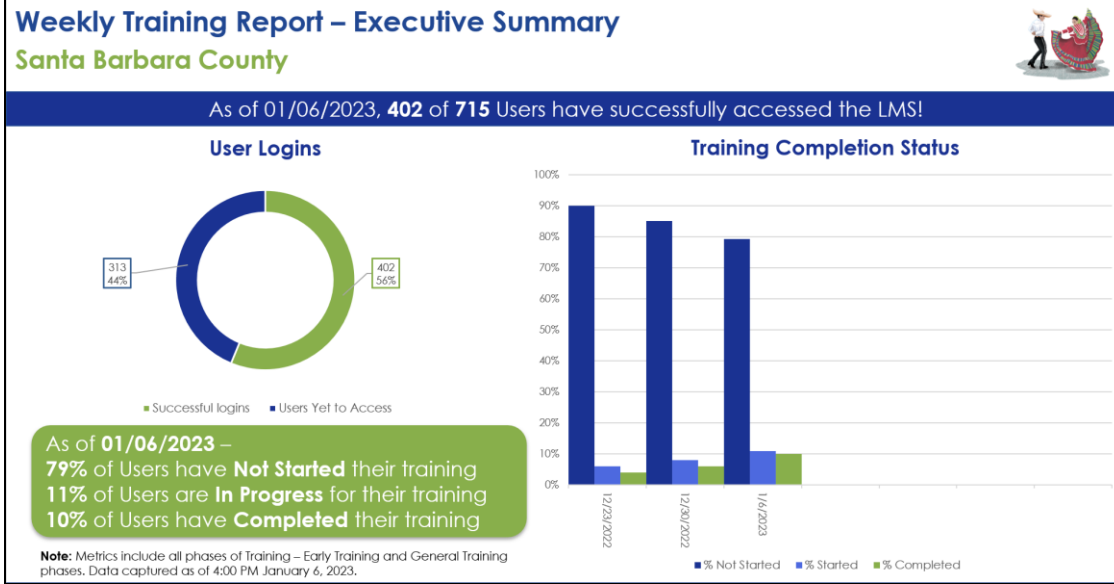


Figure 4.1-6 – Weekly WBT Training Report – Santa Barbara County

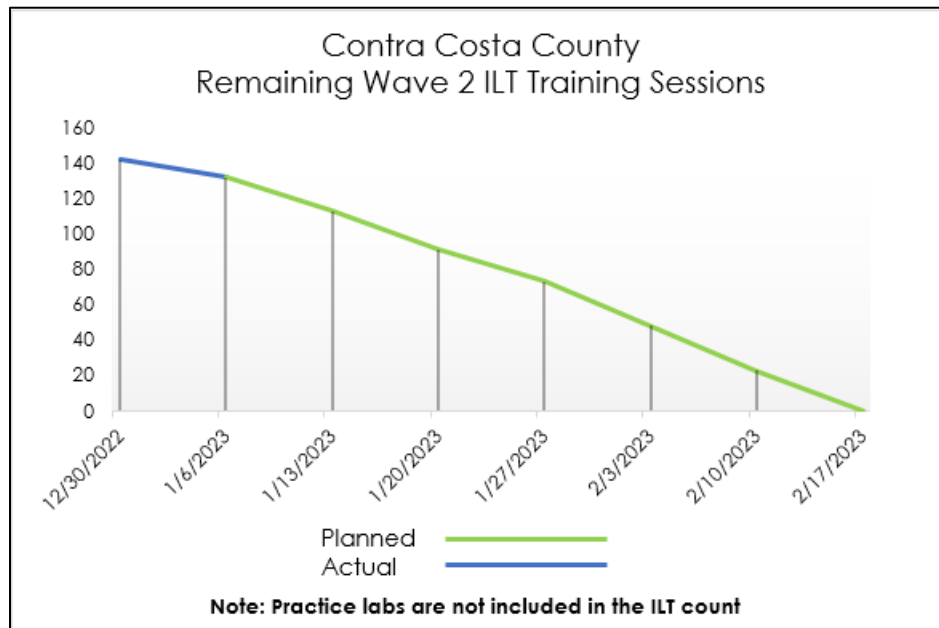


Figure 4.1-7 – Weekly ILT Training Report – Contra Costa County

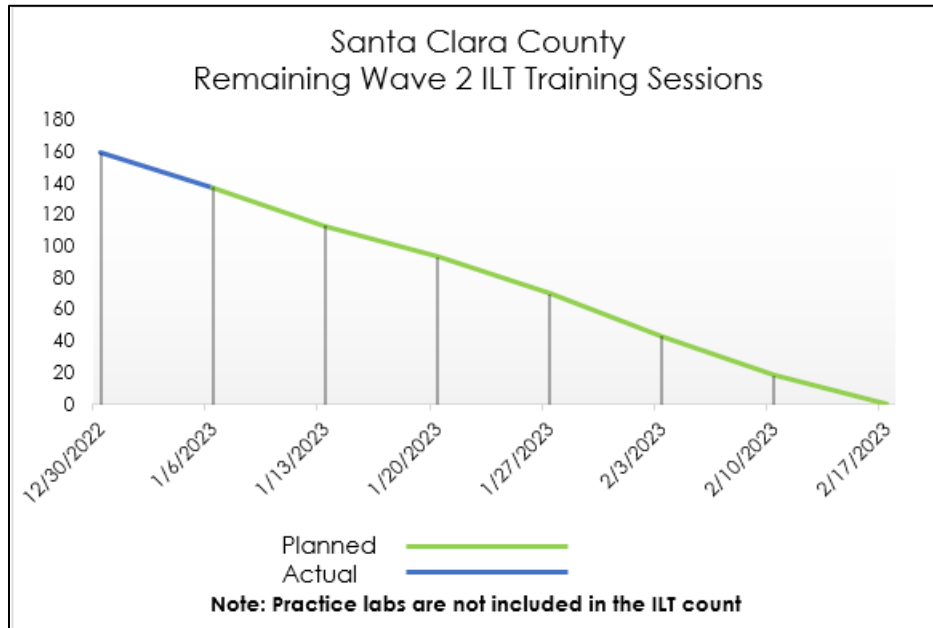


Figure 4.1-8 – Weekly ILT Training Report – Santa Clara County

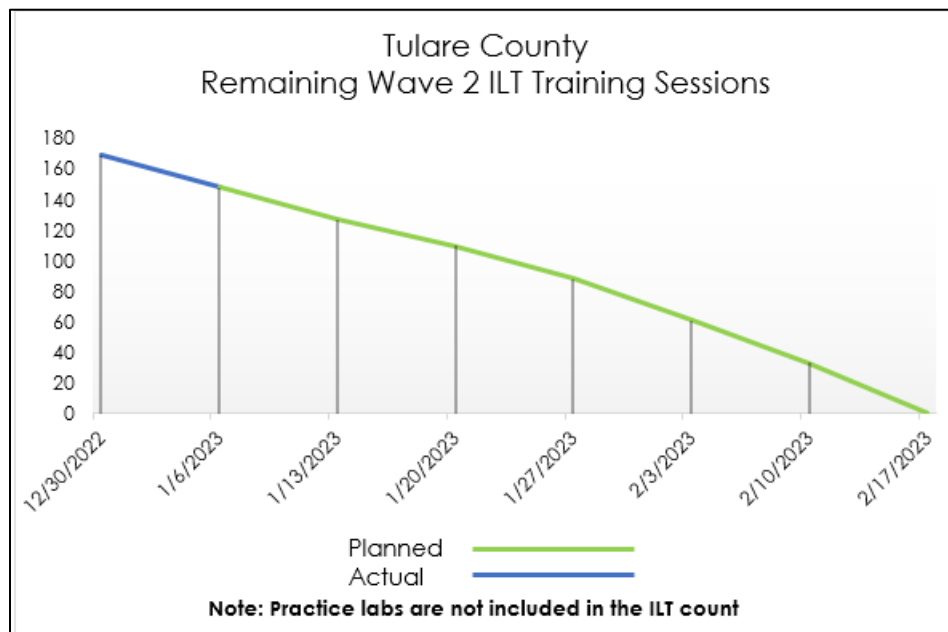


Figure 4.1-9 – Weekly ILT Training Report – Tulare County

4.2 Activities for the Next Reporting Period

- ▶ **Training Advisory Council**
 - Continue planning for Training Advisory Council (TAC) meeting on 01/25/23.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Continue WBTs for all End Users.
 - Host Training Touchpoint with Santa Clara County.
 - Continue ILT delivery for all End Users.
 - Complete manual data preparation for remaining ILT sessions.

