CalSAWS | Weekly Status Meeting

Date:	May 17, 2023	Location:	Microsoft Teams Meeting
Time:	**9:00 a.m. – 11:00 a.m.**	Meeting Called by:	CalSAWS Management

Attendees: John Boule, Joel Acevedo, Diane Alexander, Henry Arcangel, Dawn Wilder, Ayana Alvarez, Lynn Bridwell, Laura Chavez, Cristina Contreras, Sharon Caldwell, Emmeil Davis, JR Dessai, Luz Esparza, Jennifer Flanagan, Lulu Fou, Monica Gonzalez, Tom Hartman, Jennifer Hobbs, June Hutchison, Arnold Malvick, Umair Khan, Ricardo Miranda, Peggy Macias, Joe Mendoza, Lenecia Miles, Lorena Montes, Holly Murphy, Nichole Nava, Cathy He, Michele Peterson, Deanna Rotert, Greg Postulka, Karen Rapponotti, Keith Salas, Lisa Salas, Jennifer Smith, Rodain Soto, Sean Swift, Sharon Teramura, Matthew Vandereyck, Chris Van Vlack, Christine Hendren, Michael A. Johnson, Dan Dean, Wendy Battermann, Belinda Ramirez, Matt Coffin, Julie Conwell, Justin Stephenson, Daisy Villasenor, Veronica Lara, Yolanda Banuelos, Ashley Arnold, Mary Sabillo, Roger Perez, Jo Anne Osborne, Sreshta Wickramasinghe (CalWIN Implementation Support), Yong Vangbliayang, Chazny Nunes, Kevin Wilson (OCAT Project), Rachel Frey (BenefitsCal Project), Onur Senman (BenefitsCal Project), Cathryn VanNamen (CalWIN Implementation Support), Eric Capati (CalWIN Implementation Support), Duncan Gilliam (CalWIN Implementation Support)

State Partners: Brandon Hansard (OSI), Neha Dhawan (OSI), Manroop Mahal (OSI), Katie Ouyang (OSI), Melissa Brock (OSI), Stephen Zaretsky (OSI), Russell Carroll (OSI), Patty Goodwin (OSI), Lourdes Chang (OSI), Caralee Mann (OSI), Renee Mollow (DHCS), Rocky Givon (CDSS), Jessica Abernethy (CDSS), Mong Vang (CDSS), Sherice Sterling (CDSS), Cecilia Rolon (CDSS), Yingjia Huang (DHCS), David Lucio (DHCS), Katie Mead (DHCS), Nellie Abeleda (DHCS), Theresa Hasbrouck (DHCS), Param Bansal (IV&V), Brian Nagy (IV&V), Apoorva Kandya (IV&V), Aftab Mohammed (IV&V), Rob Trojan (DOF)

Topic	Lead
Commence Meeting	Arnold Malvick
Announcements	Arnold Malvick
CalSAWS DD&I Weekly Status	Arnold Malvick

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Imaging	Appendix E	• Sacramento County: • Bulk Export is on track to be completed on May 17, 2023
Customer Service Center	Highlights of the Reporting Period	• None to note for the reporting period
Application Development and Test	4.1.1-2 CalSAWS System Change Request (SCR) Test Status - 23.05	• Week 7 of 8, 23.05 system testing completed. 2 DD&I SCRs in scope 100% pass rate on an 88% target
	4.1.2 State and CalWIN Wave 4 County Interface Partner File Exchange Test (IPT)	• 42 of 42 Wave 4 Consortium, State, and County interfaces have successfully passed validation • Began preparation activities for Wave 5 IPT execution starting on May 17, 2023. 37 Consortium, State, and County interfaces in

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		scope
Conversion	5.1.1 CalWIN Conversion	• Supported Wave 1, Wave 2, Wave 3A Counties post Go-Live • Continued preparation for Cutover 3C activities
	5.1.3 Gainwell Technologies	• County Refactoring Overview • Orange County Refactoring Status • San Diego County Refactoring Status • Solano County Refactoring Status • San Mateo County Refactoring Status • Santa Cruz County Refactoring Status
CalWIN Functional Support	6.1 Highlights for the Reporting Period	• Wave 4 Open Defects Strike Team

CalSAWS BenefitsCal Portal/Mobile DD&I Weekly Status   Onur Senman

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
	Release of Information (ROI) Enhancement	• County Validation defect retest phase is complete. • State Partner and Advocate validation period is from 04/24/23 through 05/05/23. • During the Joint Powers Authorities (JPA) meeting on 05/11/23, the board provided the direction to hold the release.

