

☐ CalSAWS M&E      ☒ CalWIN Migration

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| <b>Distribution Date:</b> | February 23, 2023                                                                                                                                                                                                             |
| <b>To:</b>                | PPOC.Alameda; PPOC.Fresno; PPOC.Sacramento PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Sonoma; Consortium.RegionalMangers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R4; Consortium.SectionDirectors; |
| <b>CIT Name:</b>          | <b>Waves 5 and 6 CalSAWS Infographics #4</b>                                                                                                                                                                                  |
| <b>From:</b>              | CalSAWS Project                                                                                                                                                                                                               |

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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| <b>Description:</b><br>(Including any step-by-step instructions) | <p><b>Purpose</b><br/>         The purpose of this CIT is to provide the Wave 5 and 6 Counties (Alameda, Fresno, Sacramento, San Francisco, San Luis Obispo, and Sonoma) with infographics that support the CalWIN migration to CalSAWS effort.</p> <p><b>Background</b><br/>         As part of the Organizational Change Management (OCM) strategy, various infographics are distributed to designated Waves to build staff awareness and understanding of CalSAWS and the project. Infographics provide pertinent information and content is developed by prioritizing project/system details that integrate ongoing county feedback collected through Change Readiness Surveys, Change Network Champions (CNCs), County leadership, CalSAWS Regional Managers, and additional project channels.</p> <p><b>Additional Information:</b><br/>         The infographics have been designed to allow for convenient print and digital distribution through PDF. Various infographics will include information about CalSAWS, functional changes from CalWIN to CalSAWS, and project related</p> |
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|                                                      | <p>activities (e.g., implementation, organizational change management (OCM), training, etc.).</p> <p><b>The infographic content attached covers the following:</b></p> <ul style="list-style-type: none"> <li>• CalSAWS Imaging Solution #1</li> <li>• E-Applications</li> </ul> <p><b>County Action:</b><br/>Counties are encouraged to distribute the infographic(s) to all anticipated CalSAWS users.</p> <p>The following are additional recommendations for Counties:</p> <ul style="list-style-type: none"> <li>• Post the infographic PDF to internal websites and document repositories.</li> <li>• Notify Change Network Champions (CNCs) of the availability of materials.</li> <li>• Print the infographics and attach to bulletin boards or other areas staff congregate.</li> <li>• Encourage managers and supervisors to review the infographic(s) with staff during team meetings and huddles.</li> </ul> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p> |
| Primary Project Contact:<br>(Name and email address) | <p>Helen Cruz<br/>CalSAWS Change Management Lead<br/><a href="mailto:CruzH@CalSAWS.org">CruzH@CalSAWS.org</a><br/>(916) 282-3801</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Backup Project Contact:<br>(Name and email address)  | <p>Araceli Gallardo<br/>CalSAWS Change Management Lead<br/><a href="mailto:GallardoA@CalSAWS.org">GallardoA@CalSAWS.org</a><br/>(916) 282-3596</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Attachments:                                         | <p>CalSAWS Infographic - CalSAWS Imaging Solution.pdf<br/>CalSAWS Infographic - E-Applications.pdf</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Web Portal Link:                                     | <p><span style="background-color: black; color: black;">[REDACTED]</span></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2023" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |