

CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

**Reporting Period: January 23, 2023 to
January 29, 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. ▶ Process Sim kickoff for wave 4 San Diego County scheduled for March 2023 ▶ Working with the Wave 4 County Regional Managers (RMs) and Primary Points of Contacts (PPOCs) to schedule process simulation kickoff and preparation plan. ▶ Facilitated Configuration Working Session with Ventura County. ▶ Provided support to Wave 3 Counties for County Prep Configurations.
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 on 01/23/23 for both Solano County and San Mateo County. ▶ Monitored the change discussions taking place in Wave 4 Group 1 Counties. ▶ Submitted DDEL for Santa Cruz County and San Diego County on 01/26/23. ▶ Conducted the Wave 5 Working Session Kickoff on 01/26/23. ▶ Distributed invites for Wave 5 Working Sessions to the Wave 5 Counties. ▶ Published CIT/CRFI invites for Wave 5 Prep Sessions on 01/27/23. ▶ Continued to develop the CDGs for the Wave 6 Counties. ▶ Monitored the Wave 4 T-6 surveys responses and closed the survey on 02/03/23. ▶ Analyzed the Wave 5 T-9 surveys results and began developing the presentation decks. ▶ Sent the Wave 6 T-9 Survey CIT to CIT Review group. ▶ Distributed the post session materials to Wave 3 and Wave 4 Counties on 01/26/23. ▶ Conducted the CNC Session for Wave 2 on 01/24/23. ▶ Sent the January Infographics for Waves 2 to the CIT Review Group. ▶ Distributed the January Infographics for Waves 3 – 6. ▶ Sent the Wave 2 Newsletter Wave #4 to CIT Review group.
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 ▶ Hosted the Instructor Led Training (ILT) Walkthroughs with Santa Cruz County.

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, February 1, 2023

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STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	▶ Hosted Training Touchpoints with Fresno County, Santa Clara County, Contra Costa County, San Mateo County, Sonoma County, and Santa Cruz County.
Implementation	<ul style="list-style-type: none">▶ Conducted the Wave 5 Implementation Points of Contact (IPOC) meeting for Wave 5 on 01/25/23.▶ Distributed Wave 2 Readiness Dashboard and Packet on 01/26/23.▶ Conducted Wave 2 County Prep Phase Office Hours and Daily Debrief.▶ Conducted County Profile Review with Orange County & Santa Barbara County on 01/23/23 and 01/24/23.▶ Updated Wave 2 Post-Implementation model across counties and adjusted planning needs for shift to virtual-only model.▶ Prepared orientation session materials and reviewed content on 01/27/23.▶ Prepared Wave 2 Monthly IPOC Meeting Kickoff for Wave 2 Post-Implementation.▶ Continued planning for Wave 3 Post-Implementation support.▶ Scheduled Fact Sheet working group session to review/retire Fact Sheets.▶ Contributed information on Post-Implementation Support to OCM CNC presentation.▶ Continued 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 01/25/23.
 - **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:**
 - DDEL 07.09: County Change Guide – Wave 4 (San Diego) on 01/26/23.
 - DDEL 07.11: County Change Guide – Wave 4 (Santa Cruz) on 01/26/23.
 - DWP 09.13: County Training Plan – Wave 5 (Alameda) on 01/27/23.
 - DWP 09.14: County Training Plan – Wave 5 (Fresno) on 01/27/23.
 - DWP 09.15: County Training Plan – Wave 5 (Sonoma) on 01/27/23.

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 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.

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 Working Sessions in Ventura County.
 - Support Wave 3 Counties with County Prep Configuration.
 - Documented Configuration requirements for Process Simulation activities with Orange County.

2.2 Activities for the Next Reporting Period

- ▶ **Process Simulation**
 - Finalize Process Simulation scenarios for Orange 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 01/31/23, Santa Barbara County on 02/03/23, and Ventura County on 02/02/23.
 - Continue modifying scenarios to align with configuration requirements for Orange County.
 - Create the Process Simulation kickoff plan for Wave 4 Counties.

► **Configuration**

- Facilitate Configuration Verification Session with Santa Barbara County.
- Process Simulation Configuration preparation for Orange 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 on 01/23/23 for both Solano County and San Mateo County.
- Monitored the change discussions taking place in Wave 4 Group 1 Counties.
- Submitted the County Change Guide/Change Discussion Guide (CCG/CDG) Draft Deliverables (DDEL) for Santa Cruz and San Diego Counties on 01/26/23.

► **Wave 5 Change Discussion Guides**

- Conducted the Wave 5 Working Session Kickoff on 01/26/23.
- Sent the invites for Wave 5 Working Sessions to the Wave 5 Counties.
- Sent the CIT/CRFI invites for Wave 5 Prep Sessions on 01/25/23.

► **Wave 6 Change Discussion Guides**

- Continued to develop the CDGs for the Wave 6 Counties.