	CalWIN ISS Support	• Wave 3
		  • Health metrics generation and M&O service management support are in-progress.
		• Wave 4
		  • Monitor and validate any new CBOs added post the mock conversion run.
		  • BenefitsCal Tier-1 training preparations are complete.
		  • Training invites and corresponding CITs have been distributed:
		    o San Diego County and San Mateo County – 05/18/23
		    o Solano County and Santa Cruz County – 05/23/23
		    o CBO Awareness Training – 05/25/23
		• Wave 5
		  • CBO User information extract from MyBCW is complete.
		    o County review of CBO listing is in progress

	Monthly UCD Meeting	• Continued UCD research for Collaboration Prioritized enhancements: • CSPM-64316: Use/function of Announcements

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		• CSPM-64318: Add information/menu/point of access for non-app features • CSPM-35858: Program Selection • CSPM-64320: Global Search
	GetCalFresh (GCF) Parity List Items	• Next b-weekly meeting is scheduled on 05/17/23. • Participated in the meeting on 05/09/23 for the September plan. • CDSS informed the group about the funding confirmation for SCERFRA 23-512 and CF 303 components. • The California Department of Social Services (CDSS) continued mapping the components planned for decommissioning to the parity list items.
	Training Environment	• End-to-end Functional testing completed. • Participated in the Training committee meeting on 05/03/23 for the communication logistics for the counties. The Training Committee gave direction to send access logistics to the Regional Managers (RMs) and Training Committee members
	Collaboration Model	• Continued working on the next collaboration meeting agenda prep, which is scheduled for June 2023.

CalWIN Implementation Support Weekly Status   Duncan Gilliam

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Business Process Reengineering (BPR)	Business Process Reengineering (BPR)	• Wave 2
		  • Provided support for Go-Live Configurations.
		• Wave 3
		  • Provided support for Go-Live Configurations.
		• Wave 4
		  • Facilitated Configuration Load for Process Simulation for Solano County.
		  • Facilitated Configuration Load for Process Simulation for San Mateo County.
		  • Completed execution sessions for Process Simulation with Santa Cruz County and San Diego County.
		  • Performed data identification for Solano and San Mateo Counties as part of execution prep for process simulation activity.
		• Wave 5
		  • Facilitated Configuration Kickoff meeting with Fresno County.
		  • Facilitated Configuration Kickoff meeting

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		- with Sonoma County. - Conducted the Wave 5 Process Simulation kickoff with Alameda County on 05/11/23. - Conducted the Wave 5 Process Simulation kickoff with Sonoma County on 05/09/23. - Finalized the Process Simulation preparation session schedule with Fresno and Alameda Counties
Organizational Change Management (OCM)	Organizational Change Management (OCM)	- Wave 4 - Santa Cruz County completed the change discussions on 05/08/23. - Wave 5 - Continued to monitor the change discussions taking place in Wave 5 Counties through 05/26/23. - Reported the Feedback Form responses through 05/26/23 to Alameda County. - Wave 6 - Reviewed the Wave 6 CDG Prep Kickoff presentation with the Consortium on 05/08/23. - Conducted Change Discussion kickoff sessions with the Wave 6 Counties from 05/09/23 through 05/10/23. - Presented the Wave 4 T-3 Readiness Surveys results to Solano County and Santa Cruz County from 05/10/23 to 05/11/23. - Distributed the Wave 6 T-6 Readiness Survey CIT to the Wave 6 Counties on 05/08/23. - Distributed the Wave 5 T-3 Readiness Survey CIT to the CIT/CRFI Review group on 05/11/23. - Sent the Wave 3 T+6 Readiness Survey CIT to the CIT/CRFI Review Group for review on the 05/08/23. - Conducted the May CNC session for Waves 5 and 6 on 05/09/23. - Prepared to send the May CNC Session materials to Waves 5 and 6. - Prepared to conduct the dry run and May CNC session for Waves 3 and 4. - Sent the May Infographics for Waves 5 and 6 packet to the CIT/CRFI Review Group for review the week of 05/08/23. - Sent the May Newsletter (Waves 4) to Consortium and CIT/CRFI Review group on the week of 05/08/23. - Drafted the Wave 3 Special Edition Newsletter and Wave 5 Newsletter. - Drafted the May Infographics Packet for Wave 4.
Training	Training	Continued the Wave 4 Counties' Web Based Training for all staff.

