

CalSAWS Escalation Form

Committee:	Select
	List if "Other" selected from Committee drop-down box above:
Date of Escalation:	Click here to enter a date.
Facilitating BA:	
Sponsoring County:	Select
Escalation Type: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> No Consensus <input type="checkbox"/> Pause SCR for Discussion <input type="checkbox"/> Other – Please Explain: </div> <div style="width: 50%;"> <input type="checkbox"/> Decision Deferred to Escalation Process PSC Member(s) Approving: <Add applicable names> </div> </div>	
CalSAWS SCR Number (if applicable):	
SCR Status	Select
Issue to be Escalated: <i>(Describe in detail the reason for escalation and voting by the counties, any Policy Reference(s), if applicable, significant business impacts to the counties)</i>	
Committee Recommendation:	

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Escalation Decision Log			
Escalation Level 1 – Regional Managers			
Date Sent:	Click here to enter a date.		
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 2:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		
Escalation Level 2 – Regional Manager(s) with Project Team			
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 3:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		
Escalation Level 3 – Escalating Region Reviews with Regional Project Steering Committee (PSC) Member(s)			
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 4:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		
Escalation Level 4 – PSC Meeting			
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 5:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		

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Escalation Level 5 – Escalating Region Reviews with Regional Joint Power of Authority (JPA) Member(s)			
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 6:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		
Escalation Level 6 – Escalating Region Reviews at JPA Meeting			
Due Date:	=Date Sent + 2 Business Days		
Resolved:	Choose an item.		
If Resolved is Yes – Date Sent to Committee BA:	Click or tap to enter a date.	If Resolved is No – Date Sent to Level 7:	Click or tap to enter a date.
Outcome:	Resolution/Comments/Defer to next escalation level/ Returned for additional research		
Escalation Review and Outcome			
Outcome: <i>(Select one of the check boxes below)</i>			
<div style="margin-left: 40px;"> <input type="checkbox"/> SCR Recommendation(s) <i>(Document high-level migration requirement details below)</i> </div>			
<div style="margin-left: 40px;"> <input type="checkbox"/> No Change Required <i>(Select one or both check boxes below)</i> </div>			
Priority: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
Priority Reason:			

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Comments/Notes:	
Attachments:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, Provide attachment below)</i>
<i>(Insert Attachment here)</i>	