

CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

**Reporting Period: January 23, 2023 to
February 5, 2023**

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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"> ▶ Conducted week 4 touchpoints for Orange County and Ventura County to review scenarios and execution plan. Santa Barbara County completed their second touchpoint. ▶ Scheduled the Process Sim Kickoff for Wave 4 San Diego County for March 2023. ▶ Continued to work with the Wave 4 County Regional Managers (RMs) and Primary Points of Contacts (PPOCs) to schedule process simulation kickoff and preparation plan. ▶ Facilitated Configuration Verification Session with Santa Barbara County. ▶ Provided support to Wave 3 Counties for County Prep Configurations. ▶ Facilitated meeting with Sacramento County regarding Collections unit and Benefit Recovery.
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 Wave 4 Group 1 Office Hours for both Solano County and San Mateo County. ▶ Conducted CDG Prep Session for Santa Cruz County on 02/02/23. ▶ Monitored the change discussions taking place in Wave 4 Group 1 Counties and conducted PPOC Weekly Touchpoints with Solano and San Mateo. ▶ Conducted the Wave 5 Working Session on 01/30/23 to 02/10/23. ▶ Continued to develop the CDGs for the Wave 6 Counties. ▶ Monitored the Wave 3 T-3 surveys responses and closed the survey on 02/03/23. ▶ Analyzed the Wave 4 T-6 surveys results and continued to develop the presentation decks. ▶ Distributed the Wave 6 T-9 Survey CIT to Wave 6 Counties. ▶ Distributed the post session materials to Wave 2 Counties on 01/31/23. ▶ Prepared to conduct the CNC Session for Wave 2 on 02/07/22. ▶ Distributed the January Infographics for Waves 2. ▶ Distributed the Newsletter for Wave 2 Newsletter #4.
Training	<ul style="list-style-type: none"> ▶ Continued the Wave 2 Counties' Web Based Training for all staff. ▶ Continued the Wave 2 Counties' Instructor Led Training for all staff. ▶ Continued the Wave 3 Counties' Web Based Training for all staff. ▶ Continued the Wave 3 Counties' Instructor Led Training for Train the Trainer and Early Training. ▶ Continued the Wave 4 Counties' Web Based Training for Early Training and Train the Trainer participants. ▶ Completed LMS load for Wave the 4 Counties' end users.

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STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	<ul style="list-style-type: none"> ▶ Hosted the Instructor Led Training (ILT) Walkthroughs with Solano County. ▶ Hosted WBT-based Webinars for the Wave 3 Counties. ▶ Hosted Training Touchpoints with Fresno, Solano, Santa Clara, San Diego, Contra Costa, San Mateo, Alameda, and Orange Counties.
Implementation	<ul style="list-style-type: none"> ▶ Conducted the Wave 5 Implementation Points of Contact (IPOC) meeting for Wave 2 on 02/01/23. ▶ Distributed Wave 2 Readiness Dashboard and Packet on 02/01/23. ▶ Draft of Wave 2 Go-Live Packet prepared, reviewed, and submitted for distribution. ▶ Conducted Wave 2 County Prep Phase Office Hours and Daily Debrief. ▶ Prepared orientation session material; reviewed content on 01/31/23 & 2/2/23. ▶ Conducted Wave 2 Monthly IPOC/TOSS Meeting Kickoff for Wave 2 Post-Implementation on 02/01/23. ▶ Conducted a Fact Sheet Working Group Session to review/archive Fact Sheets. ▶ Continued planning for Wave 3 Post-Implementation support including W3 resourcing gap analysis. ▶ Provided Post-Implementation Support content to OCM CNC presentation. ▶ Completed drafting Wave 4 County Profiles for Santa Cruz County, San Diego County, San Mateo County, and Solano County.

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 02/01/23.
 - **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 08.07: Master Training Plan Monthly Update – 07 on 02/03/23.
 - FDEL 09.09: County Training Plan – Wave 4 (San Diego) on 01/31/23.
 - FDEL 09.10: County Training Plan – Wave 4 (San Mateo) on 01/31/23.
 - FDEL 09.11: County Training Plan – Wave 4 (Santa Cruz) on 01/31/23.
 - FDEL 09.12: County Training Plan – Wave 4 (Solano) on 02/02/23.
 - FDEL 11.01: County Implementation Completion Report – Wave 1 on 01/31/23.

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:**
 - FDEL 01.25: Work Plan Monthly Updates – January 2023 on 02/07/23.
 - FDEL 02.25: Monthly Status Report – January 2023 on 02/07/23.
 - FDEL 08.07: Master Training Plan Monthly Update – Update 07 on 02/07/23.

2.0 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

- ▶ **Process Simulation**
 - Conducted the Process Simulation weekly meetings for Orange County on 01/24/23 and for Santa Barbara County on 01/26/23.
 - Continued scenario review for Orange County and Santa Barbara County.
 - Ventura finalized their Process Simulation scenarios.
 - Worked with the Tech Team and Wave 3 Counties for access requests.
- ▶ **Configuration**
 - Conducted Configuration Verification Sessions in Santa Barbara County.
 - Supported Wave 3 Counties with County Prep Configuration.
 - Documented Configuration requirements for Process Simulation activities with Orange and Ventura Counties.
 - Sent invites for the Wave 4 Configuration Kickoff.

