


☒ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	March 24, 2023
To:	PPOC.ALL; Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name:	CalSAWS Worker Facing Virtual Assistant Infographic
From:	CalSAWS Project

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

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| <input checked="" type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> BenefitsCal
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input checked="" type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to provide the CalSAWS and CalWIN Counties with an infographic featuring the new CalSAWS Worker Facing Virtual Assistant.</p> <p>Background As part of the Organizational Change Management (OCM) strategy, various communication products are created 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 County leadership, CalSAWS Regional Managers, and additional project channels.</p> <p>Additional Information: Infographics are designed to allow for convenient print and digital distribution through PDF.</p> <p>The infographic content attached covers the following:</p> <ul style="list-style-type: none"> • CalSAWS Worker Facing Virtual Assistant <p>County Action:</p>
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	<p>Counties are encouraged to distribute the CalSAWS Worker Facing Virtual Assistant infographic to all anticipated CalSAWS users impacted.</p> <p>The following are additional recommendations for Counties:</p> <ul style="list-style-type: none"> • Post the infographic PDF to internal websites and document repositories. • Print the infographic(s) and attach to bulletin boards or other areas where staff meet. • Encourage managers and supervisors to review the infographic(s) with staff during team meetings and huddles. <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>Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 282-3596</p>
Backup Project Contact: (Name and email address)	<p>Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 282-3801</p>
Attachments	<p>CalSAWS Infographic-CalSAWS Worker Facing Virtual Assistant.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"> 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.