- ▶ **Wave 3: Orange, Santa Barbara, and Ventura County Training**
 - Continue WBTs for all staff.
 - Complete LMS enrollment for ILTs for Early Training and Train the Trainer participants.
 - Continue room connectivity testing for Early Training and Train the Trainer.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Complete LMS load for Early Training and Train the Trainer participants.
 - Host ILT Walkthroughs for San Diego County.
 - Hosted training touchpoint with San Mateo County.
- ▶ **Classroom Planning and Scheduling**
 - Continue planning classroom and scheduling logistics for Counties in all Waves.
- ▶ **Waves 5–6 Planning**
 - Host Training Touchpoint with San Francisco County.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ▶ **Readiness Dashboard and Packet**
 - Continued updates to Wave 2, Wave 3, and Wave 4 Readiness Packets and Dashboards.
- ▶ **Wave IPOC**
 - Conducted Wave 2 Wave IPOC meeting on 01/04/23.
- ▶ **Lead TOSS/IPOC Meetings**
 - Conducted TOSS/IPOC meeting for Orange (01/03/23) and Contra Costa (01/04/23).
- ▶ **County Prep Phase**
 - Coordinated County Prep metrics meeting with Accenture team on 01/05/23.
- ▶ **Go-Live Packet**
 - Conducted Wave 2 Go-Live Packet Strike team meeting on 01/05/23.
- ▶ **Post Go-Live Workload**
 - Scheduled Meetings with W2 Counties
- ▶ **Post-Implementation Support**
 - Post-Implementation support complete for Wave 1 and transition of project Command Center and Virtual Support resources to Wave 2 prep activities.
 - Confirming Wave 2 Post-Implementation model across counties and adjusting any planning needs for shift to virtual-only model.
 - Continued planning for Wave 3 Post-Implementation support.
 - Confirmed Contra Costa staff for virtual Wave 2 county site visits.
 - Consolidated final metrics report for Wave 1 Post Implementation using ServiceNow tickets, Interaction Tracker, and Zoom utilization data.
 - Reviewed Wave 1 Post Go-Live survey results with OCM/Training to enhance support for future communications, quick guides, and instructions.
 - Continued Wave 2 Go-Live Packet Strike team meetings to identify additions or removal of items from the Wave 1 Packet.
 - Confirmed dates/times for scheduling Wave 2 Orientation Refresher sessions.

5.2 Activities for the Next Reporting Period

► Post-Implementation Support

- Finish distribution of Fact Sheets for end user knowledge and awareness of issues.
- Prepare revised agendas and updated materials for Wave 2 orientation refreshers.
- Conduct first Wave 2 County site visits on 01/10/23 for designated office locations.
- Receive Wave 2 CRFI responses and update the Resource Allocation model for Wave 2.
- Review draft Del-11 Post-Implementation Wave Completion Report for feedback.

► Readiness Dashboard and Packet

- Finalize and Distribute Wave 2, Wave 3, and Wave 4 Readiness Packets and Dashboards.

► TOSS/IPOC Meetings

- Conduct TOSS/IPOC checklist review for San Francisco County (01/09/23), Santa Clara County (01/11/23), Contra Costa County (01/11/23), and Solano County (01/12/23).

► Wave IPOC

- Conduct Wave IPOC meetings for Wave 4 (01/11/23) and Wave 6 (01/12/23).

► Go-Live Packet

- Continue Strike Team discussions (twice weekly).

► Post Go-Live Workload

- Conduct county workload discussions on 01/17/23 and 01/18/23.

