CalSAWS | Information Transmittal (CIT) 0290-23

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

Distribution Date:	August 7, 2023
To:	Consortium.RegionalManagers.All, PPOC.Alameda, PPOC.Fresno, PPOC.Sonoma, IPOC.CalWIN.Wave5
CIT Name:	**Wave 5 CalWIN County Go-Live Packet**
From:	CalSAWS Implementation Support

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

☒ General
☒ Policy
    ☒ CW
    ☒ CF
    ☒ MC
    ☒ CMSP
    ☒ FC/KG/AAP
    ☒ Child Care
    ☒ WtW
    ☐ Other Program(s)_____
☒ MyBenefits CalWIN   ☒ BenefitsCal
☒ 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** The purpose of this CIT is to distribute the first edition of the Go-Live Packet (GLP) for Wave 5 CalWIN Counties (Alameda, Fresno, and Sonoma). **Background** The goal of the GLP is to consolidate information that will help users when they start using CalSAWS and promote knowledge-building, so users can become self-sufficient more quickly after Go-Live. Wave-5 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. They are now in the process of completing detailed Instructor-Led Training (ILT) to prepare them for the Wave-5 counties cut over to CalSAWS (09/04/2023). At that time, 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 GLP includes the following:

- Additional Post Go-Live data cleansing that may be required in specific scenarios.

- 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.

- Directions 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-4 version distributed on 07/03/2023:

- Removed 5 items from the *What I need to Act On* document.
- Removed 2 items from the *What I need to Know* document.
- Added 2 new items to the *What I need to Know* document.
- Added 2 items from the *What I need to Know* document.
- Updated Section 2 of Appendix M

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

GLP Orientation Sessions will be held to familiarize county managers and supervisors and lead them through various scenarios on use of the packet. The ISS Training team will then 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 5 CalWIN Counties need to review the documents listed below, ***provided in the folder for CIT 0290-23***, 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
- CalWIN ISS_GLP_Appendix_G04_CRG Update Schedule on Child Care Certificate Detail_REVISED
- CalWIN ISS_GLP_Appendix_G05_CRG Discontinue Active Cal-Learn Program
- CalWIN ISS_GLP_Appendix G06_CRG Update Missing Pay Code
- CalWIN ISS_GLP_Appendix G07_CRG Update Ineligible Individual Employable
- 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

If you have any question related to this CIT, please reach out to the contacts below and cc your Regional Managers (RMs).

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Backup Project Contact: (Name, phone number, email address)	Rachel Frey Email: FreyR@CalSAWS.org Duncan Gilliam Email: GilliamD@CalSAWS.org
Attachments:	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 - CAIWIN_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_CRG Update Schedule on Child Care Certificate Detail_REVISED - CalWIN ISS_GLP_Appendix_G05_CRG Discontinue Active Cal-Learn Program - CalWIN ISS_GLP_Appendix G06_CRG Update Missing Pay Code - CalWIN ISS_GLP_Appendix G07_CRG Update Ineligible Individual Employable - 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
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.