2.2 Activities for the Next Reporting Period

- ▶ **Process Simulation**
 - Finalize Process Simulation scenarios for Ventura County and Santa Barbara County.
 - Work on UAT2, Jira, and Imaging access for Orange County, Santa Barbara County, and Ventura County with UAT2 environment lead.
 - Conduct review of the execution plan scheduled for Orange County on 02/02/23, Santa Barbara County on 02/01/23, and Ventura County on 02/02/23.
 - Create the Process Simulation kickoff plan for Wave 4 Counties.
- ▶ **Configuration**
 - Facilitate Configuration Working Session with Santa Barbara County.
 - Prepare Process Simulation Configuration for Ventura County.

3.0 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ▶ **Wave 3 Change Discussion Guides**
 - Continued to monitor and report ongoing change discussions taking place in the Wave 3 Counties.
- ▶ **Wave 4 Change Discussion Guides**
 - Conducted the Wave 4 Group 1 Office Hours for both Solano County and San Mateo County.
 - Conducted CDG Prep Session for Santa Cruz County on 02/02/23.
 - Monitored the change discussions taking place in Wave 4 Group 1 Counties and conducted PPOC Weekly Touchpoints with Solano and San Mateo.
- ▶ **Wave 5 Change Discussion Guides**
 - Conducted the Wave 5 Working Session on 01/30/23 to 02/10/23.
- ▶ **Wave 6 Change Discussion Guides**
 - Continued to develop the CDGs for the Wave 6 Counties.
- ▶ **Change Readiness Surveys**
 - Monitored the Wave 3 T-3 surveys responses and closed the survey on 02/03/23.
 - Analyzed the Wave 4 T-6 surveys results and continue to develop the presentation decks.
 - Distributed the Wave 6 T-9 Survey CIT to Wave 6 Counties.
- ▶ **Change Network Champion (CNC) Meetings**
 - Distributed the post session materials to Wave 2 Counties on 01/31/23.
 - Prepared to conduct the CNC Session for Wave 2 on 02/07/23.
- ▶ **Infographics**
 - Distributed the January Infographics for Waves 2.
- ▶ **Newsletter**
 - Distributed the Newsletter for 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.
- ▶ **Wave 4 Change Discussion Guides**
 - Conduct the Wave 4 Group 1 Office Hours for both Solano County and San Mateo County.
 - Conduct CDG Prep Session for Santa Cruz County on 02/07/23.
 - Monitor the change discussions taking place in Wave 4 Group 1 Counties and conduct PPOC Weekly Touchpoints with Solano and San Mateo.
- ▶ **Wave 5 Change Discussion Guides**
 - Conduct the Wave 5 Working Session on 01/30/23 to 02/10/23.
- ▶ **Wave 6 Change Discussion Guides**
 - Continue to develop the CDGs for the Wave 6 Counties.
- ▶ **Change Readiness Surveys**
 - Analyze the Wave 3 T-3 surveys responses and begin to develop the presentation.
 - Review the Wave 4 T-6 surveys results with Consortium on 02/08/23.
 - Review the Wave 5 T-9 survey results with the Wave 5 counties on 02/06/23.

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- ▶ **Change Network Champion (CNC) Meetings**
 - Conduct the CNC Session for Wave 2 on 02/07/22.
 - Prepare the CNC Session decks for the month of February for Waves 3 to 6.
- ▶ **Infographics**
 - Draft the February Infographics for Waves 2–6.
- ▶ **Newsletter**
 - Draft the Newsletter for Wave 5 Newsletter #2 and Wave 4 Newsletter #3.

4.0 Training

4.1 Highlights of the Reporting Period

- ▶ **Training Advisory Council**
 - Started preparing for Training Advisory Council (TAC) meeting on 02/22/23.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Completed Week 16 of WBTs for End User training.
 - Completed Week 5 of ILTs for End User training.
 - Hosted Training Touchpoint with Santa Clara County.
 - Hosted Training Touchpoint with Contra Costa County.
- ▶ **Wave 3: Orange, Santa Barbara, and Ventura County Training**
 - Completed Week 11 of WBTs for Early Training and Train the Trainer participants.
 - Completed Week 8 of WBTs for all staff.
 - Continued ILTs for Early Training and Train the Trainer.
 - Hosted Training Touchpoint with Orange County.
 - Hosted WBT-based webinars.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Completed Week 3 of WBTs for Early Training and Train the Trainer participants.
 - Hosted ILT Walkthroughs with Solano County.
 - Hosted Training Touchpoint with Solano County.
 - Hosted Training Touchpoint with San Mateo County.
 - Completed end-user LMS load.
- ▶ **Wave 5 – Wave 6 Planning**
 - Continued planning for Wave 5 ILT Walkthroughs.
 - Hosted Training Touchpoint with Fresno County.

