CalSAWS CalWIN Implementation Support Services (ISS) Weekly Status Report

Reporting Period: February 20, 2023 to February 26, 2023

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1.0 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC

Business Process Reengineering (BPR)	► Wave 2
	  o Provided support to Wave 2 Counties for County Prep Configurations.
	► Wave 3
	  o Orange County completed 70% of process simulation execution.
	  o Continued data identification and process simulation execution for Santa Barbara County and Ventura County.
	  o Facilitated Configuration Setup Meetings with Santa Barbara and Ventura Counties for Process Simulation.
	► Wave 4
	  o Continued Process Simulation prep with San Diego County, Santa Cruz County, and San Mateo County.
	  o Reviewed and updated the Configuration Materials to prepare for Wave 4 Counties.
	► Documented Wave 3 Configuration Requirements for Process Simulation scenarios.

Organizational Change Management (OCM)	► Wave 3
	  o Reviewed the T-3 surveys results with the Consortium and Regional Managers on 02/15/23 to 02/22/23.
	► Wave 4
	  o Conducted Group 2 Office Hours for Santa Cruz on 02/14/23 to 02/23/23.
	  o Monitored the change discussions taking place in Group 1 Counties.
	  o Conducted the PPOC Weekly Touchpoints with Santa Cruz from 02/16/23 to 03/16/23.
	  o Sent Newsletter #3 to the CIT Review Group the week of 02/20/23.
	► Wave 5
	  o Conducted CDG Prep Session Kickoff for all three Counties.
	  o Submitted the CCG/CDG Draft Work Products (DWPs) to the following Counties on 02/20/23: Sonoma, Alameda, and Fresno.
	  o Sent the CDG Kickoff Prep materials to all Counties.
	  o Sent Newsletter #2 to the CIT Review Group the week of 02/20/23.
	► Wave 6
	  o Continued to develop the CDGs.
	  o Monitored the T-9 survey results and closed the survey on 02/24/23.
	► Sent the CNC Session materials for the month of February for Waves 2 to 6.
	► Sent the February Infographics for Waves 2 to 6 to the CIT Review Group the week of 02/20/23.

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Training	► Completed the Wave 2 Counties' training. ► 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. ► Continued the Wave 4 Counties' Web Based Training for all staff. ► Hosted Training Touchpoints with Santa Clara, San Mateo, Santa Cruz, and Sonoma Counties.

Implementation	► Wave 2
	     o Concluded County Prep Phase Office Hours and Daily Debrief.
	     o Distributed CIT for Wave 2 Fact Sheets and attached all materials relevant for Go-Live.
	 ► Wave 5
	     o Conducted the Implementation Points of Contact (IPOC) meeting on 02/22/23.
	     o Distributed Readiness Dashboards.
	 ► Completed Wave 2 Trip Books for onsite teams, providing updated office contact info.
	 ► Distributed CalSAWS Books for faces, names and specialties of onsite teams.
	 ► Distributed final resource assignments to Wave 2 Counties for post-Implementation support.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 Highlights of the Reporting Period

► **Staff Onboarding**
   o Continued planning for and onboarding staff resources.
► **Information Coordination for CalWIN Counties**
   o Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
► **County Work Plans**
   o Critical Path Reporting Waves 2–6 – Developed weekly summary report and made available for review to the Consortium Leadership during the week of 02/22/23.
   o Work Plan Updates – Continued to facilitate the Work Plan updates for Wave 2 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:**
   o FDEL 07.09: County Change Guide – Wave 4 (San Diego) on 02/23/23.
   o FDEL 07.11: County Change Guide – Wave 4 (Santa Cruz) on 02/23/23.
   o DWP 07.13: County Change Guide – Wave 5 (Alameda) on 02/20/23.
   o DWP 07.13: County Change Guide – Wave 5 (Fresno) on 02/20/23.
   o DWP 07.13: County Change Guide – Wave 5 (Sonoma) on 02/20/23.
   o FWP 09.13: County Training Plan – Wave 5 (Alameda) on 02/17/23.

- o FWP 09.14: County Training Plan – Wave 5 (Fresno) on 02/17/23.
- o FWP 09.15: County Training Plan – Wave 5 (Sonoma)on 02/17/23.

1.3   Activities for the next Reporting Period

- ► **Staff Onboarding**
  - o Continue planning for and onboarding staff resources.
- ► **Information Coordination for CalWIN Counties**
  - o Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
- ► **County Work Plans**
  - o Continue updating Wave 1–6 County Work Plans for the Implementation Readiness Checklist.
- ► **Deliverables and Work Products – Submit the following:**
  - o FDEL 03.08: Requirements Traceability Matrix (RTM) - Q8 on 03/03/23.

2.0 Business Process Reengineering (BPR)

2.1   Highlights of the Reporting Period

- ► **Process Simulation**
  - o Completed scenario finalization, data identification for Santa Barbara County and Ventura County.
  - o Completed scenario execution with Orange County for 22 scenarios out of 36.
  - o Continued execution prep for Santa Barbara and Ventura Counties to kick off the activities on 02/27/23.
- ► **Configuration**
  - o Verified Documented Configurations Requirements for Wave 3 Counties.
  - o Facilitated Configuration Review Session for Ventura and Santa Barbara Process Simulation execution readiness.
  - o Provided Security Role setup support to Contra Costa County (Wave 2).

2.2   Activities for the Next Reporting Period

- ► **Process Simulation**
  - o Kick off process simulation execution with Ventura and Santa Barbara Counties on 02/27/23.
  - o Complete Process Simulation execution with Orange County by 02/28/23.
  - o Schedule the Wave 4 process simulation prep sessions with the Wave 4 Counties – San Diego, Santa Cruz, San Mateo, and Solano.
- ► **Configuration**
  - o Data preparation for Ventura County Process Simulation.
  - o Send Configuration Verification and Working Session invites to Wave 4 Counties.
  - o Provide support to Wave 2 Counties for Go-Live.

3.0 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ► **Wave 4 Change Discussion Guides**
  - o Conducted the Wave 4 Group 2 Office Hours for Santa Cruz on 02/14/23 to 02/23/23.
  - o Monitored the change discussions taking place in Wave 4 Group 1 Counties. Solano County reported the following Terminology – 82%, Navigation – 79%, and Change Impacts – 51%. San Mateo County reported – 65% to 70% of complete.
  - o Conducted the PPOC Weekly Touchpoints with Santa Cruz from 02/16/23 to 03/16/23.
- ► **Wave 5 Change Discussion Guides**
  - o Conducted the Wave 5 CDG Prep Session Kickoff for all three Counties.
  - o Submitted the CCG/CDG Draft Work Products (DWPs) to the following counties on 02/20/23: Sonoma, Alameda, and Fresno.
  - o Sent the CDG Kickoff Prep materials to all Wave 5 counties
- ► **Wave 6 Change Discussion Guides**
  - o Continued to develop the CDGs for the Wave 6 Counties.
- ► **Change Readiness Surveys**
  - o Reviewed the Wave 3 T-3 surveys results with Consortium and Regional Managers on 02/15/23 to 02/22/23.
  - o Monitored the Wave 6 T-9 survey results and closed the survey on 02/24/23.
- ► **Change Network Champion (CNC) Meetings**
  - o Sent the CNC Session materials for the month of February for Waves 2 to 6.
- ► **Infographics**
  - o Sent the February Infographics for Waves 2 to 6 to the CIT Review Group the week of 02/20/23.
- ► **Newsletter**
  - o Sent the Newsletter for Wave 5 Newsletter #2 and Wave 4 Newsletter #3 to the CIT Review Group the week of 02/20/23.