► **Change Readiness Surveys**

- Opened the Wave 3 T-3 survey on 01/23/23.
- Monitored the Wave 4 T-6 surveys responses and closed the survey on 02/03/23.
- Analyzed the Wave 5 T-9 surveys results and began developing the presentation decks.
- Sent the Wave 6 T-9 Survey CIT to CIT Review group.

► **Change Network Champion (CNC) Meetings**

- Distributed the post session materials to Wave 3 and Wave 4 Counties on 01/26/23.
- Conducted the CNC Session for Wave 2 on 01/24/23.

► **Infographics**

- Sent the January Infographics for Waves 2 to the CIT Review Group.
- Distributed the January Infographics for Waves 3–6.

► **Newsletter**

- Sent the Wave 2 Newsletter Wave #4 to CIT Review group.

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 02/02/23.
- Monitor the change discussions taking place in Wave 4 Group 1 Counties.

- ▶ **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**
 - Monitor the Wave 3 T-3 surveys responses and closed the survey on 02/03/23.
 - Analyze the Wave 4 T-6 surveys results and began developing the presentation decks.
 - Distribute the Wave 6 T-9 Survey CIT to Wave 6 Counties.
- ▶ **Change Network Champion (CNC) Meetings**
 - Distribute the post session materials to Wave 2 Counties on 01/31/23.
 - Prepare and conduct the CNC Session for Wave 2 on 02/07/22.
- ▶ **Infographics**
 - Distribute the January Infographics for Waves 2.
- ▶ **Newsletter**
 - Distribute the Newsletter for Wave 2 Newsletter #4.

4.0 Training

4.1 Highlights of the Reporting Period

- ▶ **Training Advisory Council**
 - Hosted Training Advisory Council (TAC) meeting on 01/25/23.
- ▶ **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
 - Completed week 14 of WBTs for End User training.
 - Completed week 4 of ILTs for End User training.
 - Hosted training touchpoint with Santa Clara County.
 - Hosted training touchpoint with Contra Costa County.
 - Attended Tulare/CalSAWS Leadership Touchpoint.
- ▶ **Wave 3: Orange, Santa Barbara, and Ventura County Training**
 - Completed week 9 of WBTs for Early Training and Train the Trainer participants.
 - Completed week 6 of WBTs for all staff.
 - Continued ILTs for Early Training and Train the Trainer in Orange County and Santa Barbara County.
 - Started ILTs for Early Training and Train the Trainer in Ventura County.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Completed week 2 of WBTs for Early Training and Train the Trainer participants.
 - Hosted ILT Walkthroughs with Santa Cruz County.
 - Hosted training touchpoint with San Mateo County.
 - Hosted training touchpoint with Santa Cruz County.
- ▶ **Wave 5 – Wave 6 Planning**
 - Completed Wave 5 County Specific Training Plan Draft Work Products.
 - Started planning for Wave 5 ILT Walkthroughs.
 - Hosted training touchpoint with Fresno County.
 - Hosted training touchpoint with Sonoma County.
 - Attended Sacramento County training site visit.

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, February 1, 2023

Period: January 23, 2023 to January 29, 2023

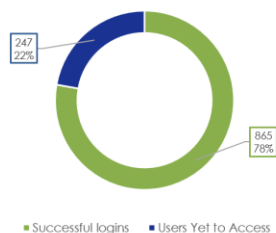
Weekly Training Report – Executive Summary

Contra Costa County



As of 01/27/2023, **865** of **1112** Users have successfully accessed the LMS!

User Logins



As of 01/27/2023 –

41% of Curricula are **Not Started**

8% of Curricula are **In Progress**

52% of Curricula are **Completed**

Note: Metrics include all phases of Training – Early Training and General Training phases. Data captured as of 4:00 PM January 26, 2023.

Training Completion Status

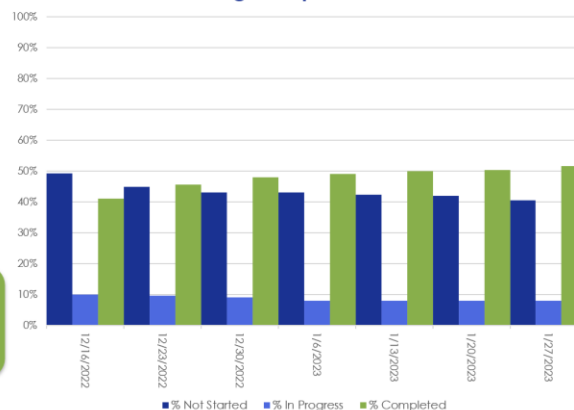


Figure 4.1-1 – Weekly WBT Training Report – Contra Costa County

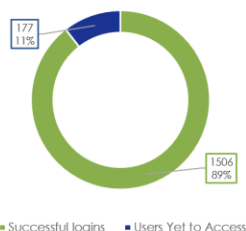
Weekly Training Report – Executive Summary

Santa Clara County



As of 01/27/2023, **1506** of **1683** Users have successfully accessed the LMS!