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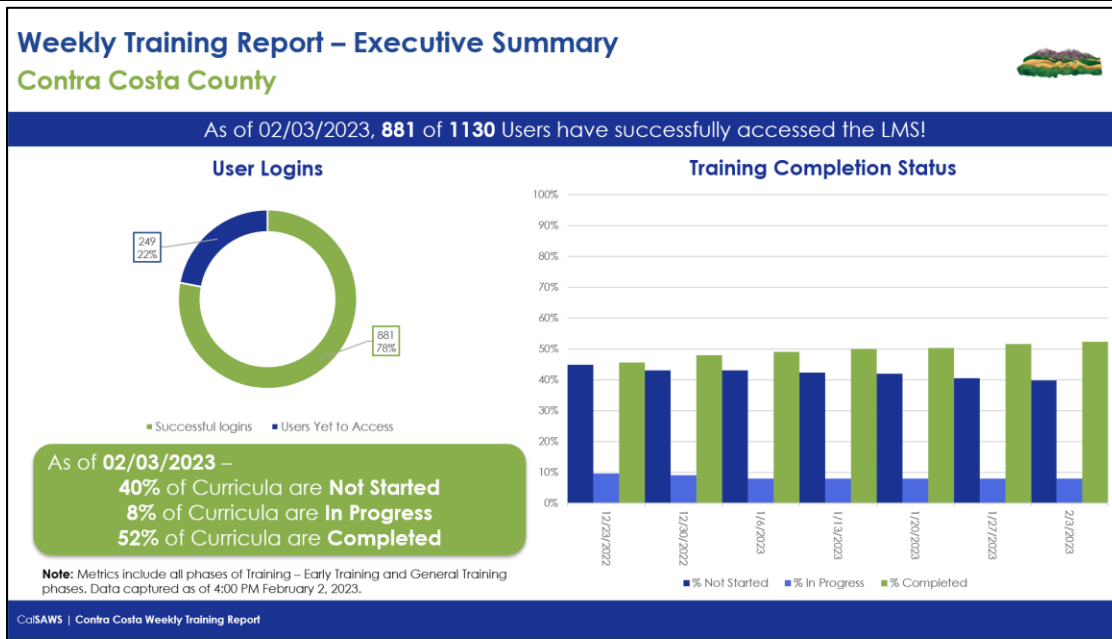


Figure 4.1-1 – Weekly WBT Training Report – Contra Costa County

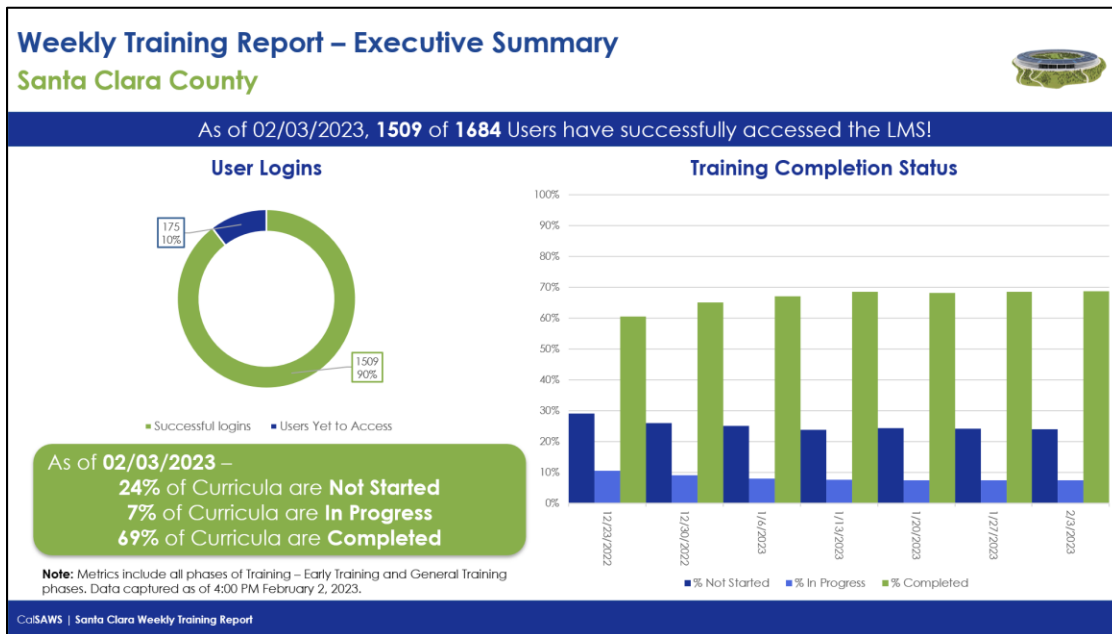


Figure 4.1-2 – Weekly WBT Training Report – Santa Clara County

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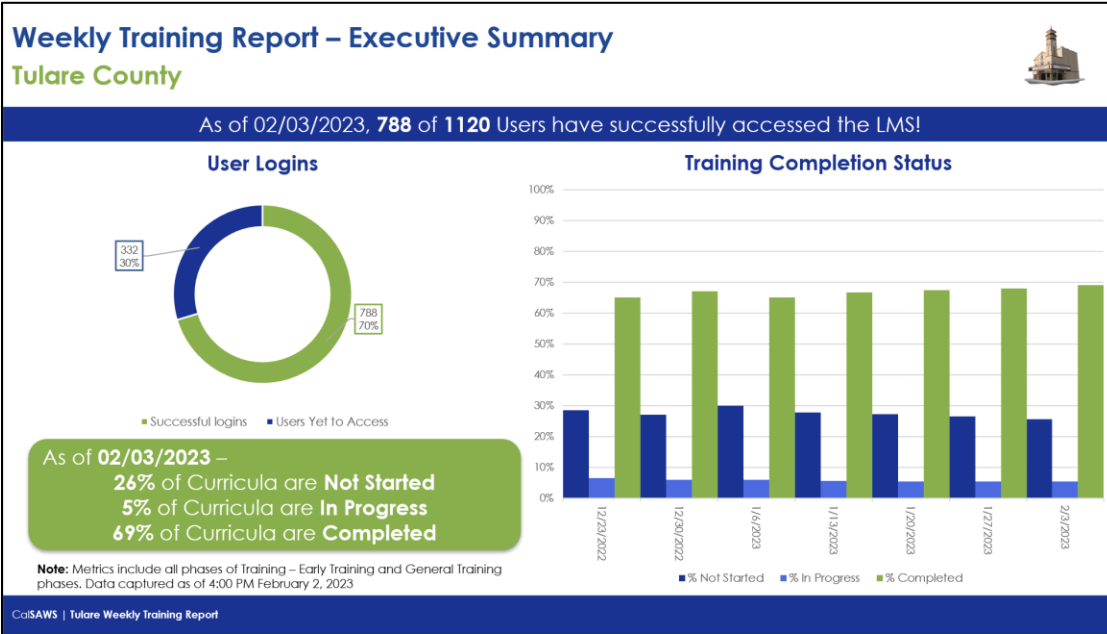


