

☐ CalSAWS M&E      ☒ CalWIN Migration

<b>Distribution Date:</b>	January 4, 2023
<b>To:</b>	PPOC.ContraCosta, PPOC.SantaClara, PPOC.Tulare Consortium.RegionalManagers.R1, Consortium.RegionalManagers.R4 Consortium.SectionDirectors, IPOC.CalWIN.Wave2
<b>CIT Name:</b>	<b>CalSAWS Training Environment Roadshow (Wave 2)</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><br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input checked="" 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></p> <p>The purpose of this CIT is to notify Tulare, Santa Clara, and Contra Costa Counties of the CalSAWS Training Environment Roadshows for Wave 2. These roadshows will provide an introduction to the CalSAWS Training Environment solution. Additional roadshows will be offered for the Wave 3-6 counties approximately four weeks ahead of each wave's Go Live date.</p> <p><b>Background</b></p> <p>The CalSAWS Training Environment Roadshows were introduced in CRFI 22-117 Request for CalSAWS Training Staging Environment Access (Wave 2). Three sessions are being offered. They are designed to provide information on the CalSAWS training environments that the Counties will have access to for their training needs. Each roadshow will cover the CalSAWS Training Staging and the CalSAWS Training Production environments which will be made available to Tulare, Santa Clara, and Contra Costa Counties in early February 2023. The following topics will be discussed at each Roadshow:</p> <ul style="list-style-type: none"> <li>• CalSAWS Training Staging and CalSAWS Training Production environments             <ul style="list-style-type: none"> <li>○ Purpose and intended audience</li> <li>○ Features</li> </ul> </li> </ul>
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- ServiceNow Requests
- Release and Refresh schedules
- Creating Golden Cases (A set of fictitious cases that have been created for the purposes of hands-on training and/or training demonstrations. Golden cases can be replicated multiple times to provide the same training scenario during a lesson to multiple end-users. Golden Cases are housed and maintained in the Training Staging Environment as a master copy of cases for training purposes.)
- Functional limitations
- Case Copy functionality
  - Process
  - Data masking
  - Demo
- Overview of the Training Environment Guide
- Q & A

### Schedule

The Training Environment Roadshows are scheduled as follows. Participants may join either session (the content that will be covered is identical):

Day	Start Time	End Time	Location
Wednesday, January 25, 2023	9:00 AM	11:00AM	Teams
Thursday, January 26, 2023	1:00 PM	3:00 PM	Teams
Tuesday, January 31, 2023	10:00 AM	12:00 PM	Teams

### Recommended Attendees

The suggested attendees for these roadshows are the following:


- Staff submitted in response to CRFI 22-117 Request for CalSAWS Training Staging Environment Access (Wave 2)
- Trainers/Staff Development
- Super Users
- Program and Policy Staff
- Primary Points of Contact (PPOCs)
- Implementation Points of Contact (IPOCs)

**Note:** The CalSAWS Training Environment Roadshows will be recorded and posted to the CalSAWS Web Portal along with any supporting documentation. The Web Portal link will be shared with Regional Managers, Primary Points of Contact (PPOCs), and Implementation Points of Contact (IPOCs) upon completion of all three sessions.

### Additional Information

**Please join the session 10-15 minutes early to ensure that there are no connectivity issues as we will begin the presentation at the designated start time.**

**County Action**

	<p>An Outlook meeting invitation will be sent to the IPOCs, PPOCs, and staff submitted in response to CRFI 22-117 with the webinar details. <b>The IPOCs/PPOCs are responsible for forwarding the meeting invite to any additional appropriate staff.</b></p> <p>If you have any questions, please contact the Primary Project Contact listed below.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Ashley Arnold Consortium Training Manager 916-862-1769 <a href="mailto:ArnoldA@CalSAWS.org">ArnoldA@CalSAWS.org</a></p>
Backup Project Contact: (Name and email address)	<p>Cristina Garcia <a href="mailto:GarciaC@CalSAWS.org">GarciaC@CalSAWS.org</a></p>
Attachments:	None
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 "2023" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>