

☒ CalSAWS M&E☐ CalWIN Migration

Distribution Date:	August 31, 2023
To:	PPOC.All; Consortium.RegionalManagers.All;
CIT Name:	CalSAWS Enhancement Request (CER) Form Revised
From:	CalSAWS Project

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Security |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Migration |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Help Desk |

Description:	<p>Purpose This CIT informs all CalSAWS counties the CalSAWS Enhancement Request (CER) Form has been revised to an August 2023 version. This CIT supersedes and replaces CIT 19-008; CalSAWS Enhancement Request Process.</p> <p>Background A CalSAWS Enhancement Request (CER) is used by the counties to request non-policy related changes to the system(s) not captured through other avenues.</p> <p>Additional Information The updated CER Form has a new County Operational section to help identify critical county specific business needs. When completing the CER form, provide all available information for each section. This will help ensure all requests are documented and tracked efficiently.</p> <p>Attached to this CIT is a copy of the revised CER Request form and the CER Enhancement Request Process.</p> <p>The CER Process has not changed and is being provided as a reminder.</p> <p>County Action</p>
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	<p>At the release of this CIT, Counties should use the August 2023 version of the CER Form when sending enhancement requests to CalSAWS. The CER Instructions and Form is located on the CalSAWS Web Portal at the following location:</p> <p>[REDACTED]</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact:	<p>CER Mailbox CER@CalSAWS.org</p>
Backup Project Contact:	N/A
Attachments:	<p>CalSAWS Enhancement Request From_82023.docx; CalSAWS Enhancement Request Process_8/2023.docx</p>
Web Portal Link:	<p>[REDACTED]</p> <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.