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

6.0 Appendices

6.1 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
01.24	Work Plan Monthly Updates – December 2022	N/A	N/A	N/A	01/06/23	01/20/23
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.24	Monthly Status Report – December 2022	N/A	N/A	N/A	01/06/23	01/13/23
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Reengineering Plan	N/A	N/A	09/02/22	09/26/22	10/03/22
07	County Change Guide – Wave 3 (Santa Barbara, Ventura, and Orange)	N/A	N/A	11/14/22	12/07/22	12/16/22
07.10	County Change Guide – Wave 4, Group 1 (San Mateo)	N/A	N/A	12/16/22	01/10/23	01/20/23
07.12	County Change Guide – Wave 4, Group 1 (Solano)	N/A	N/A	12/08/22	12/30/22	01/11/23
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
08.06	Master Training Plan Monthly Update – 06	N/A	N/A	N/A	01/05/23	01/12/23
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	County Implementation Completion Report	09/15/22	09/27/22	N/A	N/A	N/A
11.01	County Implementation Completion Report - Wave 1	N/A	N/A	01/11/23	01/24/23	01/31/23

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.24	Work Plan Monthly Updates – December 2022 (FDEL)	On Track	FDEL submitted 01/05/23 FDEL approval 01/20/23
02.24	Monthly Status Report – December 2022 (FDEL)	On Track	FDEL submitted 01/05/23 FDEL approval 01/11/23
07.11	County Change Guide – Wave 4 (Santa Cruz)	On Track	FDEL submission 01/11/23 FDEL approval 01/20/23
07.12	County Change Guide – Wave 4 (Solano) (DEL)	On Track	FDEL submission 01/03/23 FDEL approval 01/11/23
08.06	Master Training Plan Monthly Update – 06 (FDEL)	On Track	FDEL submission 01/05/23 FDEL approval 01/12/23
09.09	County Training Plan – Wave 4 (San Diego)	On Track	DDEL submission 01/13/23 FDEL submission 02/06/23 FDEL approval 02/15/23
09.10	County Training Plan – Wave 4 (San Mateo)	On Track	DDEL submission 01/09/23 FDEL submission 01/31/23 FDEL approval 02/09/23

Weekly Status Report, January 11, 2023
Period: January 2, 2023 to January 8, 2023

Table 6.1-2 – Upcoming Deliverable Deadlines

Figure 6.1-3 – Work Product Status by Submission

Table 6.1-4 – Upcoming Work Product Deadlines

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

6.2 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 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	As we expand to 58 counties and with 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.	Open	4	Medium	03/03/21
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 2–4: Medium Wave 5–6: Low	12/13/21

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

ID	Title	Details	Status	Impact	Risk Level	Date Logged
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 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.	Wave 1: Closed Wave 2–6: Open	Wave 1–3: 4 Wave 4–6: 3	Medium	01/13/22
269	CalWIN Counties may not have enough development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	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.	Wave 1: Closed Wave 2–6: Open	3	Wave 1: Low Wave 2–6: Medium	01/12/22

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

ID	Title	Details	Status	Impact	Risk Level	Date Logged
278	CalWIN OCM Implementation Support Plan	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 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	Wave 1: Closed Wave 2–6: Open	4	Wave 1: Low Wave 2–6: Medium	06/28/22

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

ID	Title	Details	Status	Impact	Risk Level	Date Logged
279	CalWIN Counties may not be prepared to reconcile Fiscal and submit State Reports, timely, as they Migrate to CalSAWS	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)	Open	Wave 1: 3 Wave 2–6: 4	Medium	09/14/22

Table 6.2-1 – Project Risks and Issues**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
0002-23	PPOCs (San Mateo, Santa Cruz, Solano); Directors (San Mateo, Santa Cruz, Solano); Regional Managers (R1); Section Directors	Wave 4 Counties T-6 Months Change Readiness Survey	CalWIN Migration	01/03/23	Helen Cruz	Araceli Gallardo
0005-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers (R1, R4); Section Directors; IPOCs (Wave 2 Counties)	CalSAWS Training Environment Roadshow (Wave 2)	CalWIN Migration	01/04/23	Ashley Arnold	Cristina Garcia

Table 6.2-2 – 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
23-002	PPOCs (Contra Costa, Santa Clara, Tulare); IPOCs (Wave 2 Counties); Regional Managers (R1, R4)	CalWIN Wave 2 Counties – Verify Number of Imaging Office Queues	01/04/23	Open	01/26/23	Rhiannon Chin	Inez Finnigan

