


☒ CalSAWS M&E☐ CalWIN Migration

Distribution Date:	September 21, 2023
To:	PPOC.All, Consortium.RegionalManagers.All; Consortium.SectionDirectors
CIT Name:	CalSAWS Training Manuals – CalWORKs
From:	CalSAWS Project

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Description:	<p>Purpose</p> <p>The purpose of this CIT is to inform Counties the CalSAWS Training Manual for CalWORKs is now available on the CalSAWS Web Portal.</p> <p>Background</p> <p>Prior to migration to CalSAWS, the project maintained the following instructor-led training courses for the C-IV System including supporting data available in the C-IV training environment.</p> <ul style="list-style-type: none"> • CalFresh • CalWORKs • Medi-Cal • Service Arrangements and Referrals (supportive services for WTW) <p>Counties could utilize the course(s) and/or supporting data as necessary for use in training delivery. Counties could also create their own materials and data.</p> <p>At migration to CalSAWS, the former C-IV Counties requested the project develop and maintain training courses for these programs/areas. The Consortium Training team developed the draft course design and previewed it at the Training Committee meeting on 1/5/2022, after which the team began course development. The CalSAWS Training Manual for CalFresh was released via CIT</p>
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	<p>0030-23, General Eligibility was released via CIT 0254-23, and Medi-Cal was released via CIT 0303-23.</p> <p>The new CalSAWS Training Manual for CalWORKs aligns with the functionality of the CalSAWS Training Production and Training Staging environments and is designed to be used with golden cases built in the Training Staging environment by the counties. A Course Golden Case Scenario document is included with each manual which gives County trainers the necessary information to build the golden cases used in the Training Manual.</p> <p>Example:</p> <p>CalWORKs Unit 5, Lesson 3: Completing a CalWORKs Intake (In this scenario, learners are guided through completing a CalWORKs Intake with preset parameters and an established application)</p> <p>County Trainer needs to:</p> <ul style="list-style-type: none"> • Create an application and case in the Training Staging environment • Copy the desired number of cases for learners into the Training Production environment and assign to learner accounts <p>Learners are now able to use the case and the manual lesson to complete the CalWORKs Intake scenario.</p> <p>Additional Information</p> <p>The release schedule for course updates is TBD.</p> <p>The Service Arrangement manual is in development. A CIT will be distributed when the manual is released.</p> <p>A maintenance release schedule will be determined at a later date. This information will be shared via a CIT.</p> <p>Note: In the CalSAWS Training Production environment, Users can log in and access cases for their own County only. Data creation and management for these courses is a county responsibility.</p> <p>County Action</p> <p>The CalSAWS Training Manual for CalWORKs, which includes content up to the 23.05 release, is now available on the CalSAWS Web Portal at:</p> <p></p> <p>If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).</p>
Primary Project Contact:	<p>Ashley Arnold Consortium Training Manager (916)-862-1769 ArnoldA@CalSAWS.org</p>
Backup Project Contact:	<p>Jayna Longstreet Consortium Trainer (916) 282-3832</p>

	LongstreetJ@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> <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.