3.2 Activities for the Next Reporting Period

- ► **Wave 4 Change Discussion Guides**
  - o Continue to monitor the change discussions taking place in Wave 4 Group 1 Counties.
  - o Conduct the PPOC Weekly Touchpoints with Santa Cruz from 02/16/23 to 03/16/23 and continue to monitor the change discussions.
- ► **Wave 5 Change Discussion Guides**
  - o Review the CDG Prep Deck slides with Consortium on 02/28/23.
  - o Finalize the CDG Prep Deck by 03/07/23.
- ► **Wave 6 Change Discussion Guides**
  - o Continue to develop the CDGs for the Wave 6 Counties.
- ► **Change Readiness Surveys**
  - o Review the Wave 3 T-3 surveys results with Wave 3 Counties from 02/28/23 to 03/02/23.
  - o Begin to develop the Wave 6 T-9 survey results deck and schedule time to review with Consortia and Regional Managers.

- o Send the CIT for Wave 5 T-6 to the CIT Review Group on 02/27/23.
- ► **Change Network Champion (CNC) Meetings**
  - o Begin to develop the CNC Session decks for Waves 2–6.
- ► **Infographics**
  - o Begin to develop the Infographics outline for March and review the outlines with the Consortium.
- ► **Newsletter**
  - o Begin to develop the Newsletter outline for Wave 3 and Wave 6 and review the outlines with the Consortium.