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		- Continued Instructor Led Training all staff in San Diego County. - Started Instructor Led Training in San Mateo, Santa Cruz, and Solano Counties. - Continued the Wave 5 Counties' Web Based Training for all staff. - Continued tailoring Instructor Led Training materials for the Wave 6 Counties. - Completed LMS Load and WBT curriculum assignments for the Wave 6 Counties' Early Training and Train the Trainer participants. - Hosted Training touchpoints with Fresno, Solano, San Luis Obispo, San Mateo, San Diego, Sonoma, and Santa Cruz Counties.
Implementation	Implementation	- Wave 3 - Worked with the Consortium and Accenture to identify and communicate issues with the YB Case Review report. - Continued activities in support of Sacramento County's asks. - Completed the third week of Wave 3 Post-Implementation support. - Conducted daily business metrics review and Implementation Team calls. - Future Waves - Reconstituted the GLP Strike Team and commenced reviewing material for the Wave 4 Go-Live Packet (GLP). - Drafted the Wave 4 post-Go-live workload planning presentation and sent it out for review. - Sent invites to two of the four Wave 4 Counties to review the post-Go-live workload planning. - Reviewed checklist items to track the county approach for Lobby Management and Contact Center. - Conducted the Wave 4A/3C Green light event on 05/10/23. - Continued updates to the Readiness Dashboards and Packets for Wave 4, 5, and 6 Counties. - Conducted Waves 4 and 6 IPOC meetings. - Managed the onsite resource tracker and provided daily resourcing needs. - Reviewed the Wave 4 Resource Baseline with the Implementation Managers. - Prepared for Wave 4 County Leadership Touchpoint meetings for the Post-Implementation Team. - Prepared for the Wave 4 County site visits to San Diego, San Mateo, Santa Cruz, and Solano Counties. - Conducted a Fact Sheet Working Group

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
		and released two new Fact Sheets. • Conducted a Wave 6 County Profile walkthrough with Sacramento County.

CalSAWS Central Print Weekly Status   Dawn Wilder

STATUS REPORT SECTION	STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
1.1	N/A	• Continued discussions with CalWIN Counties. • Conducted validation meeting with San Diego County. • Discussed return mail options with Los Angeles and San Diego counties.

OCAT Project Weekly Status   Kibby Stahl
                                                      Kevin Wilson

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	N/A	• None to note for the reporting period

CalSAWS QA Weekly Status   Dan Dean

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QA PMO	N/A	• Participated in Green Light: Wave 4 County Prep Phase • Participated in CalSAWS JPA Board meeting • Participated in SLA Reviews for Imaging and OCAT • Facilitated Collaboration Model enhancement request management process session. • Conduct initial outreach for Stakeholder retrospective session coordination. • Present Wave 2 retrospective update at Project Steering Committee meeting • Facilitate Wave 3 retrospective sessions
QA Technical	N/A	• Participated in the Wave 4A/3C Cutover activities • Continued reviews of Contact Center, BenefitsCal Application Transactions, and Lobby Management

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		• Continued reviews of partner System Security Plans • Participated in Change Advisory Board (CAB) and Ticket Review • Continued monitoring of CalSAWS production operations
QA Conversion	N/A	• Participated in the Wave 4A/3C Cutover activities • Participated in Wave 3 Post-Implementation calls • Monitored defects for Waves 1 through 3 • Continued to disposition Wave 4 County Data Validation (CDV) findings • Continued to monitor Golden Gate Proof of Concept (POC) progress
QA Functional/Test	N/A	• Reviewed 76 SCRs in preparation of SCRB/CCB • Monitor CalSAWS/BenefitsCal 23.05 Release Activities • Completed Partner Interface Test RACI initial draft
QA Implementation	N/A	• Provided virtual support in Orange, Santa Barbara, and Ventura • Submitted comments for Master Training Plan Monthly Update • Reviewed Training Plans for Sacramento, San Francisco, and San Luis Obispo Counties • Completed content reviews for System Change Request Board (SCRB

CalSAWS DD&I IV&V Project Weekly Status   Apoorva Kandya
                                                              Brian Nagy

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	IV&V Project Oversight	• Participated in JPA meeting, Green Light meeting for County Prep Phase - Wave 4 • Reviewed the QA Monthly Status Report, BenefitsCal monthly workplan updates and the BenefitsCal Monthly Status Report • Continued tracking release readiness for Rel 23.05, Process Simulation for Wave 4 in addition to Post implementation support for Wave 3

Risk Management   Mandy Batt

(Optional Items)

#	Action Item	Who	Due	Status
1	•			

#	Decision Made	Who Made the Decision	Date