Figure 4.1-3 – Weekly WBT Training Report – Tulare County

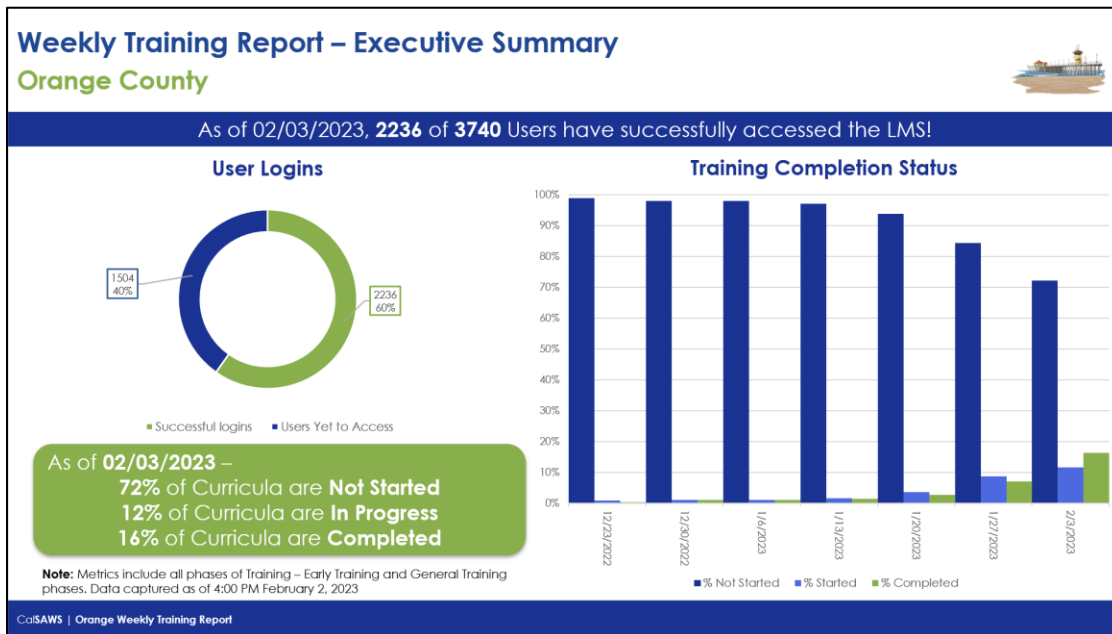


Figure 4.1-4 – Weekly WBT Training Report – Orange County

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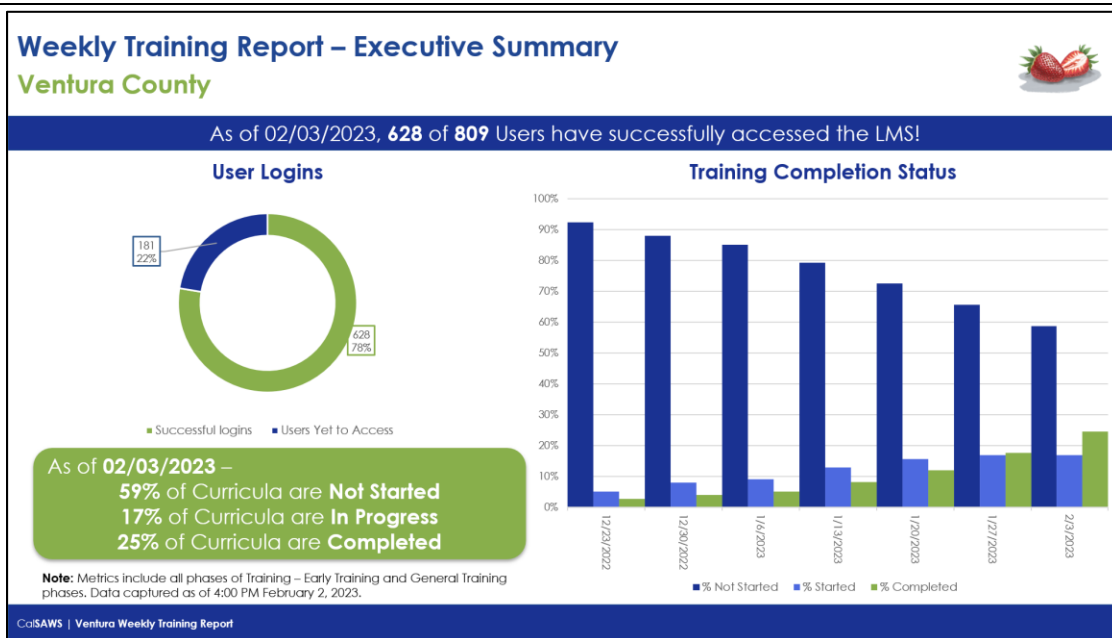