4.0 Training

4.1 Highlights of the Reporting Period

- ► **Training Advisory Council**
  - o Hosted Training Advisory Council (TAC) meeting on 02/22/23.
- ► **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
  - o Completed CalSAWS training for Contra Costa, Santa Clara, and Tulare Counties.
  - o Hosted Training Touchpoint with Santa Clara County.
- ► **Wave 3: Orange, Santa Barbara, and Ventura County Training**
  - o Completed Week 14 of WBTs for Early Training and Train the Trainer participants.
  - o Completed Week 15 of WBTs for all staff.
  - o Completed ILTs for Early Training and Train the Trainer.
  - o Completed room set-up and connectivity testing for ILTs for all staff.
- ► **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
  - o Completed Week 6 of WBTs for Early Training and Train the Trainer participants.
  - o Completed Week 3 of WBTs for all staff.
  - o Hosted Training Touchpoint with San Mateo County.
  - o Hosted Training Touchpoint with Santa Cruz County.
- ► **Wave 5 – Wave 6 Planning**
  - o Continued planning for Wave 5 ILT Walkthroughs.
  - o Hosted Training Touchpoint with Sonoma County.
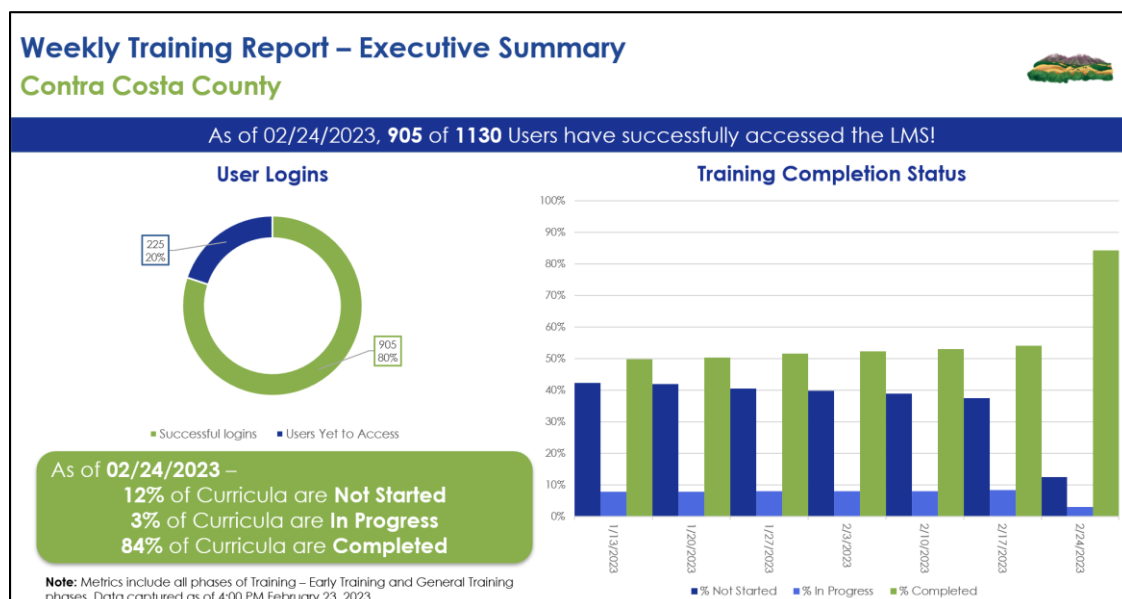
Figure 4.1-1 – Weekly WBT Training Report – Contra Costa County
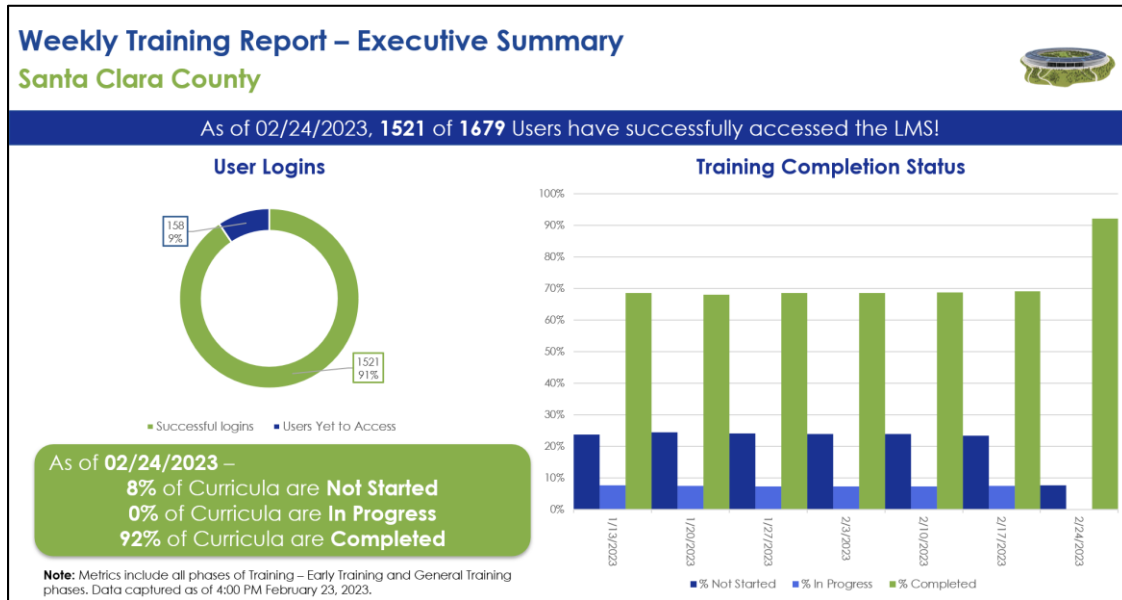
Figure 4.1-2 – Weekly WBT Training Report – Santa Clara County
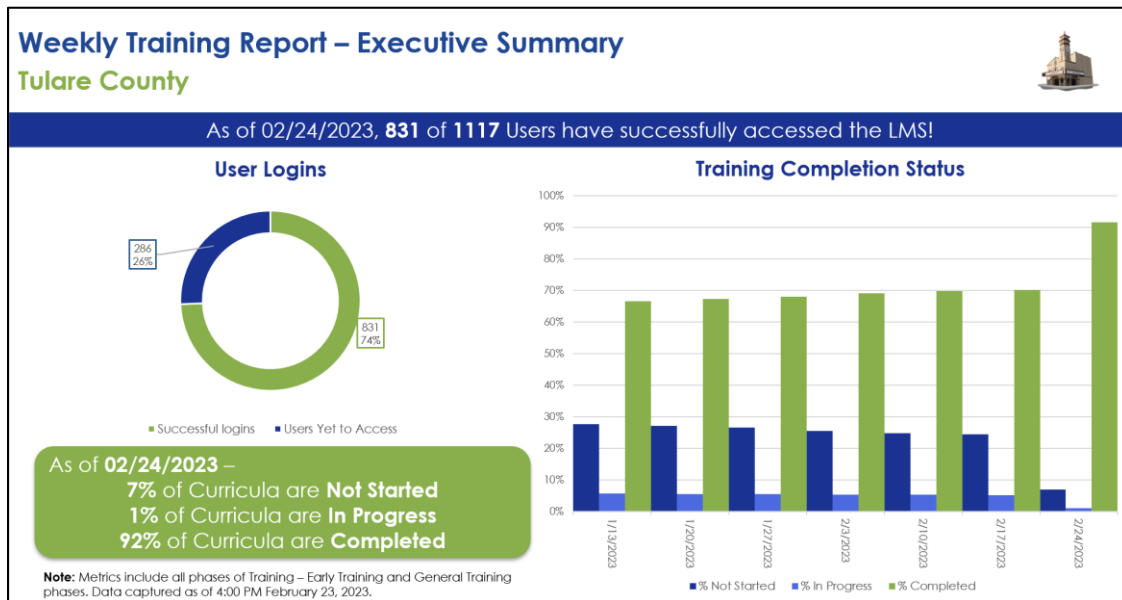
Figure 4.1-3 – Weekly WBT Training Report – Tulare County
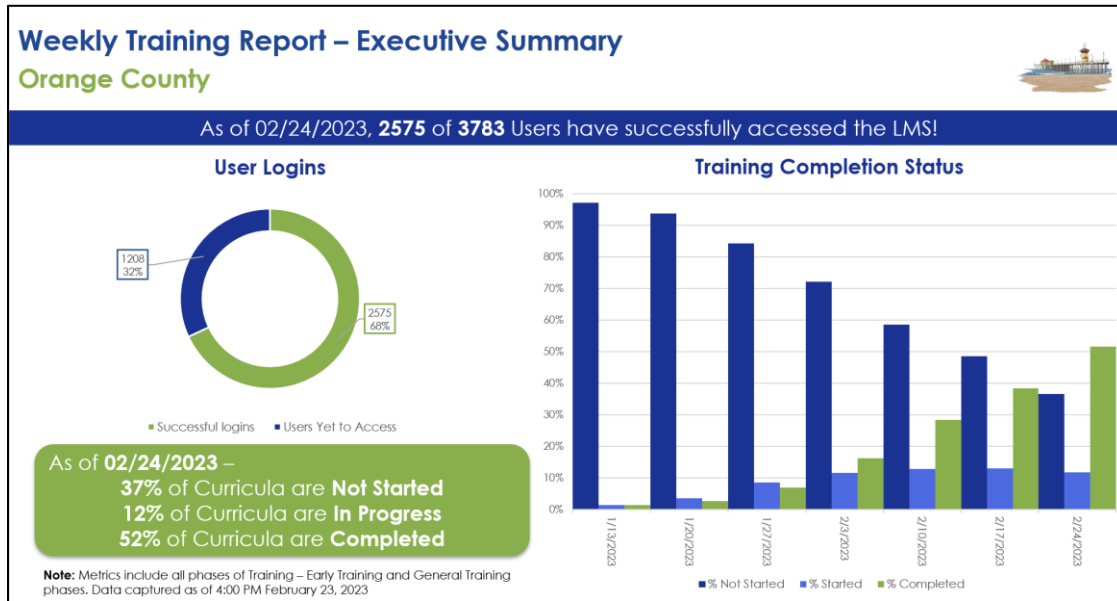
Figure 4.1-4 – Weekly WBT Training Report – Orange County
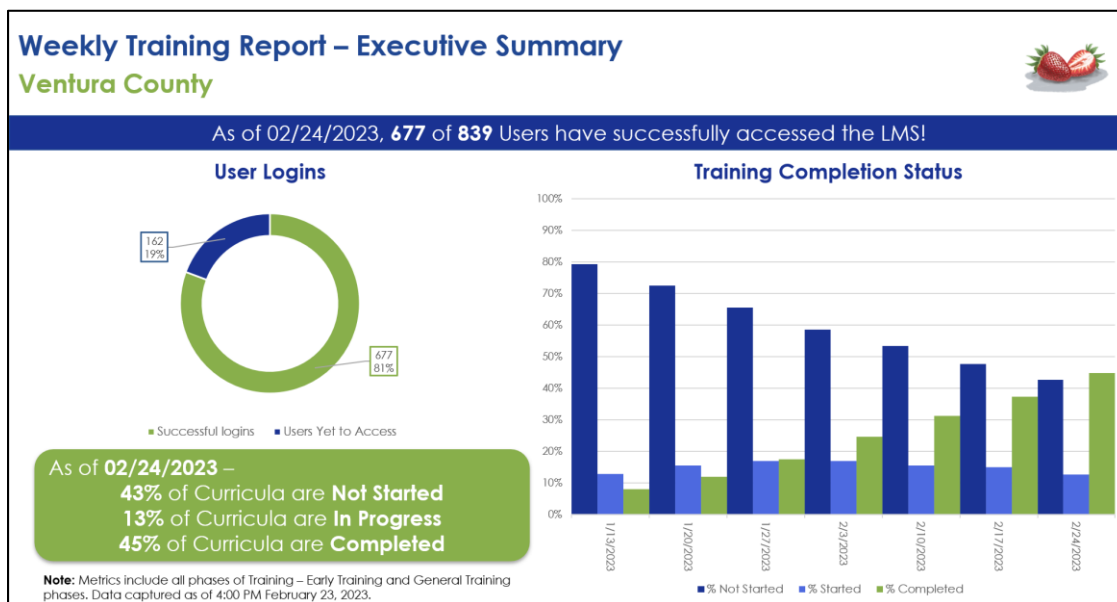
Figure 4.1-5 – Weekly WBT Training Report – Ventura County
