

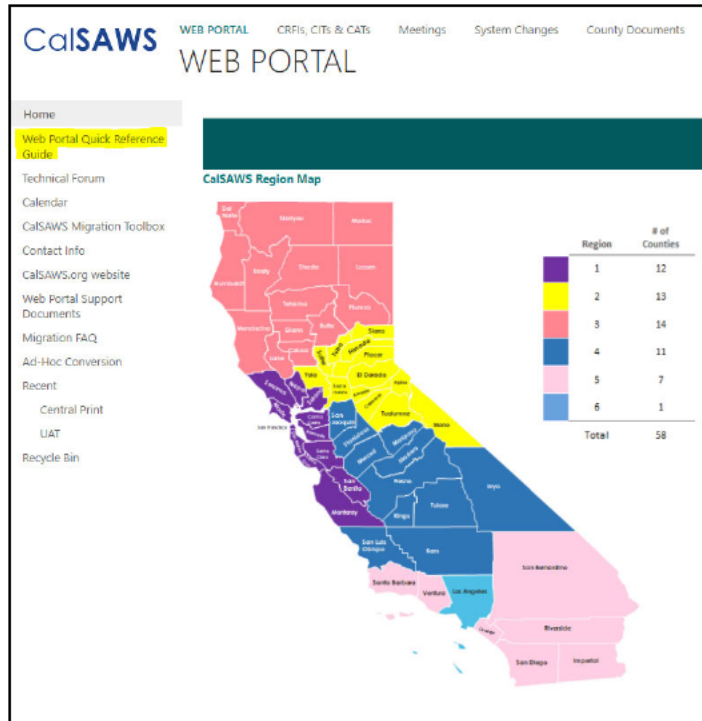
CalSAWS M&E

<b>Distribution Date:</b>	March 6, 2024
<b>To:</b>	PPOC.All, Consortium.RegionalManagers.All
<b>CIT Name:</b>	<b>CalSAWS Web Portal Quick Reference Guide</b>
<b>From:</b>	CalSAWS Project

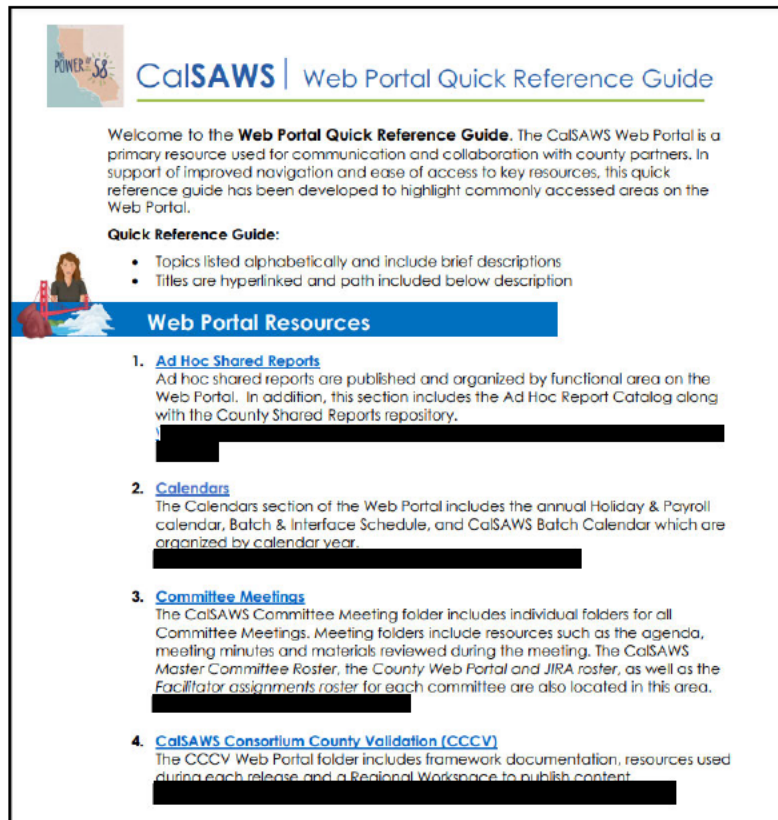
**PPOCs, please forward to the appropriate impacted staff in your county:**

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| <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 checked="" type="checkbox"/> Training  |
| <input type="checkbox"/> Other _____             | <input checked="" type="checkbox"/> Help Desk |

Description:	<p><b>Purpose</b> The purpose of this CIT is to notify all 58 Counties that a CalSAWS Web Portal Quick Reference Guide (QRG) has been developed and published to the Web Portal.</p> <p><b>Background</b> A CalSAWS Communications Strike Team was initiated to assess all County communication channels and identify opportunities to continually evolve communication methods. A county Communication forum was conducted in 2022 to gather insight, from a county perspective, and to prioritize a variety of communications initiatives. The CalSAWS Web Portal ranked #5 of preferred Project to County communication methods. The Strike Team has identified both short-term and long-term initiatives that will directly increase access and improve navigation of the CalSAWS Web Portal.</p> <p><b>Additional Information</b> Short-term initiatives included expanding the number of Web Portal access licenses from 12 to 75 for each County, which was initiated in 2023, followed by the publication of a Quick Reference Guide to support ease of navigation. County PPOCs were asked to identify resources most frequently accessed on the Web Portal which helped to shape the content included within the guide. The guide has been published and can be easily found on the [redacted] main page at the top of the list on the left of the screen. (see highlight in image below)</p>
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All content listed in the guide is in alphabetical order, includes a brief description, and the titles are hyperlinked to take you quickly to the information you are looking for.



### County Action

Counties are encouraged to promote the availability of the Web Portal Quick Reference Guide to support an improved navigation experience for those staff leveraging the Web Portal.

	If you have questions on this CIT, please reach out to the contacts below and cc your Regional Managers (RMs).
Primary Project Contact:	Jennifer Hobbs <a href="mailto:HobbsJ@CalSAWS.org">HobbsJ@CalSAWS.org</a>
Backup Project Contact:	Henry Arcangel <a href="mailto:ArcangelH@CalSAWS.org">ArcangelH@CalSAWS.org</a>
Attachments:	None
Web Portal Link:	<p>██████████</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"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2024" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>