Figure 4.1-5 – Weekly WBT Training Report – Ventura County

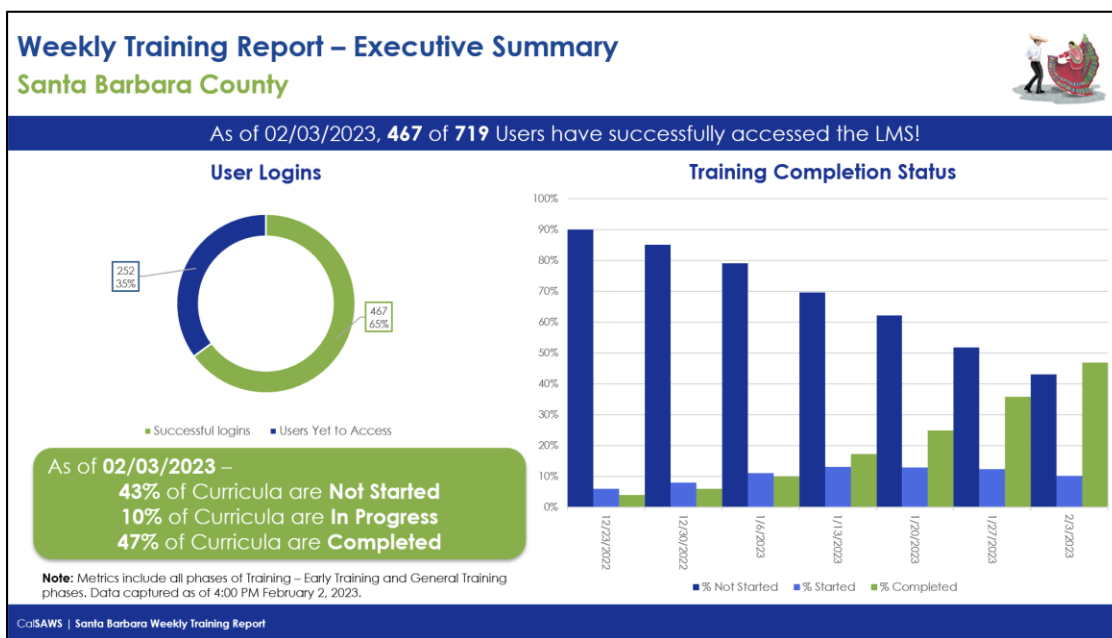


Figure 4.1-6 – Weekly WBT Training Report – Santa Barbara County

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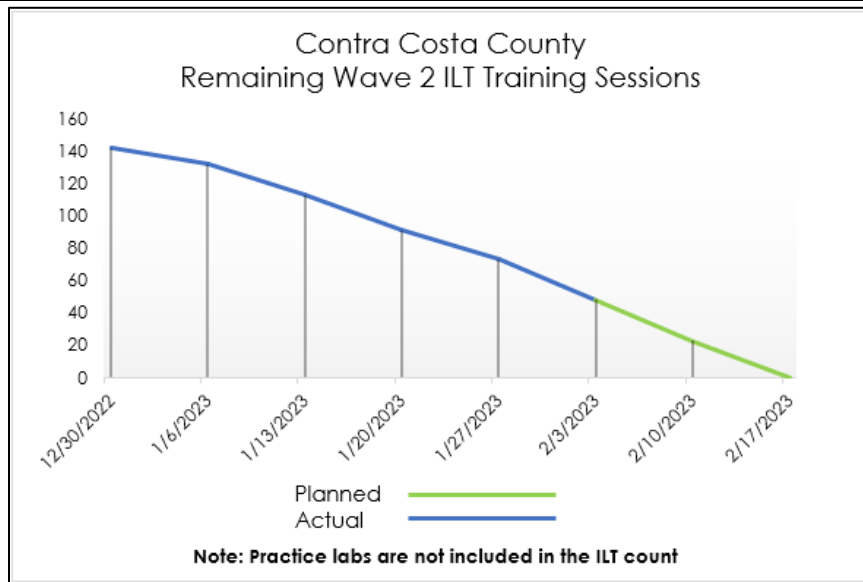


