

☒ CalSAWS M&E ☐ CalWIN Migration

Distribution Date:	November 29, 2023
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CIT Name:	Scheduled Downtime Notification – 12/17/2023
From:	CalSAWS Project

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

- | | |
|---|--|
| ☒ General | ☒ Reports |
| ☐ Policy | ☒ Fiscal |
| ☐ CW | ☒ Caseload Movement |
| ☐ CF | ☒ Management |
| ☐ MC | ☒ Fiscal |
| ☐ CMSP | ☐ Security |
| ☐ FC/KG/AAP | ☒ Batch and Interfaces |
| ☐ Child Care | ☒ Imaging |
| ☐ WtW | ☐ Migration |
| ☐ Other Program(s): __ | ☐ Conversion |
| ☒ BenefitsCal | ☒ Technical |
| ☐ MyBCW | ☐ Training |
| ☒ Customer Correspondence | ☒ Help Desk |
| ☒ Other: CalSAWS Production | |

Description:**Purpose**

The purpose of this CIT is to notify CalSAWS Counties of a scheduled downtime window and of services impacted during system downtime.

Background

- The CalSAWS application is scheduled for maintenance on Sunday, December 17, 2023, from 4:00 PM to 8:00 PM.
- The CalSAWS Adhoc Reporting database is scheduled for maintenance on Sunday, December 17, 2023, from 12:30 PM to 4:00 PM.

Additional Information

During the CalSAWS Maintenance period:

- The CalSAWS application will be unavailable for users.
- CalSAWS users will be redirected to a read-only version of the CalSAWS application.
- The BenefitsCal application will be available for customers and Community Based Organization (CBO) users for submitting applications, renewals, and SARs; however, transactions from BenefitsCal will be queued and released for processing upon completion of CalSAWS maintenance activities.
 - The following features will not be available in BenefitsCal: Message Center (notices, messaging, actions, 2-way messaging), appointments, verification of benefits (VOB), CBO account creation, case-link, communication preference updates, and support requests.
 - E-applications submitted from BenefitsCal will be routed to the office selected by the participant instead of the default county office.

During the Adhoc Reporting Database Maintenance period:

- The Adhoc Reporting database will be unavailable for Apex, EDR, and Adhoc reports users.

Systems Impacted:

CalSAWS Application and APIs	X
BenefitsCal	X
OCAT Application	X
Learning Management System (LMS)	
CalSAWS Training	
ServiceNow	
Jira	
CalSAWS Adhoc Reporting Database	X
Batch	X
Reports/Dashboards	X
Imaging	X
Tasks	X
IVR	X
Contact Center	X
Lobby Management	X
EBT	X
NOAs / Forms	X
Central Print	

	County Action Share this CIT with any impacted staff of your county who typically work weekends. Workers are advised to plan their work accordingly considering the system maintenance schedule. If you have questions on this CIT, please reach out to the contacts listed below and cc your Regional Manager(s).
Primary Project Contact:	Anand Kulkarni < DattatriKulkarniA@CalSAWS.org >
Backup Project Contact:	Pete Quijada < QuijadaP@CalSAWS.org >
Attachments:	None
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.