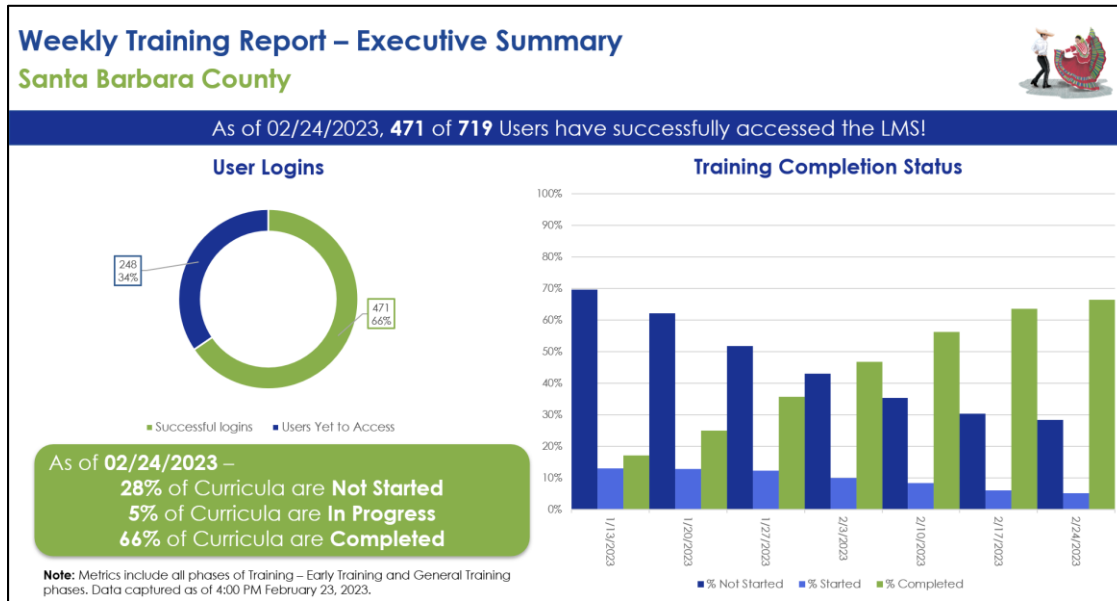
Figure 4.1-6 – Weekly WBT Training Report – Santa Barbara County
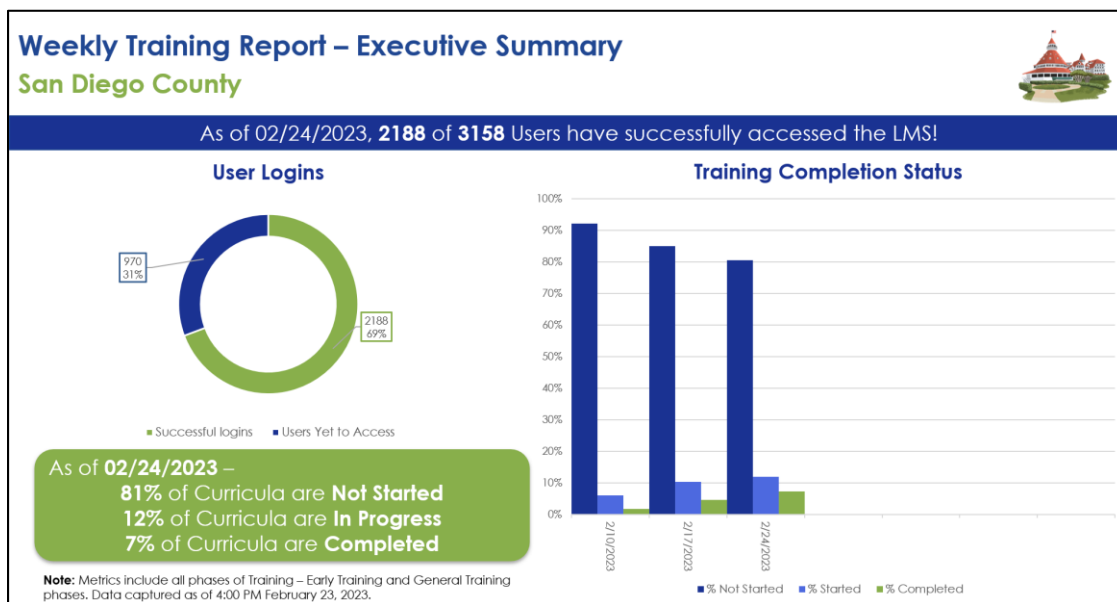
Figure 4.1-7 – Weekly WBT Training Report – San Diego County
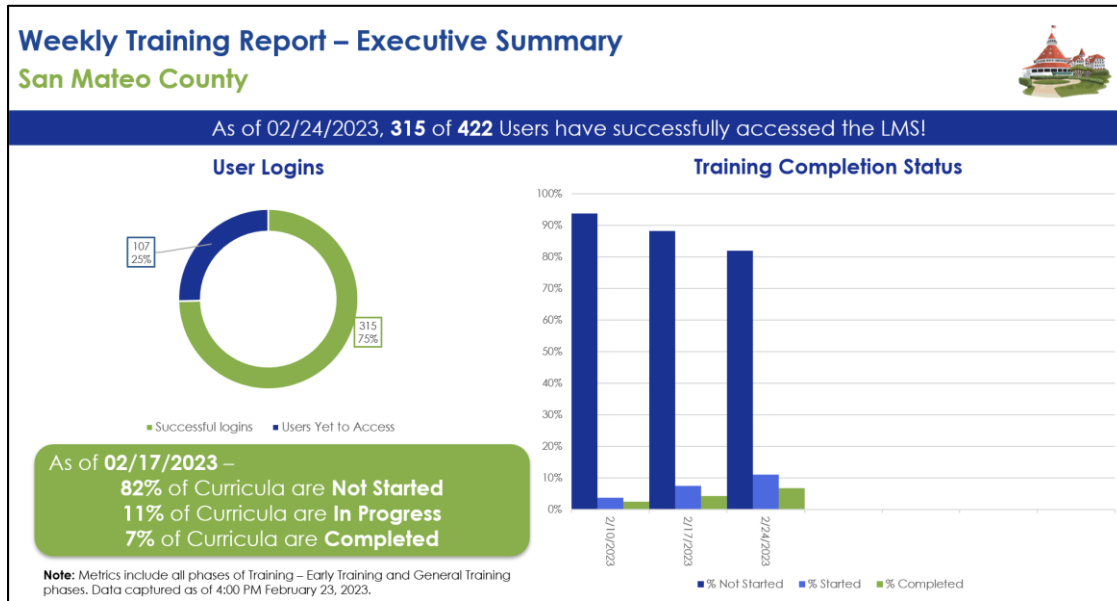
Figure 4.1-8 – Weekly WBT Training Report – San Mateo County
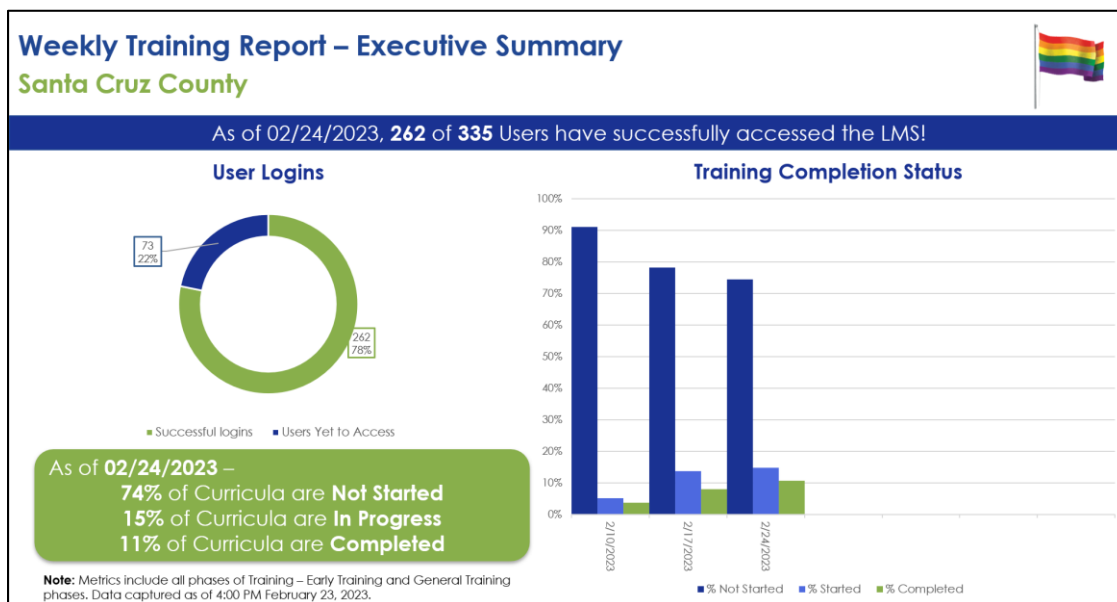
Figure 4.1-9 – Weekly WBT Training Report – Santa Cruz County
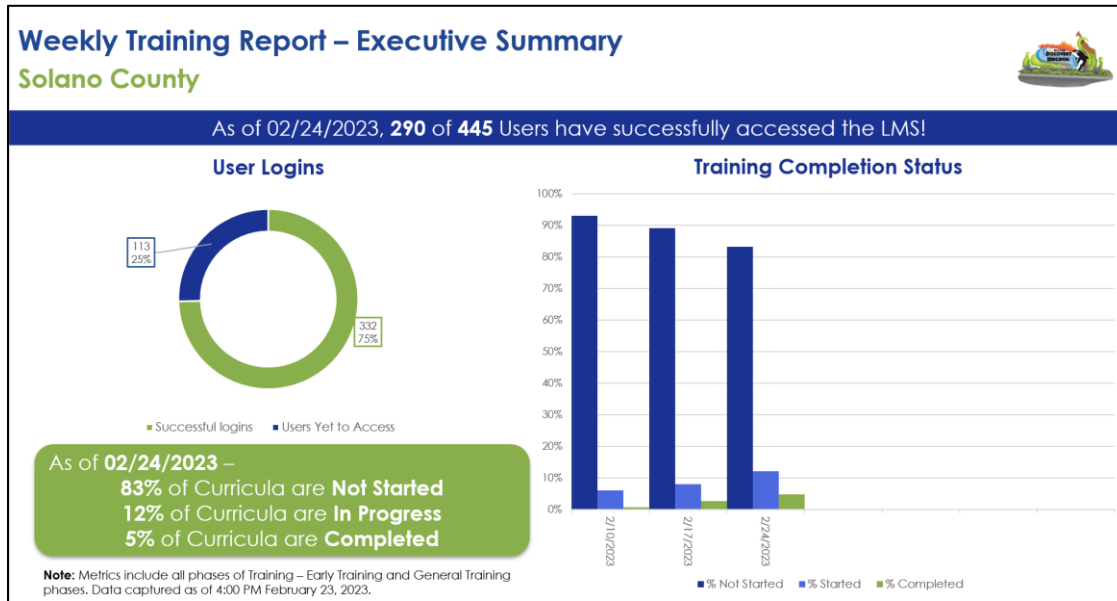
Figure 4.1-10 – Weekly WBT Training Report – Solano County
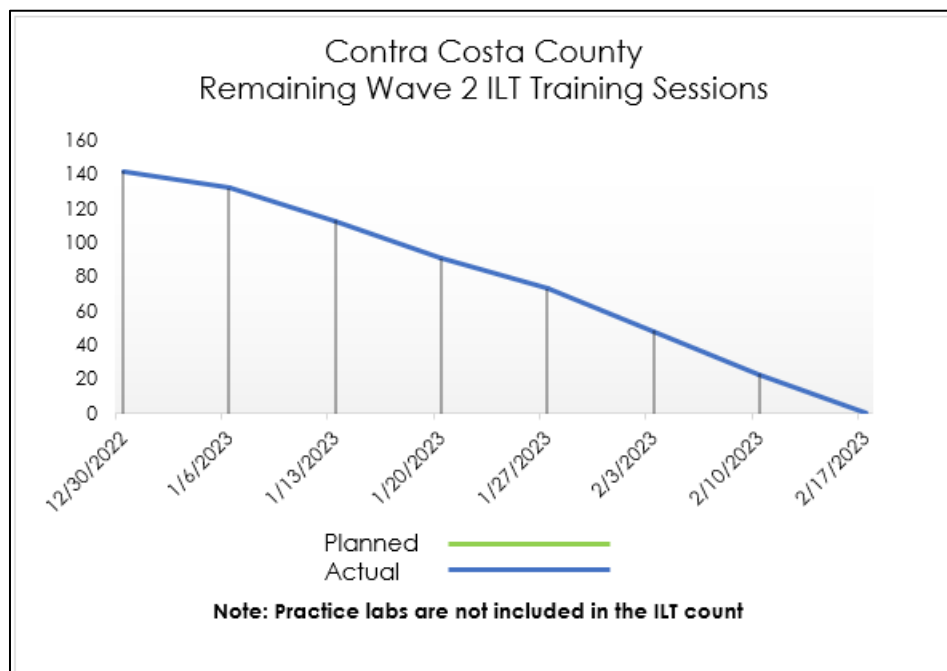
Figure 4.1-11 – Weekly ILT Training Report – Contra Costa County
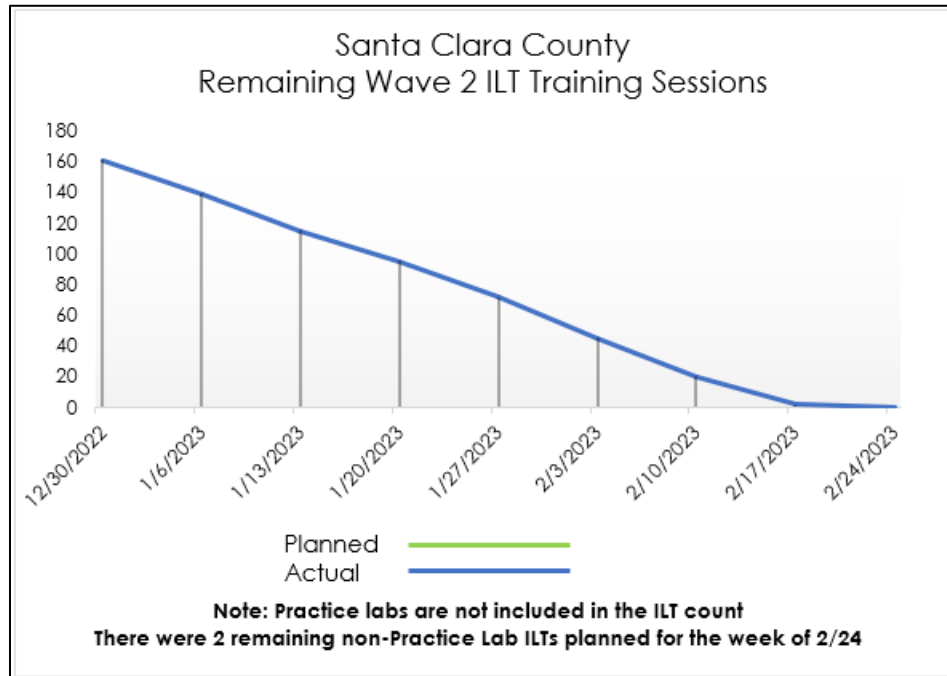
Figure 4.1-12 – Weekly ILT Training Report – Santa Clara County
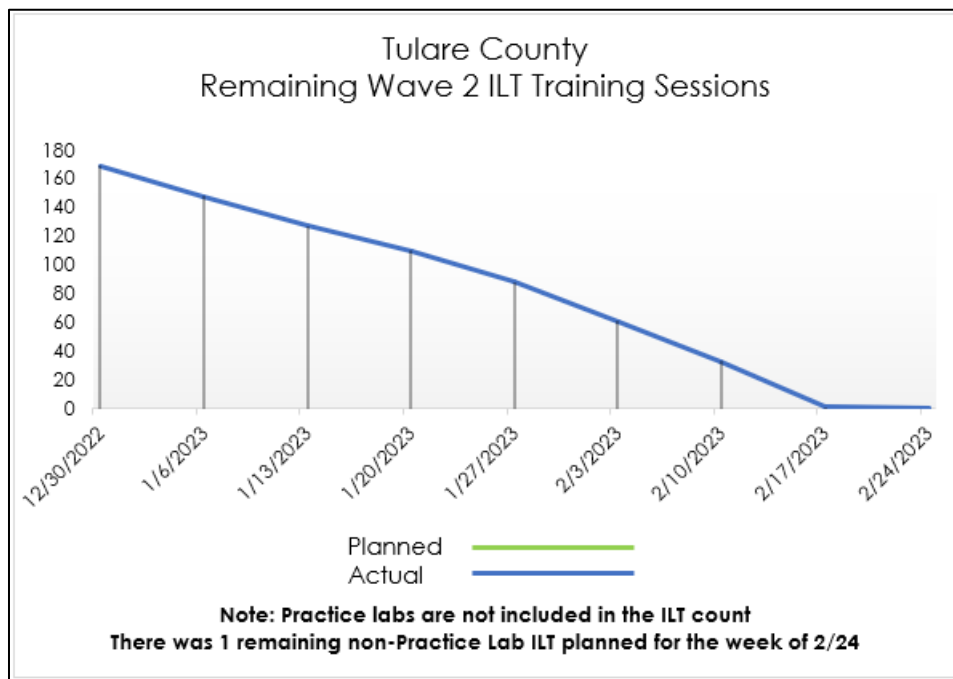
Figure 4.1-13 – Weekly ILT Training Report – Tulare County

