


- CalSAWS M&E CalWIN Migration

Distribution Date:	January 10, 2023
To:	PPOC.Orange; PPOC.Santa Barbara; PPOC.Ventura; Director.Orange; Director.Santa Barbara; Director.Ventura; Consortium.RegionalManagers.R5; Consortium.SectionDirectors;
CIT Name:	Wave 3 Counties T-3 Months Change Readiness Survey
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|--|---|
| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input checked="" type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input checked="" type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
|--|---|

<p>Description: (Including any step-by-step instructions)</p>	<p>Purpose The purpose of this CIT is to notify Wave 3 Counties (Orange, Santa Barbara, and Ventura) of the intent to distribute the fourth in a series of five (5) Change Readiness Surveys.</p> <p>Background The Change Readiness Surveys are intended to assess change metrics that help support the CalWIN Counties Change Management strategies and activities. The first four Change Readiness surveys will be distributed at 12, 9, 6, and 3 months prior to Go-Live and the fifth survey will be distributed 6 weeks after Go-Live. The results will assist in driving the organizational change management (OCM) approach to improve communications. Only internal stakeholders from each county will be assessed in the surveys.</p> <p>The surveys will be sent directly to the internal stakeholders as provided by the Wave 3 Counties. The surveys will assess the following adoption metrics:</p> <ul style="list-style-type: none"> • Compelling Vision, • Broad Engagement, • Clear Impacts, and/or • Reinforced Expectations.
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	<p>The fourth survey that will be distributed will assess change metrics for “Reinforced Expectations”.</p> <p>Additional Information A link to this survey will be distributed via email from Jarrett Littles, jlittles@deloitte.com to the list of stakeholders provided. We encourage each survey recipient to respond candidly and provide feedback that will support OCM engagement strategies and recommendations.</p> <p>The survey will be distributed to users on Monday, January 23, 2023, and will close by end of day on Friday, February 3, 2023.</p> <p>County Action If your County Network is set up with firewalls that block access to unauthorized emails and web pages, please follow the instructions in the attached Allow List Information document. <u>Note:</u> To complete this action, county staff may need to obtain assistance from their County Technical or Help Desk staff, as some counties may restrict permissions to allow list web pages or domains.</p> <p>Additionally, Counties are encouraged to distribute the attached poster to all anticipated CalSAWS users.</p> <p>The following are additional recommendations for Counties:</p> <ul style="list-style-type: none"> • Print the poster and attach to bulletin boards, other areas staff congregate, and locations with high foot traffic/visibility. • Upload the poster PDF to internal websites and document repositories. • Notify Change Network Champions (CNCs) of the availability of the poster. • Leverage the poster during meetings when reminding staff to complete the survey, as applicable. <p>If you have questions about this survey, please reach out to the contacts listed below and cc your Regional Manager(s).</p>
Primary Project Contact: (Name, phone number, email address)	Helen Cruz CalSAWS Change Management Lead Cruzh@CalSAWS.org (916) 282-3801
Backup Project Contact: (Name, phone number, email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 282-3596
Attachments:	Allow List Information for Readiness Surveys.docx Change Survey Methodology.docx T-3 Month Change Readiness Survey Poster.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 "2023" folder.
4. Click on the appropriate CIT # folder.