User Logins



As of 01/27/2023 –

24% of Curricula are **Not Started**

7% of Curricula are **In Progress**

69% of Curricula are **Completed**

Note: Metrics include all phases of Training – Early Training and General Training phases. Data captured as of 4:00 PM January 26, 2023.

Training Completion Status

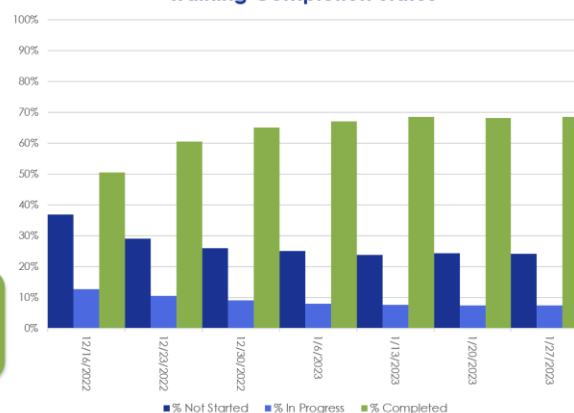


Figure 4.1-2 – Weekly WBT Training Report – Santa Clara County

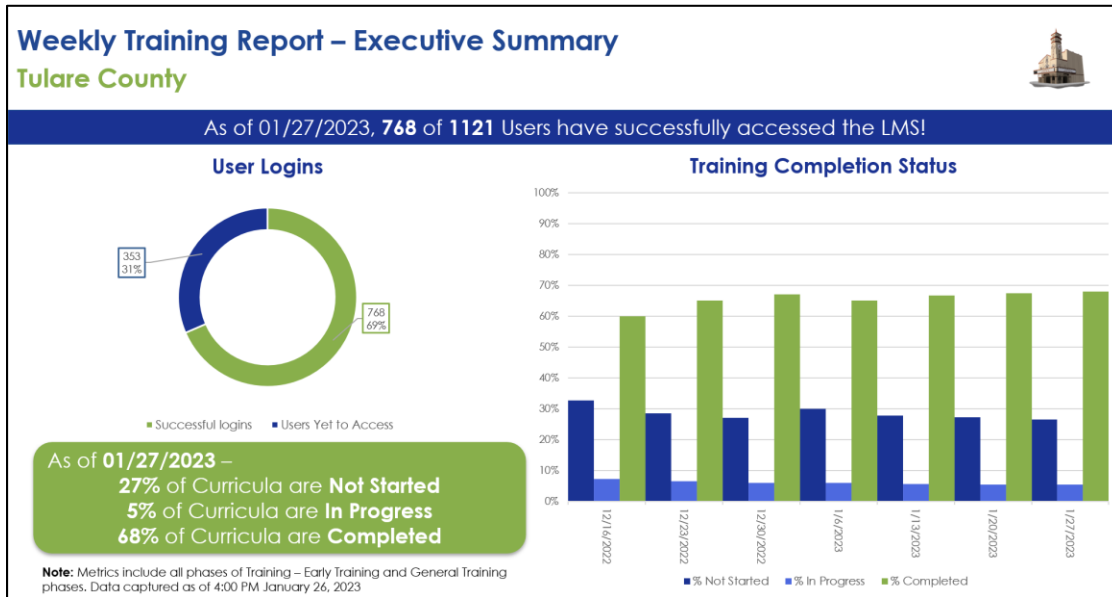


Figure 4.1-3 – Weekly WBT Training Report – Tulare County

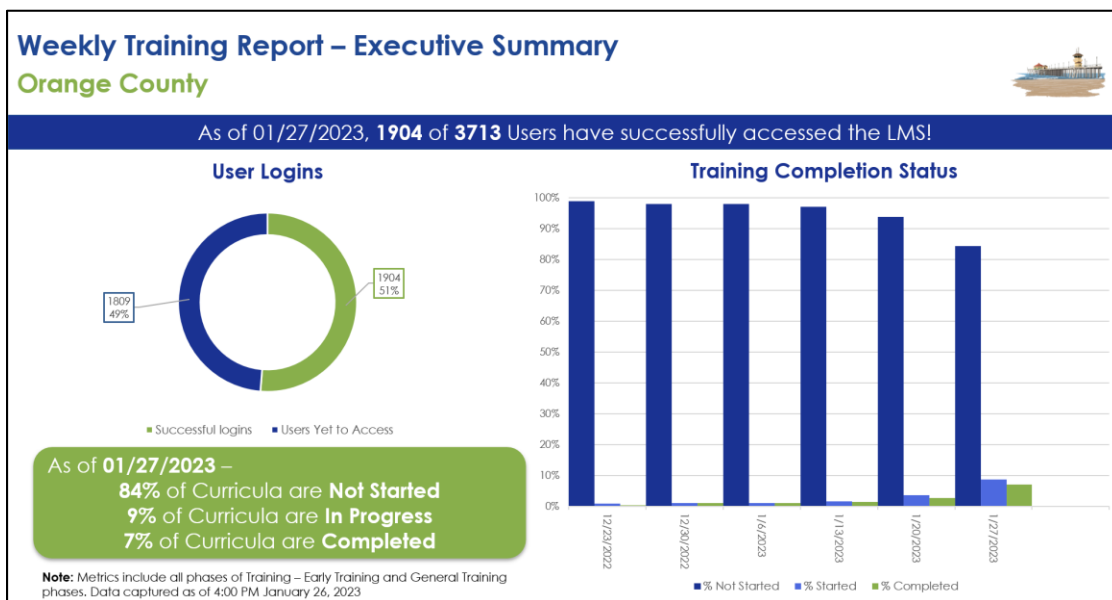


Figure 4.1-4 – Weekly WBT Training Report – Orange County

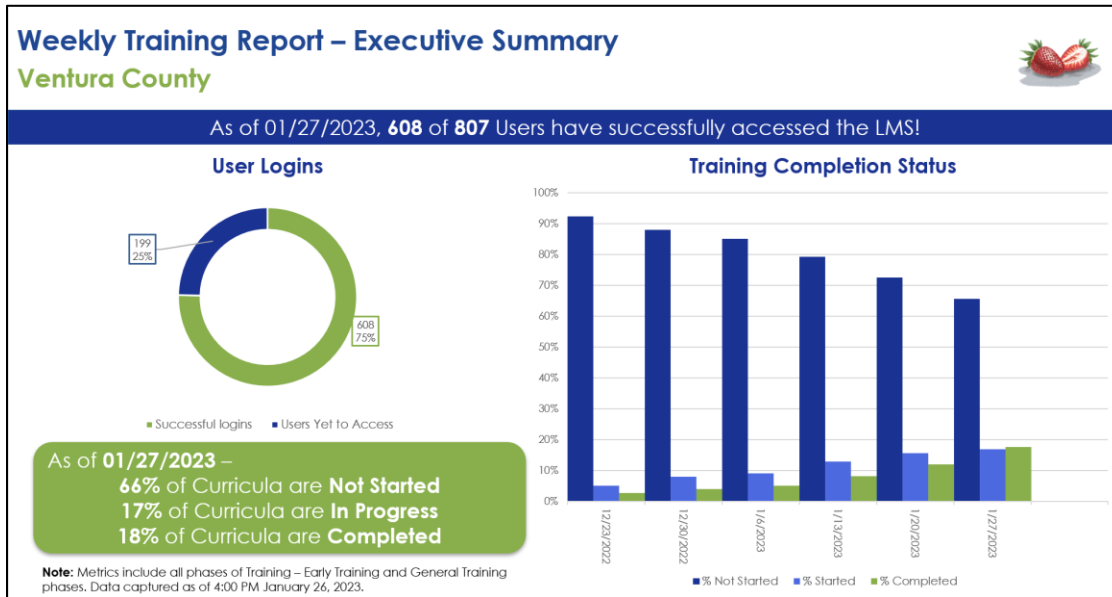


Figure 4.1-5 – Weekly WBT Training Report – Ventura County

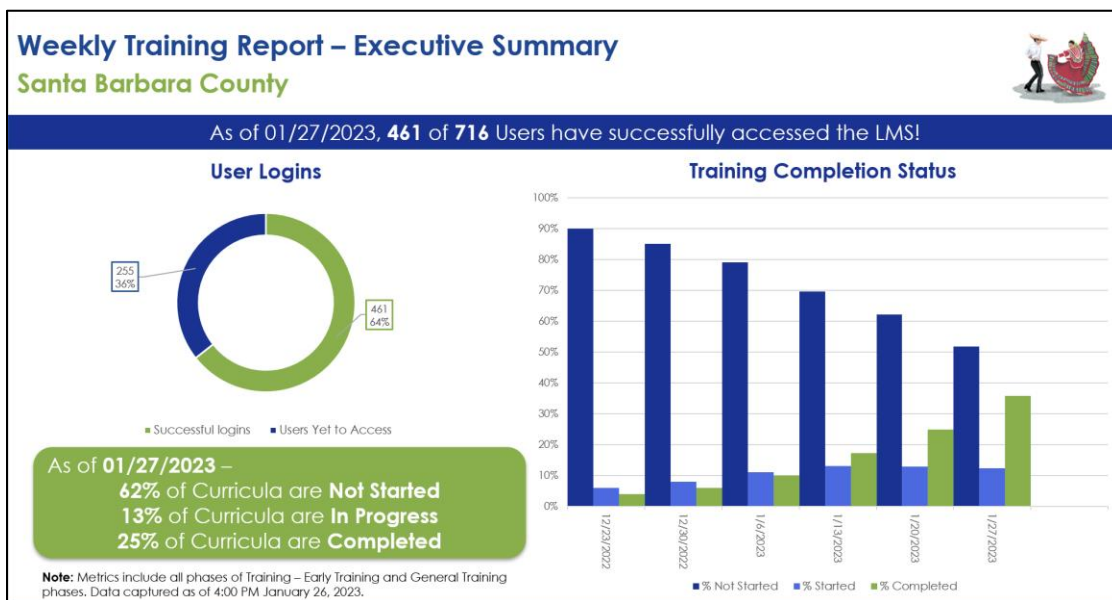


Figure 4.1-6 – Weekly WBT Training Report – Santa Barbara County

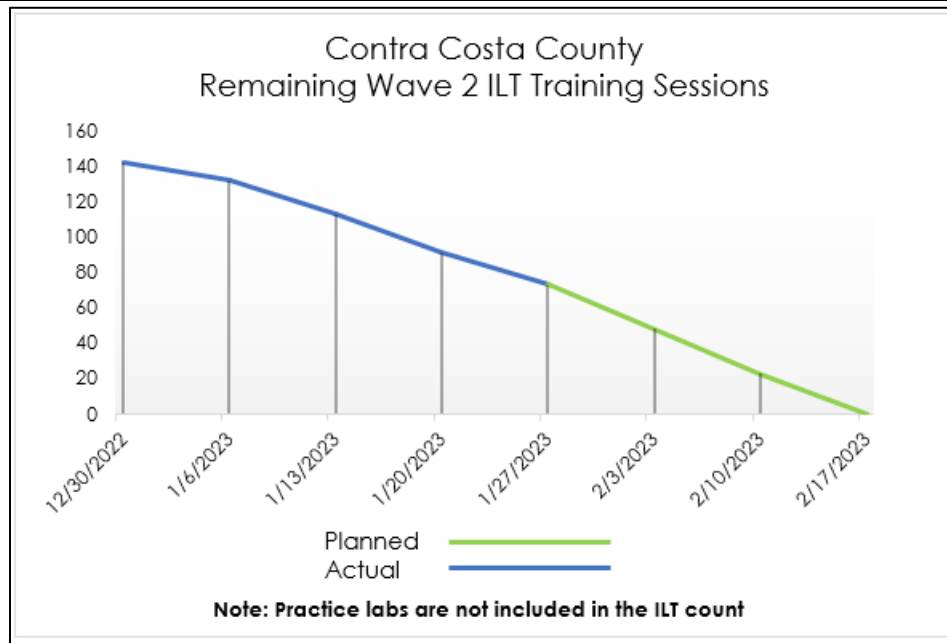


Figure 4.1-7 – Weekly ILT Training Report – Contra Costa County

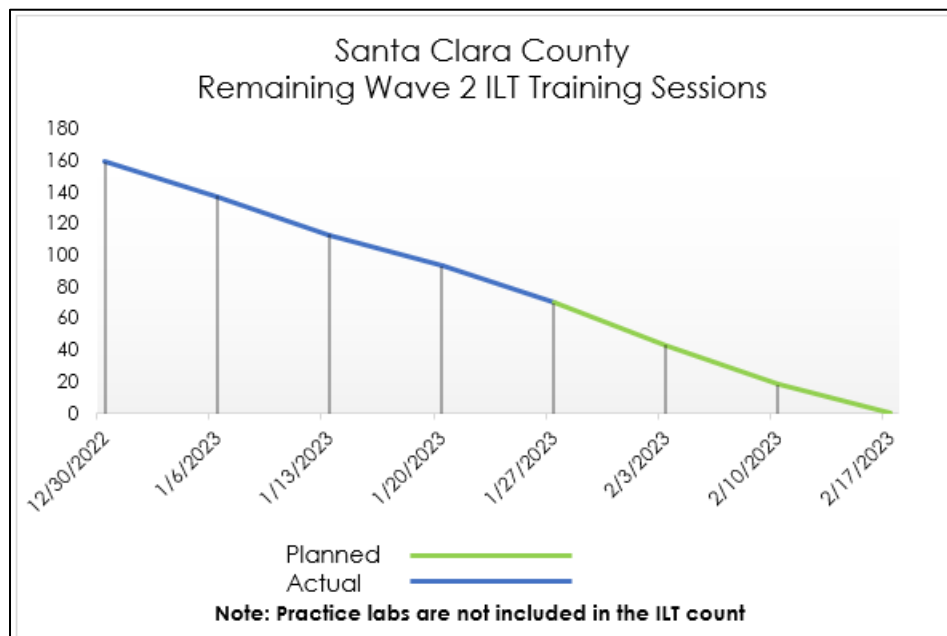


Figure 4.1-8 – Weekly ILT Training Report – Santa Clara County

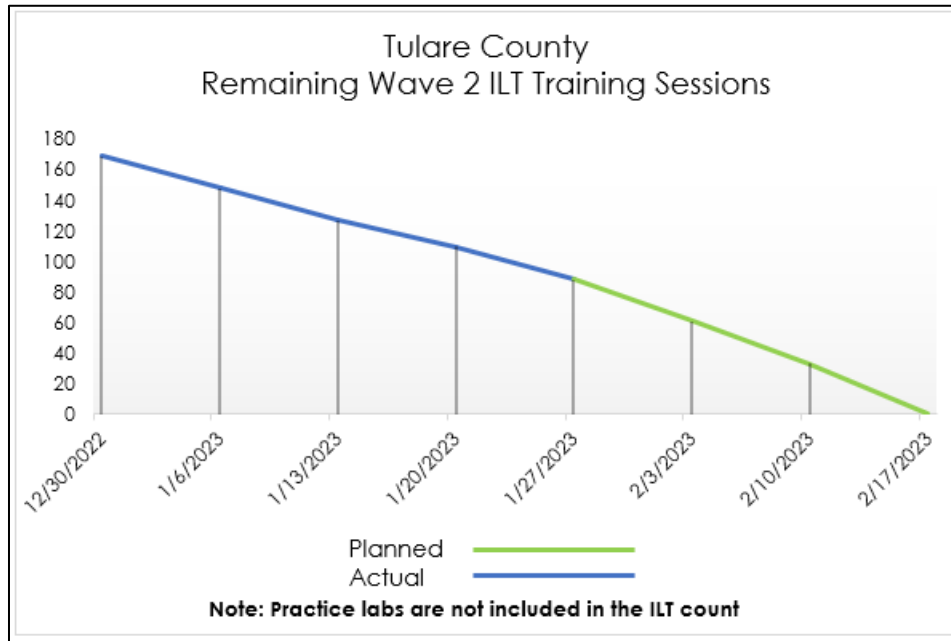