## 4.2   Activities for the Next Reporting Period

► **Training Advisory Council**
  o   Begin planning for Training Advisory Council (TAC) meeting on 03/29/23.
► **Wave 2: Contra Costa, Tulare, and Santa Clara County Training**
  o   Host Training Touchpoint with Santa Clara County.
► **Wave 3: Orange, Santa Barbara, and Ventura County Training**
  o   Continue WBTs for all staff.

- o Start ILTs for all staff.
- o Host Training Touchpoint with Ventura County.
- o Host Training Touchpoint with Santa Barbara County.
- o Host Training Touchpoint with Orange County.
- ► **Wave 4: San Diego, San Mateo, Santa Cruz, and Solano County Training**
  - o Continue WBTs for all staff.
  - o Finalize County-specific training materials.
  - o Host Training Touchpoint with Solano County.
  - o Host Training Touchpoint with San Diego County.
- ► **Waves 5–6 Planning**
  - o Continue planning for Wave 5 ILT walkthroughs.
  - o Host Training Touchpoint with Fresno County.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ► **Readiness Dashboard and Packet**
  - o Distributed Readiness Dashboard and Packet for Wave 2 and Wave 5.
  - o Continued updates to Wave 3, Wave 4, and Wave 5 Readiness Packets and Dashboards.
- ► **Wave IPOC**
  - o Conducted Wave IPOC meetings for Wave 5 on 02/22/23.
- ► **Lead TOSS/IPOC Meetings**
  - o Conducted TOSS/IPOC checklist review for Alameda County (02/21/23), Contra Costa County (02/22/23), San Francisco County (02/22/23), and Tulare County (02/23/23).
- ► **County Prep Phase**
  - o Conducted Daily Office Hours and Debriefs for Wave 2 County Prep Phase.
  - o Collected and reported on progress and final completion metrics on 02/23/23.
- ► **Go-Live Packet (GLP)**
  - o Completed 4 Strike Team meetings to assess and document changes for Wave 2 GLP.
  - o Updated and distributed Wave 2 GLP for reviews.
- ► **Post-Implementation Support**
  - o Completed Trip Books for Wave 2 offices for Onsite Post-Implementation teams.
  - o Distributed CIT for W2 Fact Sheets and attached all materials relevant for Go Live.
  - o Reviewed Wave 4 County Profiles for Santa Cruz County, San Diego County, San Mateo County, and Solano County.
  - o Completed draft Wave 5 County Profiles for Alameda, Fresno, and Sonoma.
  - o Conducted Wave 3 County Site Visit for Orange County offices.
  - o Distributed CalSAWS Books for faces, names and specialties for onsite teams.
  - o Distributed final resource assignments to W2 counties for Post-Implementation.
- ► **Post-Implementation Support**
  - o Onsite and Virtual Support deploys to support Wave 2 offices for Post-Implementation.
  - o Track interactions and ServiceNow ticket reporting metrics for daily sync meetings.
  - o Observe and document trends measuring Post-Implementation issues and resolutions.

