

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	May 18, 2023
To:	Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; PPOC.Sacramento; PPOC.SanFrancisco; PPOC.SanLuisObispo; Consortium.SectionDirectors; IPOC.CalWIN.Wave6
CIT Name:	CalSAWS LMS Access Guide for General Training – CalWIN Wave 6
From:	CalSAWS Project

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

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| <input 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"/> MyBCW
<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 type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
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Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to provide the Wave 6 CalWIN counties (Sacramento, San Francisco, and San Luis Obispo County) with the Learning Management System (LMS) Guide for CalSAWS General Training.</p> <p>Background</p> <p>CalSAWS General Training participants in Sacramento, San Francisco, and San Luis Obispo Counties will be able to access the CalSAWS LMS to complete their web-based training (WBT) starting Monday, June 5, 2023. Training has been assigned in collaboration with each county based on staff roles. Select staff will receive only web-based training as their assignment, while most staff will receive their web-based training assignment as a prerequisite to attending CalSAWS Instructor-led Training (ILT).</p> <p>The attached LMS Guide for General Training provides instructions for accessing the CalSAWS LMS for the first time, accessing your assigned CalSAWS training curriculum, using the Learning Journey Map to navigate your curriculum, and submitting a ServiceNow (SNOW) ticket for LMS issues and questions (there are different versions of the guide, based on county request, attached to this CIT as noted below).</p>
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	<p>Three versions of the guide are included:</p> <ul style="list-style-type: none"> • CalSAWS LMS Guide for General Training SNOW.v6 (contains ServiceNow instructions) • CalSAWS LMS Guide for General Training.v6 (does NOT contain ServiceNow instructions) • CalSAWS LMS Guide for General Training SF.v6 (contains San Francisco specific verbiage and no ServiceNow instructions, as those will be distributed internally as a separate document, per county request) <p>County Action</p> <p>Sacramento, San Francisco, and San Luis Obispo Counties are asked to distribute the appropriate LMS Guide for General Training to all CalWIN Users who will be participating in General Training to complete their CalSAWS WBTs before they attend CalSAWS instructor-led training (ILT). ILT delivery for Wave 6 counties begins on September 6, 2023.</p> <p>If you have questions on this CIT, please reach out to the Primary or Backup Contact listed below and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Ashley Arnold Consortium Training Manager ArnoldA@CalSAWS.org</p>
Backup Project Contact: (Name and email address)	<p>Renee Carter ISS Training Manager CarterR@CalSAWS.org</p>
Attachments:	<p>CalSAWS LMS Guide for General Training SNOW.v6.pdf CalSAWS LMS Guide for General Training.v6.pdf CalSAWS LMS Guide for General Training SF.v6.pdf</p>
Web Portal Link:	<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.