Figure 4.1-9 – Weekly ILT Training Report – Tulare County

4.2 Activities for the Next Reporting Period

- ▶ **Training Advisory Council**
 - Start 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.
 - Complete manual data preparation for remaining ILT sessions.
 - 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 training touchpoint with Orange County.
- ▶ **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
 - Continue WBTs for Early Training and Train the Trainer participants.
 - Host ILT Walkthroughs for Solano County.
 - Host Training touchpoint with Solano County.
 - Host Training Touchpoint with San Diego County.
- ▶ **Waves 5–6 Planning**
 - Continue planning for Wave 5 ILT walkthroughs.
 - Host Training Touchpoint with Fresno County.
 - Host Training Touchpoint with Alameda County.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ▶ **Readiness Dashboard and Packet**
 - Distributed Wave 2 Readiness Dashboard and Packet on 01/26/23.
- ▶ **Wave IPOC**
 - Conducted Wave IPOC meeting for Wave 5 on 01/25/23.
- ▶ **Lead TOSS/IPOC Meetings**
 - Conducted TOSS/IPOC checklist review for Santa Cruz County (01/24/23), San Mateo County (01/24/23) Santa Barbara County (01/24/23), Santa Clara County (01/25/23), Contra Costa County (01/25/23), and Fresno County (01/25/23).
- ▶ **County Prep Phase**
 - Conducted Daily Office Hours and Debriefs for Wave 2 County Prep Phase.
 - Collected and reported on progress and completion metrics on 01/26/23.
 - Updated County Prep materials for Wave 3 and submitted for review.
- ▶ **Go-Live Packet**
 - Continued Wave 2 Go-Live Packet Strike team meeting on 01/24/23 and 01/26/23.
- ▶ **Post-Implementation Support**
 - Conducted Wave 3 IPOC meeting for Orange County on 01/23/23.
 - Conducted Wave 3 IPOC meeting for Santa Barbara County on 01/24/23.
 - Updated Wave 2 Post-Implementation model across counties, and adjusted planning needs for shift to virtual-only model.
 - Prepared orientation session materials and reviewed content with Implementation Managers on 01/27/23.
 - Continued planning for Wave 3 Post-Implementation support.
 - Scheduled Fact Sheet working group session to review role/responsibilities for Wave 3.
 - Contributed Post-Implementation Support section to OCM CNC Feb presentation.
 - Concluded Wave 2 Go-Live Packet Strike team meetings and identified additions of items to the Wave 2 Packet.
 - Determined Fact Sheets requiring updates from Wave 1. Added section in Go-Live Packet to reference Fact Sheets.
 - Continued drafting Wave 4 County Profiles for Santa Cruz County, San Diego County, San Mateo County, and Solano County.

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.
 - Finalize Wave 2 Resource Allocation model for 9 weeks of Post-Implementation.
 - Conduct Wave 2 Monthly IPOC Meeting featuring kickoff for Wave 2 Post-Implementation.
 - Support Wave 2 County Prep Daily Office Hours by tracking questions asked by counties and proposed resolutions.
 - Review of Wave 4 County Profiles for: Santa Cruz County, San Diego County, San Mateo County, and Solano County.
 - Present at OCM CNC meeting on 02/07/23 for Post-Implementation support.
 - Continue planning support for Wave 3 Post-Implementation support.

