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

Distribution Date:	June 7, 2024
To:	PPOC.All; Consortium.RegionalManagers.All ; Consortium.Training.All
CIT Name:	**Webinar Announcement – Utilizing Reports to Manage Skipped Issuances**
From:	CalSAWS Project

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

☐ General
☒ Policy
   ☒ CW
   ☒ CF
   ☐ MC
   ☐ CMSP
   ☐ FC/KG/AAP
   ☐ Child Care
   ☒ WtW
   ☒ Other Program(s)___RCA – GA/GR___
☐ BenefitsCal
☐ Customer Correspondence
☐ Other_____

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

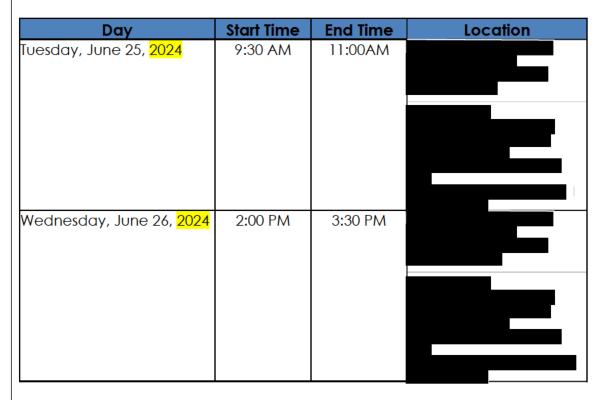| Description:	**Purpose** The purpose of this CIT is to notify all CalSAWS counties of an upcoming webinar designed for former CalWIN counties that focuses on the topic of skipped issuance, specifically how to utilize various reports to manage skipped issuances. While this webinar is designed to support former CalWIN counties, we invite all CalSAWS counties to join and provide support, share best practices and resources. **Background** As part of the follow up to implementation, additional support is being provided to share knowledge regarding how to proactively manage skipped issuances using reports. The webinar provides an overview of the Skipped Issuance Report and focuses on how to use the following reports to proactively manage skipped issuances: • Customer Reporting Progress Detail Report • Current Status Report Analysis • Controls Unreceived Voucher Report • RE Date Report **Recommended Attendees** PPOCs to share links for the session (provided below). It is recommended that the below suggested attendees are invited to join:

- Fiscal staff that work with reconciling issuances and review issuance reports
- Trainers/Staff Development
- Supervisors who are familiar with and regularly work with management reports, including Skipped Issuance Reports
- Program and Policy Staff
- Primary Points of Contact (PPOCs)

Schedule

The webinar is scheduled as follows. Participants may join either session (the content that will be covered is identical):

Day	Start Time	End Time	Location
Tuesday, June 25, 2024	9:30 AM	11:00AM	██████████
Wednesday, June 26, 2024	2:00 PM	3:30 PM	██████████

Note: The CalSAWS webinars will be recorded and posted to the CalSAWS Web Portal along with any supporting documentation. The Web Portal link will be shared with Regional Managers, Primary Points of Contact (PPOCs) upon completion.

Additional Information: Please join the session 10-15 minutes early to ensure that there are no connectivity issues as we will begin the presentation at the designated start time.

County Action

Counties should notify all applicable staff and share the invites based on the recommended attendees.

If you have any questions, please contact the Primary Project Contact listed below and copy your Regional Manager(s).

Primary Project Contact:	Bobbi Wibbenhorst WibbenhorstB@CalSAWS.org

Backup Project Contact:	Jeric Huang HuangJ@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.