CalSAWS | Information Transmittal (CIT)   0257-23

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

Distribution Date:	July 11, 2023
To:	PPOC.Fresno; PPOC.Orange; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PMO.Fiscal; Tracy Berhel; Stacey Drohan
CIT Name:	**2nd Quarter 2023 CalSAWS DD&I County Support Staff Report**
From:	CalSAWS Project – PMO Fiscal

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: (Including any step-by-step instructions)	**Purpose (For Fresno, Orange, San Luis Obispo, Solano, Sonoma, and Tulare counties)** The purpose of this CIT is to share the Excel template for the 2nd Quarter CalSAWS DD&I County Support Staff Report. The months listed within the report have been updated to reflect April/May/June 2023 (2nd Quarter). CalWIN counties, as listed above, will use this template to submit their quarterly county support staff activities. Completion instructions are included in the workbook. The report is to be submitted via e-mail to PMO.Fiscal@CalSAWS.org along with each county's June 2023 claims **due July 20, 2023**. Please submit in the Excel format (do not PDF). **Background** Per the State, CalWIN counties with Planning and Preparation funding must complete a quarterly report to provide the status of completed and planned activities relating to CalSAWS DD&I, as well as actual and projected hours. **Additional Information -None** **County Action**

	E-mail the completed report in the Excel format (do not PDF) to PMO.Fiscal@CalSAWS.org along with your county's June 2023 claims due July 20, 2023. If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact: (Name and email address)	Stacey Drohan (916) 846-7332 Stacey.Drohan@CalWIN.org
Backup Project Contact: (Name and email address)	Tracy Berhel (916) 846-7304 Tracy.Berhel@CalWIN.org
Attachments:	2nd Qtr 2023 CalSAWS DDI CSS Rpt Template.xlsx
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.