☐ **CalSAWS M&E**   ☒ **CalWIN Migration**

Distribution Date:	May 30, 2023
To:	PPOC.San Diego; PPOC.San Mateo; PPOC.Santa Cruz; PPOC.Solano; Consortium.RegionalMangers.R1; Consortium.RegionalMangers.R5; Consortium.SectionDirectors;
CIT Name:	**Wave 4 CalSAWS Infographics #11**
From:	CalSAWS Project

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

☐ General
☐ Policy
    ☐ CW
    ☐ CF
    ☐ MC
    ☐ CMSP
    ☐ FC/KG/AAP
    ☐ Child Care
    ☐ WtW
    ☐ Other Program(s)_____
☐ BenefitsCal   ☐ MyBCW
☐ Customer Correspondence
☐ Other_____

☐ Reports
    ☐ Fiscal
    ☐ Caseload Movement
    ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☒ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description:	**Purpose** The purpose of this CIT is to provide the Wave 4 Counties (San Diego, San Mateo, Santa Cruz, and Solano) with infographics that support the CalWIN migration to CalSAWS effort. **Background** As part of the Organizational Change Management (OCM) strategy, various infographics are distributed to designated Waves to build staff awareness and understanding of CalSAWS and the project. Infographics 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 (CNCs), County leadership, CalSAWS Regional Managers, and additional project channels. **Additional Information:** The infographics have been designed to allow for convenient print and digital distribution through PDF. Various infographics will include information about CalSAWS, functional changes from CalWIN to CalSAWS, and project related activities (e.g., implementation, organizational change management (OCM), training, etc.).

The infographic content attached covers the following:
- Deny/Discontinue a Case
- Resource Databank – Foster Care
- Wave 4 CalSAWS Poster – 1 Month to Go-Live

County Action:
Counties are encouraged to distribute the infographic(s) to all anticipated CalSAWS users impacted by the infographic topic.

The following are additional recommendations for Counties:
- Post the infographic PDF and poster PDF to internal websites and document repositories.
- Notify Change Network Champions (CNCs) of the availability of materials.
- Print the infographics and posters and attach to bulletin boards or other areas staff congregate.
- Encourage managers and supervisors to review the infographic(s) with staff during team meetings and huddles.

If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).

Primary Project Contact:	Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 282-3801
Backup Project Contact:	Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org (916) 282-3596
Attachments:	CalSAWS Infographic – Deny – Discontinue a Case.pdf CalSAWS Infographic – Resource Databank – Foster Care.pdf Wave 4 CalSAWS Poster – 1 Month to Go-Live.pdf
Web Portal Link:	▮▮▮▮▮▮ OR You may also retrieve the CIT document and attachments by following these steps: 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.