

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	February 3, 2023
To:	Consortium.RegionalManagers.All, PPOC.SantaClara; PPOC.ContraCosta; PPOC.Tulare, IPOC.CalWIN.Wave2; W2 Change Network Champions
CIT Name:	Wave 2 CalWIN County Go-Live Packet
From:	CalSAWS Implementation Support

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input checked="" type="checkbox"/> CF
<input checked="" type="checkbox"/> MC
<input checked="" type="checkbox"/> CMSP
<input checked="" type="checkbox"/> FC/KG/AAP
<input checked="" type="checkbox"/> Child Care
<input checked="" type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input checked="" type="checkbox"/> MyBenefits CalWIN
<input checked="" type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Reports
<input checked="" type="checkbox"/> Fiscal
<input checked="" type="checkbox"/> Caseload Movement
<input checked="" type="checkbox"/> Management
<input checked="" type="checkbox"/> Fiscal
<input checked="" type="checkbox"/> Security
<input checked="" type="checkbox"/> Batch and Interfaces
<input checked="" type="checkbox"/> Imaging
<input checked="" type="checkbox"/> Migration
<input checked="" type="checkbox"/> Conversion
<input checked="" type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
|--|--|

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to introduce the Go-Live Packet (GLP) to Wave 2 CalWIN Counties (Contra Costa, Santa Clara, and Tulare).</p> <p>Background</p> <p>Wave 2 County users have successfully completed their CalSAWS Web-Based Trainings (WBTs). Users have also participated in Change Discussions to understand the key changes between CalWIN and CalSAWS. Finally, users are in the process of completing detailed Instructor-Led Training (ILT) to prepare them to do their job on Day 1 of CalSAWS Go-Live (2/27/23). Users may need additional assistance in specific situations when they begin using CalSAWS. Based on this need, a GLP has been created and will serve as a key resource for new CalSAWS users. The goal of the GLP is to consolidate information that will be helpful to users when they begin using CalSAWS and promote knowledge-building, so users can become self-sufficient more quickly following Go-Live.</p> <p>The GLP includes the following:</p> <ul style="list-style-type: none"> • Additional Post Go-Live data cleansing that may be required in specific scenarios.
---	---

- Known behavior of CalWIN converted cases, which may require user intervention or awareness.
- Additional resources that are available for County users to build their CalSAWS knowledge.
- Direction on how to get help during the first 60-Days Post Go-Live and following the 60-Day Post-Implementation period.

Additional Information

The CalWIN Implementation Support Services (ISS) team provided high-level walkthroughs of the GLP with County Change Network Champions (CNCs) and Implementation Points of Contact (IPOCs).

The ISS Team will be hosting Wave 2 Go-Live Packet (GLP) Orientations to discuss the purpose of the GLP, an overview of major GLP components, and provide users with guidelines for using the GLP. The targeted audience for this event will be County PPOCs, IPOCs, County Help Desk staff and County CalSAWS users. These meetings **will be recorded** and made available for county staff who are unable to attend. They will be 60-minutes in length and are planned for 2/14/22, 2/15/23 and 2/16/23. County staff can select any of the three sessions to attend. The content delivered in each session will be the same.

Meeting invites will be sent to County PPOCs and IPOCs from Implementation@calsaws.org.

County PPOCs/IPOCs/CNC are responsible for distributing the invites to county Supervisors and Managers for inclusion in the Go-Live Packet (GLP) Orientation Sessions.

In addition to GLP Orientation Sessions, the ISS Training team will remind participants in Training Practice Labs (Feb 20-24th, 2022) about the GLP and provide an overview of what it is and how to use it.

Finally, an update to the GLP is scheduled to be published on 2/27, with any final updates to existing content. This CIT will be refreshed, and any new or revised materials will be provided to Wave-2 Counties.

County Action

The project recommends the GLP and GLP Orientation Session recordings be shared with **all** users of the CalSAWS system.