Figure 4.1-7 – Weekly ILT Training Report – Contra Costa County

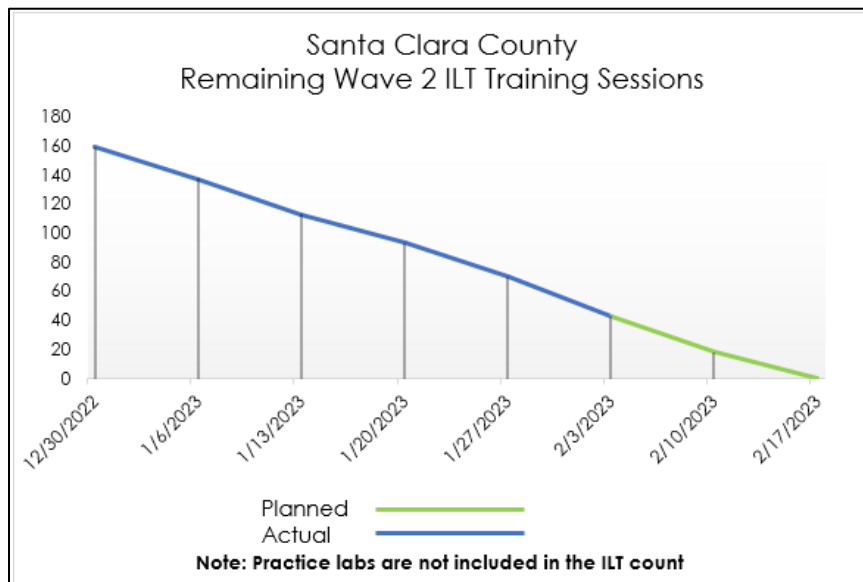


Figure 4.1-8 – Weekly ILT Training Report – Santa Clara County

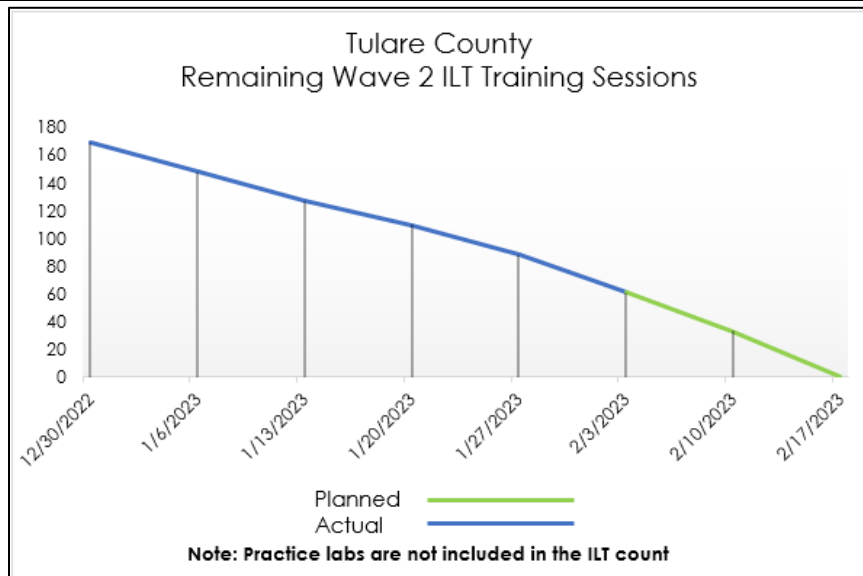


Figure 4.1-9 – Weekly ILT Training Report – Tulare County

4.2 Activities for the Next Reporting Period

- ▶ **Training Advisory Council**
 - Continue planning for Training Advisory Council (TAC) meeting on 02/22/23.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Continue WBTs for all End Users.
 - Continue ILT delivery for all End Users.
 - Host Training Touchpoint with Santa Clara County.
 - Host Training Touchpoint with Contra Costa County.
- ▶ **Wave 3: Orange, Santa Barbara, and Ventura County Training**
 - Continue WBTs for all staff.
 - Continue ILTs for Early Training and Train the Trainer.
 - Host WBT-based webinars.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Continue WBTs for Early Training and Train the Trainer participants.
 - Start WBTs for all staff.
 - Host Training Touchpoint with San Mateo County.
 - Host Training Touchpoint with Santa Cruz County.
- ▶ **Waves 5–6 Planning**
 - Continue planning for Wave 5 ILT walkthroughs.
 - Host Training Touchpoint with San Francisco County.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ▶ **Readiness Dashboard and Packet**
 - Distributed Wave 2 Readiness Dashboard and Packet on 02/02/23.
 - Continued updates to Wave 2, Wave 3, Wave 4 and Wave 5 Readiness Packets and Dashboards.

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- ▶ **Wave IPOC**
 - Conducted Wave IPOC meeting for Wave 2 on 02/01/23.
- ▶ **Lead TOSS/IPOC Meetings**
 - Conducted TOSS/IPOC checklist review for Orange County (02/01/23), Ventura County (02/01/23), and Tulare County (02/02/23).
- ▶ **County Prep Phase**
 - Conducted Daily Office Hours and Debriefs for Wave 2 County Prep Phase.
 - Collected and reported on progress and completion metrics on 02/02/23.
 - Updated County Prep materials for Wave 3 and submitted for formal review.
- ▶ **Go-Live Packet**
 - Conducted Wave 2 Go-Live Packet Strike team meeting on 01/05/23, 01/17/23, 01/19/23, 01/24/23, and 01/26/23.
 - Completed drafting Wave 2 Go-Live Packet (some defects discussed after draft was done will need to be added at Go-Live) and reviewed with Strike team and CIT reviewers.
 - Submitted CIT and all Draft Go-Live Packet material for distribution.
- ▶ **Post-Implementation Support**
 - Prepared orientation session materials and reviewed content with Implementation Managers on 01/31/23 and 02/02/23.
 - Conducted Wave 2 Monthly IPOC/TOSS Meeting Kickoff for Wave 2 on 02/01/23.
 - Contributed Post-Implementation Support section to OCM CNC Feb presentation.
 - Continued planning for W3 Post-Implementation support including resourcing plan.
 - Conducted Fact Sheet working group session to review role/responsibilities for Wave 2 and review and evaluate outdated/obsolete Fact Sheets.
 - Added section in Go-Live Packet to reference new and updated Fact Sheets.
 - Continued drafting Wave 4 County Profiles for Santa Cruz County, San Diego County, San Mateo County, and Solano County.
 - Prepare presentation for OCM CNC meeting on 02/07/23 for Post-Implementation.

