

# CalSAWS | Notes from Training Committee Meeting

Date:	9/6/2023
Time:	9:00 am – 10:00 am
Meeting Called by:	Joyce Oshiro / Jayna Longstreet
Attendees:	Region 1: Odioh Odiye, Andrew Stewart, Andrea Boyens Region 2: Gina Horn, Melinda Martin Region 3: Darlene Lawson and William Griffiths Region 4: Nhia Yang, Ashley Coyle Region 5: Darcey Hanna Region 6: Raul Ruano, Elizabeth Muniz CalSAWS: Ashley Arnold, Cris Garcia, Elizabeth Palm, Jayna Longstreet, Jennifer Hahner, Nour Bibars, Yolanda Banuelos

## Topic

## Important Points

### CalWIN migration training update: Ashley Arnold

- Wave 6 CalWIN Counties (San Francisco, Sacramento, and San Luis Obispo) will begin ILT beginning today.
- Coming Soon – Wave 6 Training Environment Road Shows.
- Wave 6 Counties will get access to the Staging Environment and also Generic Training Production Environment accounts towards the end of the month.

### Training Environment touchpoint: Cristina Garcia

- 23.09 Code Deployment will be updated on CalSAWS on the weekend of 09/22 beginning at 6pm and will end on Monday 09/25 at 8am. During this time period both environments (Staging and Training Production) will be unavailable during this time period. The project is also suggesting staying off both environments on Monday 09/25 so that the Project can complete the validation process.

### Training Environment Refresh Schedule 2024 discussion/vote: Jayna Longstreet/Joyce Oshiro

- An email will be sent to all RCMs so that they can discuss with their own Regions to keep the 2024 proposed Refresh Schedule or to come up with an alternative schedule.
- An email was sent on 09/06 with a 2 week due date of 09/21/2023 to vote “Yes, keep it” or “No, don’t keep it” on the proposed Refresh Schedule.

2024 Baseline Release Schedule for Training Staging and Training Production Environments				
Release #	Unavailable after 7pm (Friday)	Code Deployment Completion Date (Sunday)	Training Staging Release Date (Monday)*	Training Production Release Date (Monday)*
24.01	1/19/2024	1/21/2024	1/22/2024	1/22/2024
24.03	3/22/2024	3/24/2024	3/25/2024	3/25/2024
24.05	5/17/2024	5/19/2024	5/20/2024	5/20/2024
24.07	7/19/2024	7/21/2024	7/22/2024	7/22/2024
24.09	9/20/2024	9/22/2024	9/23/2024	9/23/2024
24.11	11/22/2024	11/24/2024	11/25/2024	11/25/2024
25.01	1/24/2025	1/26/2025	1/27/2025	1/27/2025

\*Both Training Staging and Training Production Environments will be available on the Release Dates shown above. Dates may be subject to change.

  

2024 Refresh Schedule for the Training Production Environment	
Unavailable after 7pm (Friday) *	Available after 3pm (Monday) *
1/5/2024	1/8/2024
5/3/2024	5/6/2024
9/6/2024	9/9/2024
1/3/2025	1/6/2025

\*During this timeframe, the Training Production Environment will be unavailable. Dates may be subject to change upon Training Committee approval.

## Topic

## Important Points

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### Training manual development status update: Jayna Longstreet/Joyce Oshiro

- CalFresh and Medi-Cal Training Manuals are already available.
- CalWORKs Training Manual will most likely come out by the end of the month of September 2023. It will be released via a CIT.

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### CER CA-255551: Jayna Longstreet/Joyce Oshiro

- Request from Butte to CA-255551
  - Update to Case Copy List page to remove previous requests after Training Production refresh
- Butte County is recommending that whenever there is a Refresh in the Production Training Environment. That there should be a refresh also to wipe out all the copied cases on the "Case Copy List" page in the Training Staging Environment. This will only wipe out the cases on the "Case Copy List" page and not the actual Golden Case.
- A vote will take place to approve or not approve CA – 255551 on the next CalSAWS Training Committee Meeting which will take place on 11/01/2023.

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### SCR – CA -264720

- Generate Forms in Training Staging Environment
  - Currently, RE packets, SAR 7s, and CW 61s with a record cannot be generated in the Training Staging Environment. A "Yes" will mean that we would like the Training Staging Environment to generate the forms and have the reporting record copy over to the Training Production environment.
  - A vote will take place to approve or not approve CA – 264720 on the next CalSAWS Training Committee Meeting which will take place on 11/01/2023.
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#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Vote to approve/not approve to prioritize SCR – 264720 Customer reporting forms in Training Staging to allow design to begin	Jayna	11/2/2022	11/01/2023	<b>09/06/2023</b> Pending - SCR CA – 264720 has been created. A vote will take place on 11/01/2023 to decide whether to prioritize this SCR to allow design to begin. 2/8/23 generating forms is not enabled in Training Staging. Additional analysis pending. Any change would require an SCR. 11/28/22 Committee notified that defect CA-252222 created 7/12/2023 – SCR required.
2	To vote on whether to keep the proposed Training Environment Refresh schedule or not.	Jayna	09/06/2023	11/01/2023	<b>09/06/2023</b> Pending – Voting will take place 11/01/2023 on whether to keep the proposed Training Environment Refresh schedule or not and propose a new one.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
3	<p>Vote to approve/not approve CER – 255551. A “Yes” vote would update and remove old cases on the Case Copy List page. This will be done after each Training Production refresh</p> <p>Note: If approved, an SCR will be created</p>	Jayna	01/23/2023	11/01/2023	<p><b>09/06/2023</b></p> <p>Pending –</p> <p>Voting will take place 11/01/2023 on whether to remove the old cases on the Case Copy List page on the Staging Environment system.</p>

