

CalSAWS CalWIN
Implementation Support
Services (ISS) Bi-Weekly
Status Report

Reporting Period: January 1, 2024 to January 14, 2024

CalSAWS – CalWIN ISS Weekly Status Report

Weekly Status Report, January 17, 2024

Period: January 1, 2024 to January 14, 2024

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1.0 Project Management

1.1 Executive Summary

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
Business Process Reengineering (BPR)	▶ All BPR activities are complete.
Organizational Change Management (OCM)	▶ Shared Wave 6 survey results with the Consortium.
Training	▶ All Training activities are complete.
Implementation	▶ Submitted the Draft Work Product 12.00: CalWIN Final Acceptance Completion Report on 01/10/24. ▶ Obtained approval for FDEL 11.06: CalWIN OCM County Implementation Completion Report – Wave 6 on 01/05/24 – ahead of schedule.

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

1.2 Highlights of the Reporting Period

- ▶ **Staff Onboarding/Offboarding**
 - Continued offboarding of staff resources.
- ▶ **Information Coordination for CalWIN Counties**
 - Continued to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ **County Work Plans**
 - Finalized and closed out Work Plans and coordinated handoff of two Lobby Management open items with the Consortium Project IT Manager.
- ▶ **Deliverables and Work Products – Submitted the following:**
 - FDEL 01.36: CalWIN OCM Work Plan Monthly Updates – December 2023 on 01/08/24.
 - FDEL 02.36: CalWIN OCM Monthly Status Report – December 2023 on 01/08/24.
 - FDEL 03.12: CalWIN OCM Requirements Traceability Matrix – Final on 01/11/24.
 - DWP 12.00: CalWIN Final Acceptance Completion Report on 01/10/24.

1.3 Activities for the Next Reporting Period

- ▶ **Staff Onboarding/Offboarding**
 - Finalize offboarding of staff resources.
- ▶ **Deliverables and Work Products – Submit the following:**
 - FWP 12.00: CalWIN Final Acceptance Completion Report on 01/25/24.

2.0 Business Process Reengineering (BPR)

2.1 Highlights of the Reporting Period

- ▶ **Process Simulation**
 - None for the reporting period – Process Simulation is complete.
- ▶ **Configuration**
 - None for the reporting period – Configuration is complete.

2.2 Activities for the Next Reporting Period

- ▶ **Process Simulation**
 - None for the reporting period – Process Simulation is complete.
- ▶ **Configuration**
 - None for the reporting period – Configuration is complete.

3.0 Organizational Change Management (OCM)

3.1 Highlights of the Reporting Period

- ▶ **Change Readiness Surveys.**
 - Shared Wave 6 survey results with the Consortium.

3.2 Highlights of the Reporting Period

- ▶ None for the reporting period – OCM is complete.

4.0 Training

4.1 Highlights of the Reporting Period

- ▶ None for the reporting period – Training is complete.

4.1 Activities for the Next Reporting Period

- ▶ None for the reporting period – Training is complete.

5.0 Implementation

5.1 Highlights of the Reporting Period

- ▶ Submitted the Draft Work Product 12.00: CalWIN Final Acceptance Completion Report on 01/10/24.
- ▶ Obtained approval for FDEL 11.06: CalWIN OCM County Implementation Completion Report – Wave 6 on 01/05/24 – ahead of schedule.

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5.2 Activities for the Next Reporting Period

- ▶ Respond to comments received for the Draft Work Product 12.00: CalWIN Final Acceptance Completion Report and submit the Final Work Product on 01/25/24.

6.0 Appendices

6.1 Appendix A – Deliverable Summary

Deliverable Status by Submission

		Complete	Coming Soon	WAC Approval Pending		
DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final Approval
01	Work Plan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
01.36	Work Plan Monthly Updates – December 2023	N/A	N/A	N/A	01/08/24	01/23/24
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	05/13/22
02.36	Monthly Status Report – December 2023	N/A	N/A	N/A	01/08/24	01/18/24
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
03.12	Requirements Traceability Matrix (RTM) – Final	N/A	N/A	N/A	12/07/23	01/23/24
11	County Implementation Completion Report	09/15/22	09/27/22	N/A	N/A	N/A
11.06	County Implementation Completion Report – Wave 6	N/A	N/A	12/22/23	01/09/24	01/18/24

Figure 6.1-1 – Deliverable Status by Submission

Upcoming Deliverable Deadlines

DEL #	Deliverable Name	Status	Next Deadline
01.36	CalWIN OCM Work Plan Monthly Updates – December 2023	On Track	FDEL submitted 01/08/24 FDEL approval 01/23/24
02.36	CalWIN OCM Monthly Status Report– December 2023	On Track	FDEL submitted 01/08/24 FDEL approval 01/18/24
03.12	CalWIN OCM Requirements Traceability Matrix – Final	On Track	FDEL submitted 01/11/24 FDEL approval 01/23/24

Table 6.1-2 – Upcoming Deliverable Deadlines

Work Product Status by Submission

Figure 6.1-3 – Deliverable Status by Submission

Upcoming Work Product Deadlines

WP #	Work Product Name	Status	Next Deadline
12.00	CalWIN Final Acceptance Completion Report	On Track	DWP submitted 01/10/24 FWP submission 01/25/24 FWP approval 02/02/24

Table 6.1-4 – Upcoming Work Product Deadlines

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6.2 Appendix B – Risks and Issues Summary