- o Conduct remaining Wave 3 County Site Visits to Ventura and Santa Barbara offices.
- o Review CRFI responses for Wave 3 Post-Implementation CalSAWS volunteer support.
- ► **Readiness Dashboard and Packet**
  - o Distribute Readiness Dashboard and Packet for Wave 3.
- ► **Go-Live Packet (GLP)**
  - o Collect all conversion reports and aggregate into Go-Live Navigator.
  - o Publish updates to Wave 2 GLP for Go-Live.
  - o Begin review of Wave 3 conversion defects for Wave 3 GLP.
- ► **County Prep Phase**
  - o Finalize County Prep Support plan for Wave 3.
- ► **TOSS/IPOC Meetings**
  - o Conduct TOSS/IPOC checklist review for Santa Cruz County (02/28/23), Orange County (03/01/23), and Ventura County (03/01/23).
- ► **Wave IPOC**
  - o Plan for March Wave IPOC meetings.

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
01.25	Work Plan Monthly Updates – January 2023	N/A	N/A	N/A	02/07/23	02/21/23
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.25	Monthly Status Report – January 2023	N/A	N/A	N/A	02/07/23	02/16/23
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
03.08	Requirements Traceability Matrix – Q8	N/A	N/A	N/A	03/03/23	03/10/23
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 and Santa Clara)	N/A	N/A	01/26/23	02/16/23	02/27/23
08	Master Training Plan	10/27/21	11/08/21	05/13/22	06/06/22	06/13/22
08.07	Master Training Plan Monthly Update – 07	N/A	N/A	N/A	02/07/23	02/16/23
09	County-Specific Training Plan – Wave 4 (San Diego, San Mateo, Santa Cruz, and Solano)	11/18/22	12/13/22	01/05/23	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
03.08	Requirements Traceability Matrix (RTM) – Q8	On Track	FDEL submission on 03/03/32 FDEL approval on 03/10/23

Table 6.1-2 – Upcoming Deliverable Deadlines

	Complete		Coming Soon		County Sign-Off Pending

ID	Work Product Name	DWP	FWP	Final Approval
07.09	County Change Guide – Wave 4, Group 2 (San Diego)	12/19/22	01/11/23	01/19/23
07.11	County Change Guide – Wave 4, Group 2 (San Cruz)	12/19/22	01/11/23	01/19/23
07.13	County Change Guide – Wave 5 (Alameda)	02/20/23	03/13/23	03/30/23
07.14	County Change Guide – Wave 5 (Fresno)	02/20/23	03/13/23	03/30/23
07.15	County Change Guide – Wave 5 (Sonoma)	02/20/23	03/13/23	03/30/23
09.09	County-Specific Training Plans – Wave 4 (San Diego)	11/18/22	12/19/22	12/27/22
09.10	County-Specific Training Plans – Wave 4 (San Mateo)	11/18/22	12/13/22	12/20/22
09.11	County-Specific Training Plans – Wave 4 (Santa Cruz)	11/18/22	12/13/22	12/20/22
09.12	County-Specific Training Plans – Wave 4 (Solano)	11/18/22	12/21/22	12/29/22
09	County-Specific Training Plans – Wave 5 (Alameda, Fresno, and Sonoma)	01/27/23	02/17/23	02/24/23

Figure 6.1-3 – Work Product Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
	No Scheduled Submissions.		

Table 6.1-4 – Upcoming Work Product Deadlines

6.2   Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
240	The scaling of CalSAWS Production Operations, including Batch Operations, to provide 40 and 58 County support, without considering the multi-County and multi-vendor CalSAWS ecosystem may impact business operations	As we expand to 58 Counties and with continual activities to support policy, the consequences of a misstep in executing the CalSAWS M&O batch schedule magnifies the potential impact to business operations and benefits to the participants.	Open	4	Medium	03/03/21
258	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	The CalWIN Conversion Cutover Window is at-risk of Completing past the 84-hour cutover window.	Wave 1-2: Closed Wave 3–6: Open	5	Wave 1: Low Wave 2–6: High	11/03/21
262	The CalWIN Counties may not be fully prepared for go-live if they do not have	The CalWIN Counties and County Directors have voiced concern that they do not have	Wave 1: Closed Wave 2–6: Open	Wave 1: 4 Wave 2–4: 3 Wave 5–6: 2	Wave 1: Low Wave 2: Medium	12/13/21

ID	Title	Details	Status	Impact	Risk Level	Date Logged
	sufficient or timely information	sufficient 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	The CalWIN Counties need time in the	Wave 1: Closed	3	Wave 1: Low	01/12/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
	development and testing timeline to Refactor their Ad-hoc Reports and Ancillary System before Go-Live	schedule, leading up 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	
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	Closed	4	Wave 1: Low Wave 2–6: Medium	06/28/22

ID	Title	Details	Status	Impact	Risk Level	Date Logged
		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				
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)	Wave 1: Closed Wave 2–6: 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
0042-23	PPOCs (18, CalWIN Conversion); Regional Managers	CalWIN ISS Conversion Impact: Case Review Guide #8 - Remove Ampersands (&) from Names in CalWIN	CalWIN Migration	02/21/23	Kishan Mallur	Cathryn VanNamen
0050-23	PPOCs (Contra Costa, Santa Clara, Tulare); Regional Managers; Help Desk	Wave 2 Cutover Weekend Calendar Infographic: Contra Costa, Tulare, and Santa Clara County Go-Live Event	CalSAWS M&E CalWIN Migration	02/21/23	Anand Kulkarni	Cathryn VanNamen
0056-23	PPOCs (45); Regional	CalSAWS Reports, Enhanced Data	CalSAWS M&E	02/21/23	Claudia Pinto	Cathryn VanNamen