5.2 Activities for the Next Reporting Period

- ▶ **Post-Implementation Support**
 - Conduct Fact Sheet working group session to update/retire Fact Sheets for Wave 2.
 - Support Wave 2 County Prep Daily Office Hours by tracking questions asked by counties and proposed resolutions.
 - Deliver presentation for OCM CNC meeting on 02/07/23 for Post-Implementation.
 - Deliver onsite, virtual, extended support and county volunteer orientation sessions.
 - Schedule Virtual Meet & Greet Sessions for onsite Post-Implementation teams.
 - Present onsite resourcing plans to Wave 2 counties at Weekly IPOC/TOSS meetings.
 - Prepare CRFI for Wave 3 Post-Implementation county volunteer support.
- ▶ **Readiness Dashboard and Packet**
 - Distribute Readiness Dashboard and Packet for Wave 2, Wave 3, and Wave 4.
 - Continue collecting updates for Waves 2 through Wave 5.
- ▶ **County Prep Phase**
 - Continue conducting daily Office Hours and Daily Debriefs for County Prep Phase for Wave 2.
 - Continue collecting and reporting on County Prep Completion Metrics for Wave 2.
 - Submit County Prep materials for distribution to Wave 3 Counties.

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- ▶ **TOSS/IPOC Meetings**
- ▶ Conduct TOSS/IPOC checklist review for Santa Clara County (02/06/23), Contra Costa County (02/07/23), Solano County (02/09/23), Sacramento (02/09/23) and Tulare County (02/09/23).
- ▶ **Wave IPOC**
 - Conduct Wave IPOC meeting for Wave 4 on 02/08/23 and Wave 6 on 02/09/23.
- ▶ **Post Go-Live Packet**
 - Update Go-Live Packet to capture known defects and workload impact and re-transmit CIT to counties on 02/28/23.

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
01.25	Work Plan Monthly Updates – December 2022	N/A	N/A	N/A	02/07/23	02/21/23
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
02.24	Monthly Status Report – December 2022	N/A	N/A	N/A	02/07/23	02/16/23
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 4 Group 2 (San Diego, Santa Clara)	N/A	N/A	01/26/23	02/16/23	02/27/23
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
08.07	Master Training Plan Monthly Update – 07	N/A	N/A	N/A	02/07/23	02/16/23
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	01/17/23	01/31/23	02/07/23

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.25	Work Plan Monthly Updates – January 2023	On Track	FDEL submission 02/07/23 FDEL approval 02/21/23
02.25	Monthly Status Report – January 2023	On Track	FDEL submission 02/07/23 FDEL approval 02/16/23
08.07	Master Training Plan Monthly Update – 07	On Track	FDEL submission 02/07/23 FDEL approval 02/16/23

Table 6.1-2 – Upcoming Deliverable Deadlines

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		Complete	Coming Soon	County Sign-Off Pending
ID	Work Product Name	DWP	FWP	Final Approval
07.10	County Change Guide– Wave 4, Group 1 (San Mateo)	11/03/22	11/23/22	12/02/22
07.12	County Change Guide– Wave 4, Group 1 (Solano)	11/01/22	11/22/22	12/01/22
07.09	County Change Guide– Wave 4, Group 2 (San Diego)	12/19/22	01/11/23	01/19/23
07.11	County Change Guide– Wave 4, Group 2 (San Cruz)	12/19/22	01/11/23	01/19/23
09.09	County-Specific Training Plans – Wave 4 (San Diego)	11/18/22	12/19/22	12/27/22
09.10	County-Specific Training Plans – Wave 4 (San Mateo)	11/18/22	12/13/22	12/20/22
09.11	County-Specific Training Plans – Wave 4 (Santa Cruz)	11/18/22	12/13/22	12/20/22
09.12	County-Specific Training Plans – Wave 4 (Solano)	11/18/22	12/21/22	12/29/22
09	County-Specific Training Plans – Wave 5 (Alameda, Fresno, and Sonoma)	01/27/23	02/17/23	02/24/23

Figure 6.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
	None scheduled.		

Table 6.1-4 – Upcoming Work Product Deadlines

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 1-2: Closed Wave 3–6: 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	The CalWIN Counties and County Directors have voiced concern that they do not have sufficient information	Wave 1: Closed Wave 2–6: Open	Wave 1: 4 Wave 2–4: 3 Wave 5–6: 2	Wave 1: Low Wave 2: Medium	12/13/21

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	sufficient or timely 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 3: Low Wave 4–6: Medium	
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	The CalWIN Counties need time in the schedule, leading up	Wave 1: Closed	3	Wave 1: Low	01/12/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
	testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	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 2–6: Open		Wave 2–6: Medium	
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	Wave 1: Closed Wave 2–6: Open	4	Wave 1: Low Wave 2–6: Medium	06/28/22

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		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				
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
0026-23	PPOCs (Santa Cruz, San Diego, Solano, San Mateo); Regional Managers (R1, R5); Section Directors; IPOCs (Wave 4)	CalSAWS LMS Access Guide for General Training – CalWIN Wave 4	CalWIN Migration	01/30/23	Ashley Arnold	Renee Carter
0027-23	PPOCs (Sacramento, San Francisco, San Luis Obispo); Regional Managers (R1, R2, R4); Directors (Sacramento, San Francisco, San Luis Obispo); IPOCs (Wave 4); Section Directors	Wave 6 Counties T-9 Months Change Readiness Survey	CalWIN Migration	01/30/23	Helen Cruz	Araceli Gallardo