Table 6.2-3 – CRFIs

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

6.3 Appendix C – Project Work Plan Reports

Project Timeline

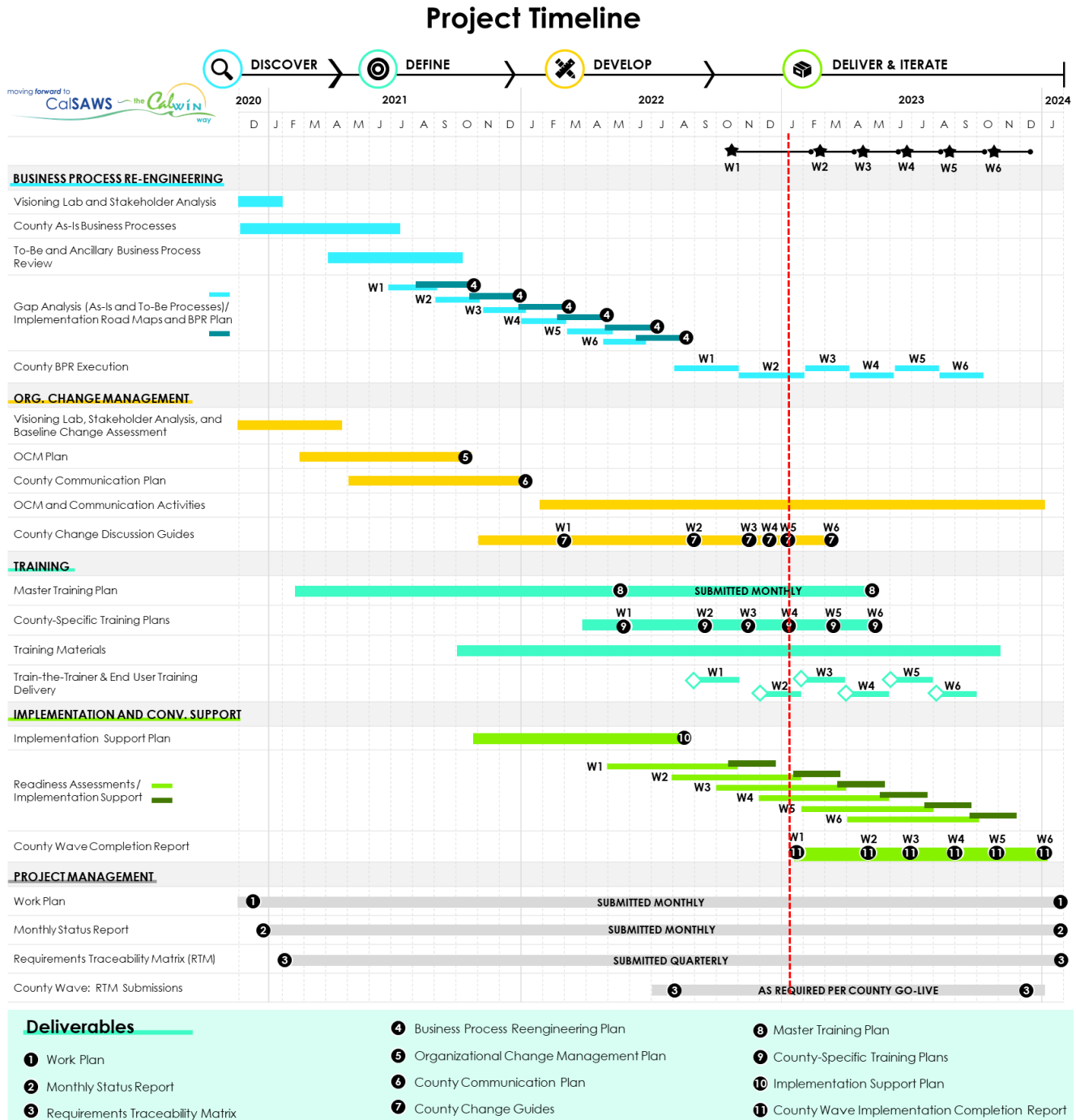


Figure 6.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 11, 2023

Period: January 2, 2023 to January 8, 2023

Project Action Items – Overdue

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

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items