

CalSAWS | Notes from Training Committee Meeting

Date: March 1, 2023	Notes Location: [Filename or file path]
Time: 9:00-9:20	Meeting Materials: Agenda
Meeting Called by: Jayna Longstreet	
Attendees: Region 1: Marcos Villanueva, Mariela Marin, Odioh Odiye Region 2: Crystal Durocher for Melinda Martin Region 3: Darlene Lawson Region 4: Dawn Narayan, Andrew Stewart, Ashley Coyle Region 5: Darcey Hanna, Felipe Fuentes. Lucy Estrada for Paul Gable Region 6: Raul Ruano CalSAWS: Jayna Longstreet, Ashley Arnold	

Topic	Important Points
CalWIN migration training update - Ashley	<ul style="list-style-type: none"> • ILT's wave 2 completed • wave 4 started • Getting prepared for Waive 5 • Be sure to welcome Trainers in your County • Lots of Communications coming - Roadshows
County Induction Information gathering and collaboration opportunity touchpoint - Jayna	<ul style="list-style-type: none"> • San Joaquin met with San Bernardino, went over LMS – very helpful
Training environment touchpoint - Jayna	<ul style="list-style-type: none"> • No updates or training environment issues
LMS ticket question – Jayna	<ul style="list-style-type: none"> • Two known issues: Project is working with vendors to resolve <ul style="list-style-type: none"> ◦ Quiz Stuck in Trainings – Screen freezing after a failed quiz ◦ Gap occurring in Table of Contents even when a user has completed the slides • **Send tickets with screen shots** • For now advise they will need to restart • Delegated Admin can help often • For Wave 5 LMS user load <ul style="list-style-type: none"> ◦ If added to Forgerock before will not need to be added again ◦ Need to reset password or re-activate so we don't duplicate
Training manual development status- Jayna	<ul style="list-style-type: none"> • CF CIT went out in January and are now available on the Web Portal • Direct Link: WEB PORTAL – Training Manuals – All Documents (sharepoint.com) • MC is next to be ready soon

(Optional Items)

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Provide update on issue generating Customer reporting forms in Training Staging	Jayna/Joyce	11/2/2022		2/8/23 generating forms is not enabled in Training Staging. Additional analysis pending. Any change would require an SCR. 11/28/22 Committee notified that defect CA-252222 created

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#	Decision Made	Who Made the Decision	Date
1			
2			

