CalSAWS | Information Transmittal (CIT)   0047-24

☒ **CalSAWS M&E**   ☐ **CalWIN Migration**

Distribution Date:	March 25, 2024
To:	PPOC.All, Consortium.RegionalManagers.All; Consortium.SectionDirectors
CIT Name:	**CalSAWS Training Manuals – Service Arrangements for Employment Services**
From:	CalSAWS Project

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

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| Description: | **Purpose**
The purpose of this CIT is to inform Counties the CalSAWS Training Manual for Service Arrangements for Employment Services is now available on the CalSAWS Web Portal.

Background
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.
• CalFresh
• CalWORKs
• Medi-Cal
• Service Arrangements and Referrals (supportive services for WTW)

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.

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 |

0030-23, General Eligibility was released via CIT 0254-23, Medi-Cal was released via CIT 0303-23, and CalWORKs was released via CIT 0338-23.

The new CalSAWS Training Manual for Service Arrangements for Employment Services 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.

Example:
Service Arrangements for Employment Services Unit 1, Lesson 2: Creating a Service Arrangement (In this scenario, learners are guided through creating a need, a service arrangement and approving the service arrangement.
County Trainer needs to:
- Create a CalWORKs case with active Welfare to Work (WTW) in the Training Staging environment
- Add the appropriate WTW activity to the case in the Training Staging environment
- Copy the desired number of cases for learners into the Training Production environment and assign to learner accounts

Learners are now able to use the case and the manual lesson to complete the Service Arrangements scenario.

Additional Information
The release schedule for course updates is TBD.

A maintenance release schedule will be determined at a later date. This information will be shared via a CIT.

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.

County Action
The CalSAWS Training Manual for Service Arrangements for Employment Services, which includes content up to the 23.11 release, is now available on the CalSAWS Web Portal at:

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If you have questions on this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).

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Backup Project Contact:	Jayna Longstreet Consortium Trainer (916) 282-3832

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Web Portal Link:	███████
	OR
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