

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	March 31, 2023
To:	Consortium.RegionalManagers.All, PPOC.SantaBarbara; PPOC.Oranje; PPOC.Ventura, IPOC.CalWIN.Wave3;
CIT Name:	Wave 3 CalWIN County Go-Live Packet
From:	CalSAWS Implementation Support

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

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| <input checked="" type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input checked="" type="checkbox"/> CF
<input checked="" type="checkbox"/> MC
<input checked="" type="checkbox"/> CMSP
<input checked="" type="checkbox"/> FC/KG/AAP
<input checked="" type="checkbox"/> Child Care
<input checked="" type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input checked="" type="checkbox"/> MyBenefits CalWIN
<input checked="" type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Reports
<input checked="" type="checkbox"/> Fiscal
<input checked="" type="checkbox"/> Caseload Movement
<input checked="" type="checkbox"/> Management
<input checked="" type="checkbox"/> Fiscal
<input checked="" type="checkbox"/> Security
<input checked="" type="checkbox"/> Batch and Interfaces
<input checked="" type="checkbox"/> Imaging
<input checked="" type="checkbox"/> Migration
<input checked="" type="checkbox"/> Conversion
<input checked="" type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to update the Go-Live Packet (GLP) for Wave 3 CalWIN Counties (Orange, Santa Barbara, and Ventura).</p> <p>Background</p> <p>Wave 3 County users have successfully completed their CalSAWS Web-Based Trainings (WBTs). Users have also participated in Change Discussions to understand the key changes between CalWIN and CalSAWS. Finally, users are in the process of completing detailed Instructor-Led Training (ILT) to prepare them to do their job on Day 1 of CalSAWS Go-Live (4/27/23). Users may need additional assistance in specific situations when they begin using CalSAWS. The GLP has been created to address this need and will serve as a key resource for new CalSAWS users. The goal of the GLP is to consolidate information that will be helpful to users when they begin using CalSAWS and promote knowledge-building, so users can become self-sufficient more quickly following Go-Live.</p> <p>The GLP includes the following:</p> <ul style="list-style-type: none"> Additional Post Go-Live data cleansing that may be required in specific scenarios.
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- Known behavior of CalWIN converted cases, which may require user intervention or awareness.
- Additional resources that are available for County users to build their CalSAWS knowledge.
- Direction on how to get help during the first 60-Days Post Go-Live and following the 60-Day Post-Implementation period.

Additional Information

This version of the GLP includes the following changes from the Wave-2 version distributed on 02/28/2023:

- Added 15 new items to the *What I need to Act On* document.
- Added 3 new items to the *What I need to Know* document.
- Links have been added to every external source of information referenced

County PPOCs/IPOCs/CNC are responsible for distributing the Go-Live Packet (GLP) Orientation Sessions.

GLP Orientation Sessions will be held to help familiarize county managers and supervisors and led them through various scenarios on how to use the packet. The ISS Training team will again remind participants in Training Practice Labs about the GLP and provided an overview of what it is and how to use it.

County Action

The project recommends the GLP and GLP Orientation Session recordings be shared with **all** users of the CalSAWS system.

Wave 3 CalWIN Counties need to review the documents listed below, **provided in the folder for CIT 0126-23**, prior to the GLP Orientation Sessions, and come prepared to their selected Orientation Session with any questions related to the contents of the GLP or how to use it:

- 01. CalSAWS Go-Live Packet
- 02. CalWIN ISS_GLP_What I Need To Act On
- 03. CalWIN ISS_GLP_What I Need To Know
- 04. CalWIN ISS_GLP_Where Can I Get Help
- CalWIN ISS_GLP_Appendix A_DiscrepantCaseReports
- CalWIN ISS_GLP_Appendix B_CalSAWS Batch Inventory
- CalWIN ISS_GLP_Appendix C_CalSAWS Batch Calendar 2023
- CalWIN ISS_GLP_Appendix D_CalSAWS Reports Overview
- CalWIN ISS_GLP_Appendix E_Adding_ChildCare_ProviderRates
- CalWIN ISS_GLP_Appendix F_CalSAWS WBTs
- CalWIN ISS_GLP_Appendix_G02 CIT CalSAWS ISS CRG Update Sponsorship Detail
- CalWIN ISS_GLP_Appendix_G03_CRG Update Child Care Service Detail

