

☐ CalSAWS M&E      ☒ CalWIN Migration

<b>Distribution Date:</b>	February 27, 2023
<b>To:</b>	PPOC.Contra Costa; PPOC.Santa Clara; PPOC.Tulare; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R4; Consortium.SectionDirectors;
<b>CIT Name:</b>	<b>Wave 2 CalSAWS Infographics #10</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> (Including any step-by-step instructions)	<p><b>Purpose</b>          The purpose of this CIT is to provide the Wave 2 Counties (Contra Costa, Santa Clara, and Tulare) with infographics that support the CalWIN migration to CalSAWS effort.</p> <p><b>Background</b>          As part of the Organizational Change Management (OCM) strategy, various communications products are distributed to designated Waves to build staff awareness and understanding of CalSAWS and the project. Communications 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, County leadership, CalSAWS Regional Managers, and additional project channels.</p> <p><b>Additional Information:</b>          The infographics have been designed to allow for convenient print and digital distribution through PDF. Various infographics will include information about the CalSAWS system, functional changes from CalWIN to CalSAWS, and project related activities (e.g., implementation, OCM, Training, etc.).</p>
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	<p><b>The infographic content attached covers the following:</b></p> <ul style="list-style-type: none"> <li>• Add New vs. Edit Existing Income</li> <li>• Packing for Go-Live</li> </ul> <p><b>County Action:</b></p> <p>Counties are encouraged to distribute the infographic(s) to all anticipated CalSAWS users impacted by the infographic topic.</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 listed below and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Helen Cruz CalSAWS Change Management Lead <a href="mailto:CruzH@CalSAWS.org">CruzH@CalSAWS.org</a> (916) 282-3801</p>
Backup Project Contact: (Name and email address)	<p>Araceli Gallardo CalSAWS Change Management Lead <a href="mailto:GallardoA@CalSAWS.org">GallardoA@CalSAWS.org</a> (916) 282-3596</p>
Attachments:	<p>CalSAWS Infographic-Add New vs. Edit Existing Income.pdf CalSAWS Infographic- Packing for Go-Live.pdf</p>
Web Portal Link:	<p>██████████</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>