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- Attend Tulare County IPOC/TOSS Meetings on 02/02/23 and review Post-Implementation model.
- ▶ **Readiness Dashboard and Packet**
 - Distribute Readiness Dashboard and Packet for Wave 2.
 - 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.
 - Address any comments to County Prep materials, submit CIT and materials for formal review and distribute to Wave 3 Counties.
- ▶ **TOSS/IPOC Meetings**
- ▶ Conduct TOSS/IPOC checklist review for Orange County (02/01/23), Alameda County (02/01/23), and Tulare County (02/02/23).
- ▶ **Wave IPOC**
 - Conduct Wave IPOC meeting for Wave 2 on 02/01/23.
- ▶ **Post Go-Live Workload**
 - Submit Go-Live Packet CIT for Internal review and transmit CIT to counties on 02/03/23.

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
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 4 Group 2 (San Diego, Santa Clara)	N/A	N/A	01/26/23	02/16/23	02/27/23
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	01/17/23	01/31/23	02/07/23

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
08.07	Master Training Plan Monthly Update – 07 (FDEL)	On Track	FDEL submission 02/03/23 FDEL approval 02/10/23
09.09	County Training Plan – Wave 4 (San Diego) (DEL)	On Track	FDEL submission 01/31/23 FDEL approval 02/09/23
09.10	County Training Plan – Wave 4 (San Mateo) (DEL)	On Track	FDEL submission 01/31/23 FDEL approval 02/09/23
09.11	County Training Plan – Wave 4 (Santa Cruz) (DEL)	On Track	FDEL submission 01/31/23 FDEL approval 02/09/23
09.12	County Training Plan – Wave 4 (Solano) (DEL)	On Track	FDEL submission 02/02/23 FDEL approval 02/13/23
11.01	County Implementation Completion Report – Wave 1 (DEL)	On Track	FDEL submission 01/31/23 FDEL approval 02/07/23

Table 6.1-2 – Upcoming Deliverable Deadlines

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Figure 6.1-3 – Work Product Status by Submission

Table 6.1-4 – Upcoming Work Product Deadlines

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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	

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
270	The CalWIN Counties may not be fully prepared for Go-Live if there is insufficient information in the Organizational Change Management (OCM) Change Discussion Guides (CDGs)	If OCM does not have sufficient documentation and resources to create CDGs, and Counties do not have adequate time to review and provide feedback, the CDG delivery timeframe and level of detail might be impacted. The OCM team uses the County To-Be Process documentation to create the CDGs. Requirement DEL-11 states that CDGs must capture tasks within each job process, steps the person in the role will complete once they begin utilizing the new System, and impacts to the 18 CalWIN Counties along with the steps that the person will stop completing once they begin utilizing the CalSAWS System. If County To-Be process documentation does not capture this information, more work must be done on the CDG content to make it useful for Counties. The Training team leverages the CDGs by linking roles and changes to related training content and depends on receiving accurate CDGs in the expected timeframes.	Closed	Wave 1: 2 Wave 2–3: 4 Wave 4–6: 2	Wave 1–2: Low Wave 3: Medium Wave 4–6: Low	02/02/22

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Period: January 23, 2023 to January 29, 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, February 1, 2023

Period: January 23, 2023 to January 29, 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
0020-23	PPOCs (Orange, San Diego, San Mateo, Santa Barbara, Santa Cruz, Solano, Ventura); Regional Managers (R1, R5); Section Directors	Wave 3 and 4 CalSAWS Infographics #7	CalWIN Migration	01/24/23	Helen Cruz	Araceli Gallardo
0022-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regionals Managers; IPOC (Wave 2); TPOC (Wave 2)	CalWIN Wave 2 January Readiness Dashboard and Packet 2nd Biweekly	CalWIN Migration	01/26/23	Jennifer Carpenter	Mara Jennings
0023-23	PPOCs (Alameda, Fresno, Sonoma); Regional Managers (R1, R4); Section Directors	Wave 5 Counties Change Discussion Kickoff Sessions	CalWIN Migration	01/26/23	Helen Cruz	Araceli Gallardo
0024-23	PPOCs (Alameda, Fresno, Sonoma, Sacramento, San Francisco, San Luis Obispo); Regional Managers (R1, R2, R4); Section Directors	Wave 5 and 6 CalSAWS Infographics #3	CalWIN Migration	01/27/23	Helen Cruz	Araceli Gallardo
0025-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers (R1, R4); Section Directors	Wave 2 – The CalSAWS Scoop Newsletter #4	CalWIN Migration	01/27/23	Helen Cruz	Araceli Gallardo