	<ul style="list-style-type: none"> • CalWIN_ISS_GLP_Appendix_G04 CIT CalSAWS ISS CRG Update Child Care Service Detail • CalWIN_ISS_GLP_Appendix_G05 CIT CalSAWS CRG Update Schedule on Child Care Certificate Detail Page • CalWIN_ISS_GLP_Appendix_G06_CRG Update Missing Pay Code • CalWIN_ISS_GLP_Appendix_G07_CRG Update Ineligible Individual Employable • CalWIN_ISS_GLP_Appendix_G08_CRG Update TANF Time Clock • CalWIN_ISS_GLP_Appendix_H_CalSAWS Terminology • CalWIN_ISS_GLP_Appendix_I_Qlik Report Subscription • CalWIN_ISS_GLP_Appendix_J_Adding Databank Collaborators Setup • CalWIN_ISS_GLP_Appendix_K_Validate EBT Printers • CalWIN_ISS_GLP_Appendix_L_CalWIN_To_CalSAWS Reports Mapping <p>If you have any question related to this CIT, please reach out to the contacts below and cc your Regional Managers (RMs).</p>
Primary Project Contact: (Name, phone number, email address)	<p>Kishan Mallur Email: MallurK@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Rachel Frey Email: FreyR@CalSAWS.org</p> <p>Duncan Gilliam Email: GilliamD@CalSAWS.org</p>
Attachments:	<ul style="list-style-type: none"> • 01. CalSAWS Go-Live Packet • 02. CalWIN_ISS_GLP_What I Need To Act On • 03. CalWIN_ISS_GLP_What I Need To Know • 04. CalWIN_ISS_GLP_Where Can I Get Help • CalWIN_ISS_GLP_Appendix_A_DiscrepantCaseReports • CalWIN_ISS_GLP_Appendix_B_CalSAWS Batch Inventory_October_2022 • CalWIN_ISS_GLP_Appendix_C_CalSAWS Batch Calendar 2023 • CalWIN_ISS_GLP_Appendix_D_CalSAWS Reports Overview • CalWIN_ISS_GLP_Appendix_E_Adding_ChildCare_ProviderRates • CalWIN_ISS_GLP_Appendix_F_CalSAWS WBTS • CalWIN_ISS_GLP_Appendix_G02 CIT CalSAWS ISS CRG Update Sponsorship Detail • CalWIN_ISS_GLP_Appendix_G03_CRG Update Child Care Service Detail • CalWIN_ISS_GLP_Appendix_G04 CIT CalSAWS ISS CRG Update Child Care Service Detail • CalWIN_ISS_GLP_Appendix_G05 CIT CalSAWS CRG Update Schedule on Child Care Certificate Detail Page • CalWIN_ISS_GLP_Appendix_G06_CRG Update Missing Pay Code • CalWIN_ISS_GLP_Appendix_G07_CRG Update Ineligible Individual Employable • CalWIN_ISS_GLP_Appendix_G08_CRG Update TANF Time Clock • CalWIN_ISS_GLP_Appendix_H_CalSAWS Terminology • CalWIN_ISS_GLP_Appendix_I_Qlik Report Subscription • CalWIN_ISS_GLP_Appendix_J_Adding Databank Collaborators Setup

	<ul style="list-style-type: none"> • CalWIN ISS_GLP_Appendix K_Validate EBT Printers • CalWIN ISS_GLP_Appendix L_CalWIN_To_CalSAWS Reports Mapping
Web Portal Link:	<div></div> <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.