CalSAWS | Information Transmittal (CIT) 0064-24

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

Distribution Date:	April 24, 2024
To:	PPOC.All;Consortium.RegionalManagers.All;Committee.Correspondence.All; Committee.Usability.All
CIT Name:	**New Alternative Worker Name on Correspondence**
From:	CalSAWS Project

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

☐ General
☐ Policy
  ☐ CW
  ☐ CF
  ☐ MC
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  ☐ FC/KG/AAP
  ☐ Child Care
  ☐ WtW
  ☐ Other Program(s)_____
☐ BenefitsCal
☒ Customer Correspondence
☐ Other_____

☐ Reports
  ☐ Fiscal
  ☐ Caseload Movement
  ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description:	
	Purpose The purpose of this CIT is to inform CalSAWS counties of the "Alternate Name" field added to the Staff Detail page that displays in generated correspondence. **Background** Currently the worker's complete first and last name displays on generated correspondence. SCR CA-274084 introduces a new field on the Staff Detail page "Alternate Name", allowing the county the option of using an alternative worker's name instead of the worker's full name. For example, an alternative name could be, first initial of the 1st name and the full last name vs the complete full first name and full last name of the worker. ████████ CRFI 24-012 was sent out in February to gather counties preferences on using an alternate name, instead of the full first and last name on the workers' name field on Notice of Actions (NOAs)/Forms/Packets. A onetime data change for counties who opted to use an alternative name will be completed with the 24.05 release. The name selected by their county will display under the worker's name field on correspondence once the applicable subsequent SCRs are implemented. **Additional Information**

	For those counties who chose to continue to use the existing full worker's name, the alternate name field will be blank. These counties can add an alternative name at any time if they have the security right to edit the Staff Detail page. The alternative name would display on all Forms & NOAs in lieu of the workers' name only for the staff that have an Alternate Name entered on the Staff Detail page. There are 5 SCRs associated with this change: - CA-257149-Configure Client Correspondence to allow the option to display Worker Names - NOA- scheduled for RWR (Release When Ready) in May. - CA-271068-Configure Client Correspondence to allow the option to display Worker Names – Forms- RWR in July. - CA-274396-Configure Client Correspondence to allow the option to display Worker Names - NOA for GAGR Program-scheduled for 24.11. - CA-274444-Online Help: Update JA Staff-Manage with updates made by CA-274084 - CA-274872-Training: Update 021 Security Admin WBTs for 24.05 changes based on CA-274084. **NOTE:** With the release of CA-257149, only the Notices of Action will display the alternative worker's name. **County Action** None If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact:	Maria Arceo ArceoM@CalSAWS.org
Backup Project Contact:	Dymas Pena PenaD@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 "2024" folder. 4. Click on the appropriate CIT # folder.