Project Risks and Issues

ID	Title	Details	Status	Impact	Risk Level	Date Logged
290	Recently released ROI policy lacks clarity which may create privacy and liability exposure for counties and customers	Recently issued Release of Information (ROI) policy is not detailed enough, nor is it consistent between the two state Departments (CDSS and DHCS). The policy as written may create customer information privacy/security, safeguard and county operations concerns, and liabilities. As the policy was released after the completion of ROI design, development, and testing of the functionality in BenefitsCal and CalSAWS, counties have not had sufficient time to assess the ROI functionality with the high-level policy and to be able to determine impacts to their county operations and the associated alignment with the existing BenefitsCal/CalSAWS design. The policy as written does not give clear direction on County responsibilities associated with the establishment of CBO agreements, provisions of those agreements and monitoring of CBO compliance with the agreements. Counties also have not had sufficient time to be able to determine if their current CBO agreement language is adequate and includes provisions and protections to further protect customer information when being accessed by CBOs via BenefitsCal.	Open	5	Medium	05/19/23

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ID	Title	Details	Status	Impact	Risk Level	Date Logged
		BenefitsCal/CalSAWS initial design and implementation has been postponed until final/revised policy is issued by both CDSS and DHCS and there is operational clarity agreed to by all parties				

Table 6.2-1 – Project Risks and Issues

CRFI/CIT/CalSAWS Communications Information

The following table outlines CalSAWS Information Transmittals (CITs) sent for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
None.						

Table 6.2-2 – CITs

The following table outlines CalSAWS Requests for Information (CRFIs) sent for the reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary BenefitsCal Contact	Backup BenefitsCal Contact
None.							

Table 6.2-3 – CRFIs

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6.3 Appendix C – Project Work Plan Reports

Project Timeline

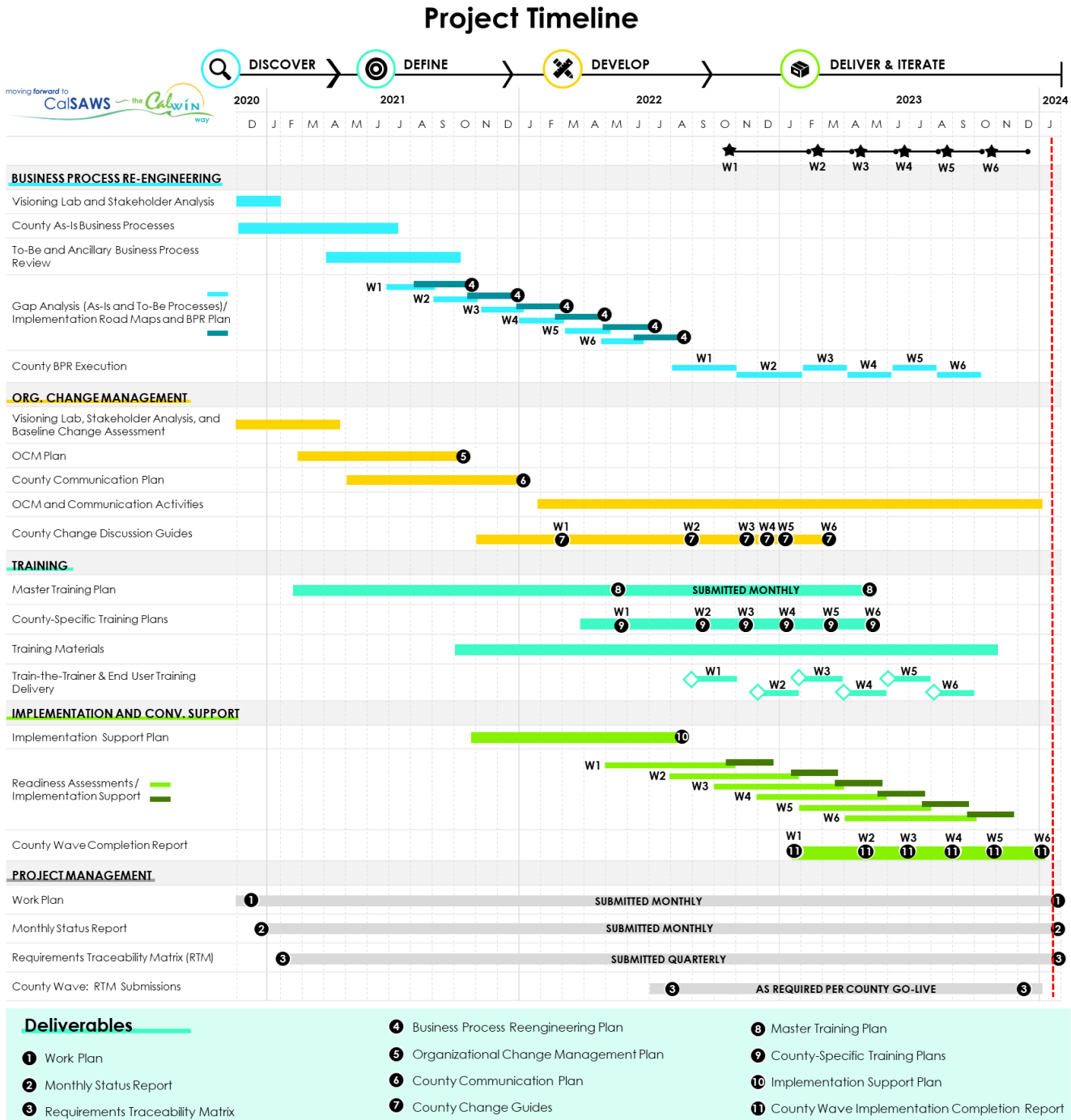


Figure 6.3-1 – Project Timeline

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Project Action Items – Overdue

This table lists overdue action items, including the owner and due date.

ID	Description	Owner	Due Date
None.			

Table 6.3-1 – Overdue Action Items