


☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	January 26, 2023
To:	PPOC.Alameda; PPOC.Fresno; PPOC.Sonoma; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R4; Consortium.SectionDirectors;
CIT Name:	Wave 5 Counties Change Discussion Kickoff Sessions
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"/> 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 type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
|---|--|

Description: (Including any step-by-step instructions)	<p>Purpose The purpose of the CIT is to notify Wave 5 Counties (Alameda, Fresno, and Sonoma) of the date and time for their county's Change Discussion Kickoff Session.</p> <p>Background As we continue to progress toward the CalWIN Migration to CalSAWS, the CalSAWS Organizational Change Management (OCM) team has developed Change Discussion Guides (CDG) tailored to each county to explain the changes and impacts of CalSAWS. The OCM team is meeting with all managers and supervisors to review their County's CDG and prepare them to conduct change discussions with their staff using the CDG. These meetings are called CDG Preparation Sessions (Prep Sessions).</p> <p>The Change Discussion Kickoff meeting is step one of preparing county supervisors and managers for the upcoming change discussions. It is an opportunity for Change Leaders to gain understanding of how they will enable their county to adapt to the upcoming changes.</p> <p>The purpose of the CDG Kickoff session is to:</p>
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	<ol style="list-style-type: none"> 1. Provide an overview of the CalSAWS Organizational Change Management approach 2. Review managers and supervisors' Roles in Change Discussions 3. Prepare managers and supervisors for the Change Discussion Guide Preparation Discussions 4. Introduce the Change Discussion Guide <p>Additional Information The CDG Kickoff Session is not mandatory but highly recommended for supervisors and managers to attend. The session will be recorded and will be made available to County PPOCs to share with those supervisor and managers that are unable to attend a session.</p> <p>All CDG Kickoff sessions will be held virtually via Microsoft Teams (MS Teams) and will be facilitated by the CalSAWS OCM Team. Meeting invites will be sent to the County PPOCs no later than Friday, February 10, 2023.</p> <p>Wave 5 County Change Discussion Kickoff Session Schedule Alameda County: <ul style="list-style-type: none"> • Tuesday, February 21st from 2-3 pm Fresno County: <ul style="list-style-type: none"> • Wednesday, February 22nd from 9-10 am Sonoma County: <ul style="list-style-type: none"> • Wednesday, February 22nd from 10-11 am <p>County Action <ol style="list-style-type: none"> 1. Distribute meeting invitation to all supervisors and managers impacted by the migration to CalSAWS. 2. After the CDG Kickoff Session, make the recording available to all managers and supervisors. <p>If you have any questions, please contact the Primary Project Contact listed below and cc your Regional Managers (RMs).</p> </p></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:	None.
Web Portal Link:	

OR

You may also retrieve the CIT document and attachments by following these steps:

1. Click on the CRFs & CITs link at the top of the page.
2. Click on the "CalSAWS Information Transmittal (CIT)" folder.
3. Click on the "2023" folder.

Click on the appropriate CIT # folder.