Wave 2 CalWIN Counties need to review the documents listed below, **provided in the folder for CIT XXXXX**, prior to the GLP Orientation Sessions, and come prepared to their selected Orientation Session with any questions related to the contents of the GLP or how to use it:

- 01. CalSAWS Go-Live Packet
- 02. CalWIN ISS_GLP_What I Need To Act On
- 03. CalWIN ISS_GLP_What I Need To Know

	<ul style="list-style-type: none"> • 04. CalWIN ISS_GLP_Where Can I Get Help • CalWIN ISS_GLP_Appendix A_DiscrepantCaseReports • CalWIN ISS_GLP_Appendix B_CalSAWS Batch Inventory • CalWIN ISS_GLP_Appendix C_CalSAWS Batch Calendar 2023 • CalWIN ISS_GLP_Appendix D_CalSAWS Reports Overview • CalWIN ISS_GLP_Appendix E_Adding_ChildCare_ProviderRates • CalWIN ISS_GLP_Appendix F_CalSAWS WBTs • CalWIN ISS_GLP_Appendix_G02 CIT CalSAWS ISS CRG Update Sponsorship Detail • CalWIN ISS_GLP_Appendix_G03_CRG Update Child Care Service Detail • CalWIN ISS_GLP_Appendix_G04 CIT CalSAWS ISS CRG Update Child Care Service Detail • CalWIN ISS_GLP_Appendix_G05 CIT CalSAWS CRG Update Schedule on Child Care Certificate Detail Page • CalWIN ISS_GLP_Appendix G06_CRG Update Missing Pay Code • CalWIN ISS_GLP_Appendix G07_CRG Update Ineligible Individual Employable • CalWIN ISS_GLP_Appendix G08_CRG Update TANF Time Clock • CalWIN ISS_GLP_Appendix H_CalSAWS Terminology • CalWIN ISS_GLP_Appendix I_Qlik Report Subscription • CalWIN ISS_GLP_Appendix J_Adding Databank Collaborators Setup • CalWIN ISS_GLP_Appendix K_Validate EBT Printers • CalWIN ISS_GLP_Appendix L_CalWIN_To_CalSAWS Reports Mapping <p>If you have any question related to this CIT, please reach out to the contacts below and cc your Regional Managers (RMs).</p>
Primary Project Contact: (Name, phone number, email address)	<p>Kishan Mallur Email: MallurK@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Rachel Frey Email: FreyR@CalSAWS.org</p> <p>Duncan Gilliam Email: GilliamD@CalSAWS.org</p>
Attachments:	<ul style="list-style-type: none"> • 01. CalSAWS Go-Live Packet • 02. CalWIN ISS_GLP_What I Need To Act On • 03. CalWIN ISS_GLP_What I Need To Know • 04. CalWIN ISS_GLP_Where Can I Get Help • CalWIN ISS_GLP_Appendix A_DiscrepantCaseReports • CalWIN ISS_GLP_Appendix B_CalSAWS Batch Inventory_October_2022 • CalWIN ISS_GLP_Appendix C_CalSAWS Batch Calendar 2023 • CalWIN ISS_GLP_Appendix D_CalSAWS Reports Overview • CalWIN ISS_GLP_Appendix E_Adding_ChildCare_ProviderRates • CalWIN ISS_GLP_Appendix F_CalSAWS WBTs • CalWIN ISS_GLP_Appendix_G02 CIT CalSAWS ISS CRG Update Sponsorship Detail • CalWIN ISS_GLP_Appendix_G03_CRG Update Child Care Service Detail

	<ul style="list-style-type: none"> • CalWIN_ISS_GLP_Appendix_G04 CIT CalSAWS ISS CRG Update Child Care Service Detail • CalWIN_ISS_GLP_Appendix_G05 CIT CalSAWS CRG Update Schedule on Child Care Certificate Detail Page • CalWIN_ISS_GLP_Appendix_G06_CRG Update Missing Pay Code • CalWIN_ISS_GLP_Appendix_G07_CRG Update Ineligible Individual Employable • CalWIN_ISS_GLP_Appendix_G08_CRG Update TANF Time Clock • CalWIN_ISS_GLP_Appendix_H_CalSAWS Terminology • CalWIN_ISS_GLP_Appendix_I_Qlik Report Subscription • CalWIN_ISS_GLP_Appendix_J_Adding Databank Collaborators Setup • CalWIN_ISS_GLP_Appendix_K_Validate EBT Printers • CalWIN_ISS_GLP_Appendix_L_CalWIN_To_CalSAWS Reports Mapping
Web Portal Link:	<div></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 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 "2023" folder. 4. Click on the appropriate CIT # folder.