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
	Manager; Consortium Help Desk	Reporting and Dashboards Availability Post Wave 2B Cutover Go-Live	CalWIN Migration			
0060-23	PPOCs (Contra Costa, Tulare, Santa Clara, Orange, Santa Barbara, Ventura, Santa Cruz, Solano, San Mateo, San Diego, Alameda, Sonoma, Sacramento, San Francisco, San Luis Obispo)	Additional Sandbox Accounts for Remaining CalWIN Counties	CalWIN Migration	02/21/23	Ashley Arnold	Pete Quijada
0061-23	PPOCs (Tulare, Santa Clara, Contra Costa); Regional Managers; IPOCs (Wave 2)	Fact Sheets Available at Wave 2 Go-Live	CalWIN Migration	02/22/23	Jonathan Leathers	Marcharda White
0063-23	PPOCs (Alameda, Fresno, Sonoma); Regional Managers; IPOCs (Wave 5); TPOCs (Wave 5)	CalWIN Wave 5 February Readiness Dashboard and Packet	CalWIN Migration	02/23/23	Jennifer Carpenter	Mara Jennings
0064-23	PPOCs (Alameda, Fresno, Sacramento, San Francisco, San Luis Obispo, Sonoma); Regional Managers R1, R2, R4); Section Directors	Waves 5 and 6 CalSAWS Infographics #4	CalWIN Migration	02/23/23	Helen Cruz	Araceli Gallardo
0065-23	PPOCs (Orange, San Diego, San Mateo, Santa Barbara, Santa Cruz, Solano, Ventura); Regional Managers (R1, R5); Section Directors	Wave 3 and 4 CalSAWS Infographics #8	CalWIN Migration	02/24/23	Helen Cruz	Araceli Gallardo
0066-23	PPOCs (San Diego. San Mateo, Santa Cruz, Solano); Regional	Wave 4 – The CalSAWS Scoop Newsletter #3	CalWIN Migration	02/24/23	Helen Cruz	Araceli Gallardo

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
	Managers (R1, R5); Section Directors					
0067-23	PPOCs (Alameda, Fresno, Sonoma); Regional Managers (R1, R5); Section Directors	Wave 5 – The CalSAWS Scoop Newsletter #2	CalWIN Migration	02/24/23	Helen Cruz	Araceli Gallardo

Table 6.2-2 – CITs

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
23-024	PPOCs (Fresno, Orange, Placer, Sacramento, San Diego, San Francisco, San Luis Obispo, Santa Barbara, Santa Cruz, Sonoma, Tulare, Yolo)	Administrative Design Difference IDs (DDIDs) – 114-Use Office Address Checkbox	02/09/23	Closed	02/21/23	Mike Tombakian	Cristy Sharma
23-027	PPOCs (Orange, Ventura, Santa Barbara, Santa Cruz, Sonoma, Tulare, Yolo); Regional Managers (R5)	Request for CalSAWS Training Staging Environment Access (Wave 3)	02/10/23	Open	02/24/23	Ashley Arnold	Cristina Garcia
23-032	PPOCs (Sacramento, San Francisco, San Luis Obispo); IPOCs (Wave 6); TPOCs (Wave 6); Regional Managers	Application Security; Training Roles; Recruitment for CDV and Process Simulation – Wave 6	02/21/23	Open	04/07/23	Mike Tombakian	Cristy Sharma

Table 6.2-3 – CRFIs

6.3   Appendix C – Project Work Plan Reports
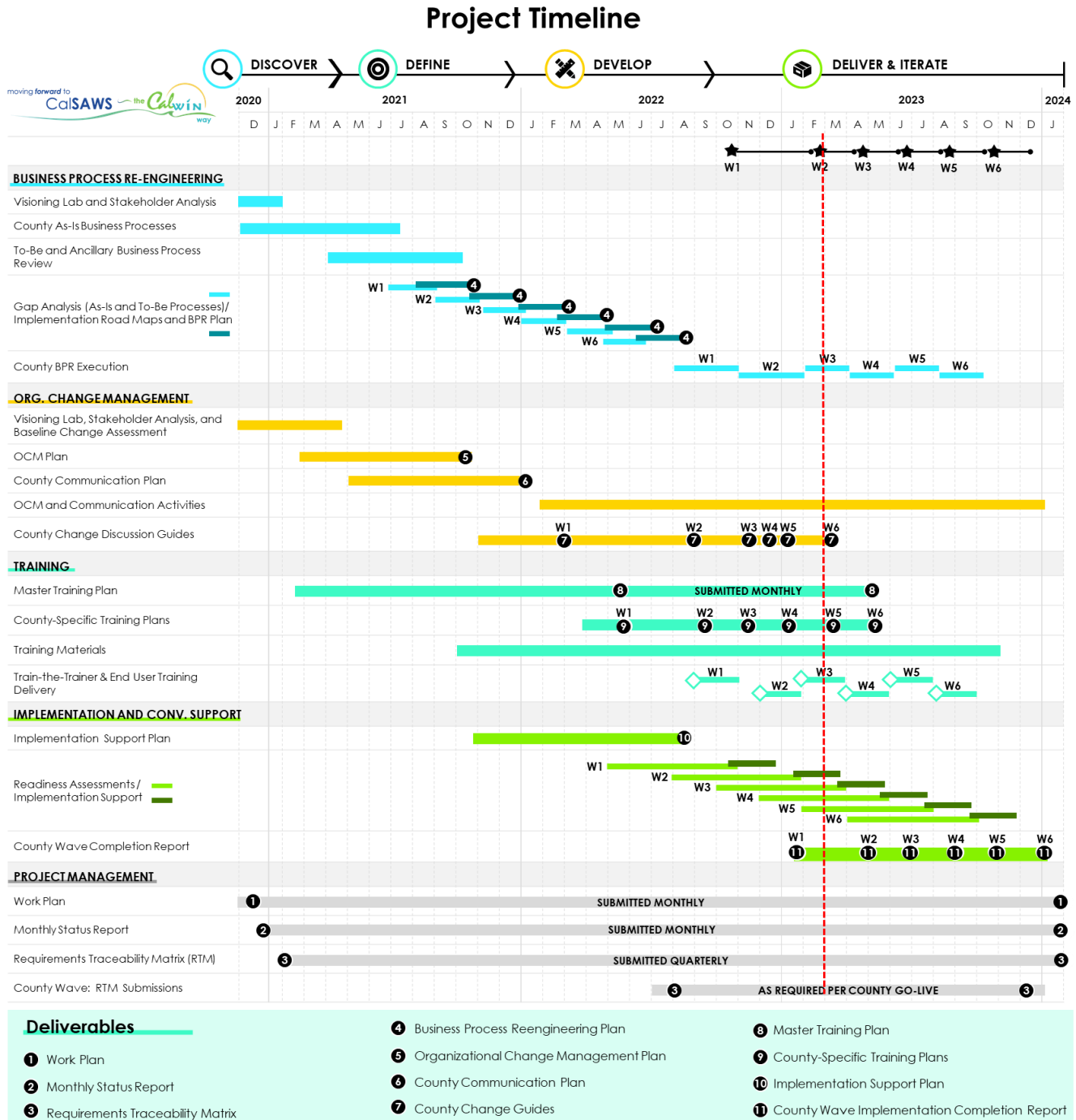
Project Timeline

Figure 6.3-1 – Project Timeline

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