Table 6.2-2 – CITs

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, February 1, 2023

Period: January 23, 2023 to January 29, 2023

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
23-012	PPOCs (Orange, Santa Barbara, Ventura); IPOCs (Wave 3); CalWIN Conversion PPOC; TPOC (Wave 3); Regional Managers	Wave 3 Application Security Conversion: Security Roles - Sync-Up	01/26/23	Open	02/09/23	Mike Tombakian	Christy Sharma
23-015	PPOCs (Alameda); Regional Manager R1; Section Directors	CalSAWS Wave 5 Alameda County Change Discussion Guide (CDG) Preparation Sessions	01/27/23	Open	02/09/23	Helen Cruz	Araceli Gallardo
23-016	PPOCs (Fresno); Regional Manager R1; Section Directors	CalSAWS Wave 5 Fresno County Change Discussion Guide (CDG) Preparation Sessions	01/27/23	Open	02/09/23	Helen Cruz	Araceli Gallardo
23-017	PPOCs (Sonoma); Regional Manager R1; Section Directors	CalSAWS Wave 5 Sonoma County Change Discussion Guide (CDG) Preparation Sessions	01/27/23	Open	02/09/23	Helen Cruz	Araceli Gallardo

Table 6.2-3 – CRFIs

6.3 Appendix C – Project Work Plan Reports

Project Timeline

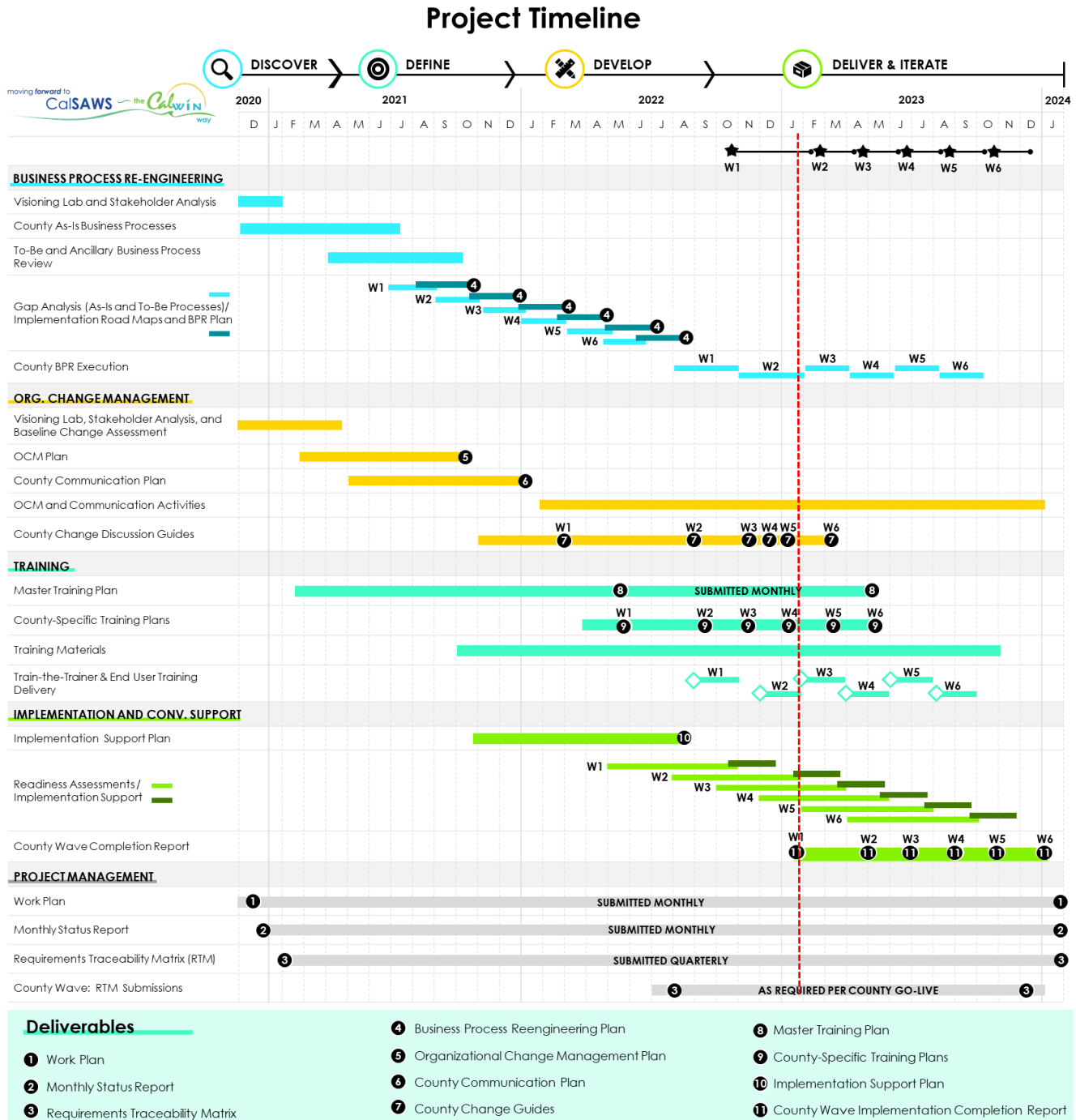


Figure 6.3-1 – Project Timeline

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, February 1, 2023

Period: January 23, 2023 to January 29, 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