

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	December 22, 2022
To:	PPOC.Sacramento PPOC.San Francisco; PPOC.San Luis Obispo; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R2; Consortium.RegionalMangers.R4; Consortium.SectionDirectors;
CIT Name:	Wave 6 – The CalSAWS Scoop Newsletter #1
From:	CalSAWS Project

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

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☐ Other Program(s) _____
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☒ Migration
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☐ Technical
☐ Training
☐ Help Desk |
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Description: (Including any step-by-step instructions)	Purpose The purpose of this CIT is to provide the Wave 6 Counties (Sacramento, San Francisco, and San Luis Obispo) with the first e-newsletter of a quarterly series that is specific to the CalWIN migration to CalSAWS effort. "The CalSAWS Scoop" newsletter will include information related to project activities (e.g., implementation, organizational change management (OCM), training, etc.), timelines, and will highlight key functional changes from CalWIN to CalSAWS. Background As part of the OCM strategy, these quarterly newsletters are distributed by Wave to build staff awareness and understanding of the CalSAWS system and project. Newsletters provide pertinent information and integrate ongoing county feedback collected through Change Readiness Surveys, Change Network Champions, County leadership, CalSAWS Regional Managers, and additional project channels. Additional Information: The CalSAWS Scoop is intended to be distributed via email attachment to all anticipated CalSAWS users. This allows staff to read the document thoroughly at their own pace and reference back to information later as needed. A sample
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	email message (The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1.msg) has been provided and can be modified as seen fit by Counties. The newsletter has been designed to allow for convenient print and digital distribution through PDF. County Action: The following are additional recommendations for Counties: • Post the newsletter PDF to internal websites and document repositories; • Notify Change Network Champions (CNCs) of the availability of materials; • Print the entire newsletter or pages of interest and attach to bulletin boards or other areas staff congregate; and • Encourage managers and supervisors to review the newsletter with staff during team meetings and huddles. If you have questions on this CIT, please reach out to the Primary/Backup Contact(s) listed below and cc your Regional Manager(s).
Primary Project Contact: (Name and email address)	Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 282-3801
Backup Project Contact: (Name and email address)	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 282-3596
Attachments:	The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_Sacramento.pdf The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_San Francisco.pdf The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_San Luis Obispo.pdf The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_Sacramento.msg The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_San Francisco.msg The CalSAWS Scoop Wave 6 CalSAWS Newsletter #1_San Luis Obispo.msg
Web Portal Link:	[REDACTED] 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 "2022" folder. 4. Click on the appropriate CIT # folder.