


☒ CalSAWS M&E☐ CalWIN Migration

<b>Distribution Date:</b>	June 7th, 2024
<b>To:</b>	PPOC.All, Consortium.RegionalManagers.All, Consortium.SectionDirectors
<b>CIT Name:</b>	<b>Training Updates Preview Document</b>
<b>From:</b>	CalSAWS Project

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input checked="" type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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<b>Description:</b> (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>The purpose of this CIT is to inform Counties of the new Training Updates Preview document which will be made available in the CalSAWS Learning Management System (LMS) after the second Friday of each month, starting on Friday, June 14th.</p> <p><b>Background</b></p> <p>Web Based Training (WBTs), CalSAWS Functional Presentations (CFPs) and Job Aids are created or updated for each priority release/baseline release. County trainers rely on Release Notes information to prepare any internal training materials for these changes. However, receiving information at the time of release prevents county trainers from planning material ahead of these changes. Giving the Counties information ahead of the release on a consistent basis will allow them to better prepare their internal materials.</p> <p><b>Additional Information</b></p> <p>The Training Updates Preview document will have the same information as in Release Notes but it may evolve as the updates progress. Materials listed in the Training Updates Preview document may change on a flow basis if SCRs move to a different release. This new document will be available on the second Friday of each month.</p>
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	<p>An example of the Training Updates Preview document is attached to this CIT.</p> <p><b>County Action</b></p> <p>Beginning on Friday, June 14<sup>th</sup>, 2024, an Alert will be sent out to the Counties with the Training Updates Preview document attached and the location of the document in the LMS. Please communicate this CIT and the new Training Updates Preview document to the appropriate staff in your county.</p> <p>If you have questions on this CIT, please reach out to the Primary or Backup Contact and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Ashley Arnold Consortium Training and DEI Manager (916) 862-1769 ArnoldA@CalSAWS.org</p>
Backup Project Contact: (Name and email address)	<p>Cristina Garcia CalSAWS Training Manager GarciaC@CalSAWS.org</p>
Attachments:	<p>Training Updates Preview (Sample) as of 06-04-2024.xlsx</p>
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>