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, February 8, 2023

Period: January 23, 2023 to February 5, 2023

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0029-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers (R1, R4); Section Directors	Wave 2 CalSAWS Infographics #9	CalWIN Migration	01/31/23	Helen Cruz	Araceli Gallardo
0032-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers; IPOCs (Wave 2); TPOCs (Wave 2)	CalWIN Wave 2 Readiness Dashboard and Packet 1st Weekly February 2023	CalWIN Migration	02/02/23	Jennifer Carpenter	Mara Jennings
0037-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers (R1, R4); IPOCs (Contra Costa, Santa Clara, Tulare)	CalSAWS Training Environments for Wave 2 Counties – Access, URL and Accounts	CalWIN Migration	02/03/23	Ashley Arnold	Cristina Garcia
0038-23	PPOCs (Contra Costa, Santa Clara, Tulare); IPOCs (Contra Costa, Santa Clara, Tulare); Change Network Champions (Contra Costa, Santa Clara, Tulare)	Wave 2 CalWIN County Go-Live Packet	CalWIN Migration	02/03/23	Kishan Mallur	"Rachel Frey

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
23-019	PPOCs (Orange, Santa Barbara, Ventura, Santa Clara, Tulare); Regional Managers (R1, R2, R4)	"CalWIN Wave 3 – Participants for 3A County Prep Clickthrough &	02/01/23	Open	2/15/2023	Cristy Sharma	Mike Tombakian
23-020	PPOCs (Alameda, Fresno, Sonoma, Sacramento, San Francisco, San Luis Obispo); Regional Managers (R1, R2, R4)	CalWIN Wave 2 – Optional Participants for 2C Cutover Clickthrough "	02/03/23	Open	02/17/23	Ashley Arnold	Renee Carter

Table 6.2-3 – CRFIs

CalSAWS – CalWIN ISS Weekly Status Report

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6.3 Appendix C – Project Work Plan Reports

Project Timeline

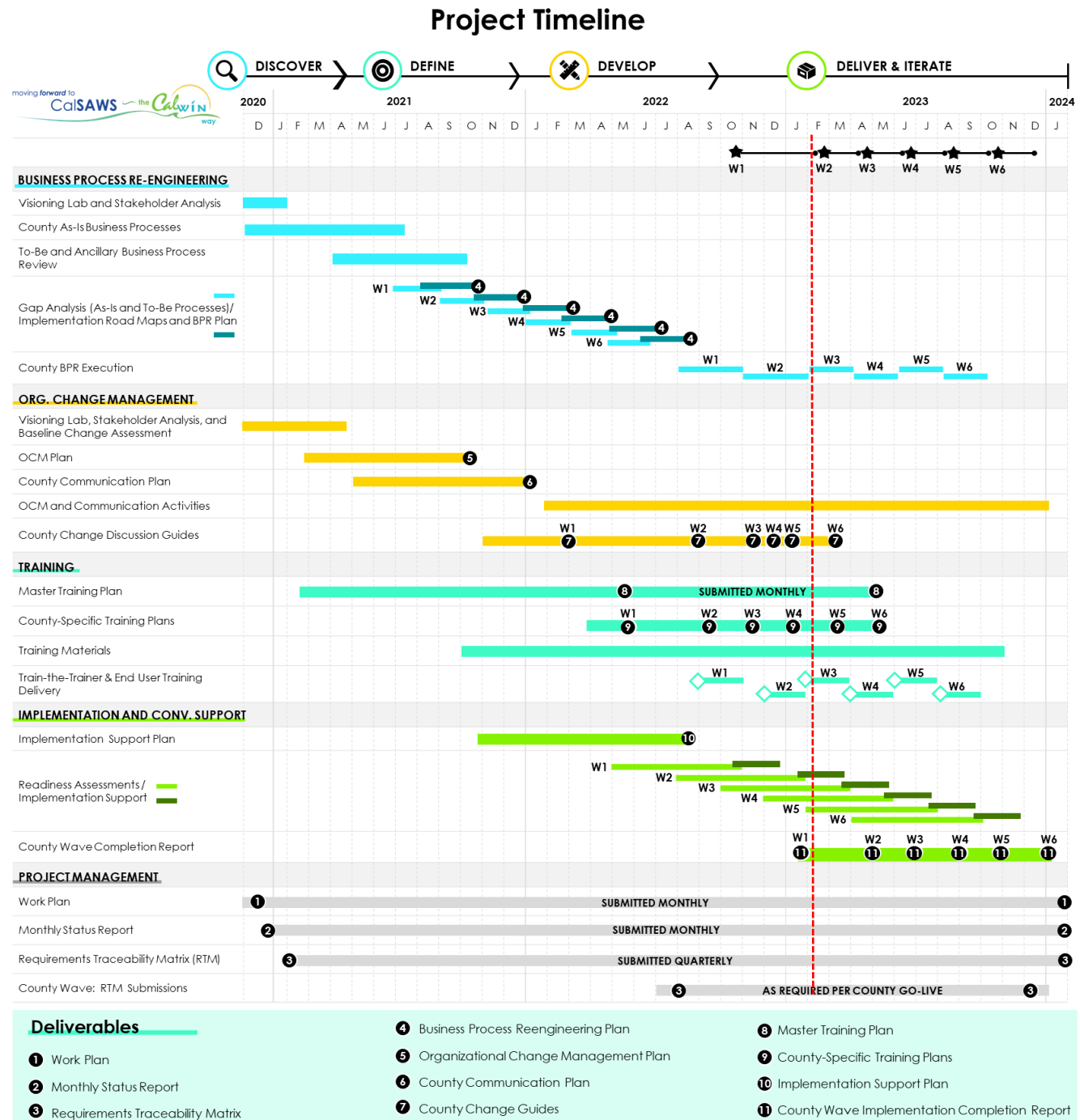


Figure 6.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

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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