CalSAWS | Information Transmittal (CIT)   0030-25

Distribution Date	March 5, 2025
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guides - Pregnancy Special Need, Reception Log, HCBS Spousal Impoverishment Screening Case Flag and Automated Action**

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)_____
- ☐ BenefitsCal
- ☐ Customer Correspondence
- ☐ OCAT
- ☐ Other_____

- ☐ Reports
  - ☐ Fiscal
  - ☐ Caseload Movement
  - ☐ Management
- ☐ Batch and Interfaces
- ☐ Fiscal
- ☐ GA/GR
- ☐ Help Desk
- ☐ Imaging
- ☐ Security
- ☐ Task Management
- ☐ Technical
- ☒ Training

Description	
	Purpose The purpose of this CIT is to inform Counties of the availability of one new Quick Guide (HCBS Spousal Impoverishment Screening Case Flag and Automated Action) and that updates have been made to two Quick Guides (Pregnancy Special Need and Reception Log). These Quick Guides are now available in the Learning Management System (LMS). **Background** The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience. **Additional Information** The **Pregnancy Special Need** Quick Guide provides users with information on adding and removing the pregnancy information to receive the pregnancy special need payment within the System.

The **Reception Log** Quick Guide provides users with information on creating and viewing reception log entries in the System. In addition, information on using the Message Center is also provided.

The **HCBS Spousal Impoverishment Screening Case Flag and Automated Action Quick** Guide provides users with information on the HCBS Spousal Impoverishment Screening case flag and automated action in the System.

County Actions

Please distribute this CIT and the CalSAWS Quick Guides to any County staff who perform these functions. The Quick Guides can be found in the LMS. LMS access is available and encouraged for all users. Users needing access to the LMS should follow their County process to submit a Single or Bulk User LMS Access Request in CalSAWS ServiceNow.

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact	Frederick Gains Policy Design Governance Manager (916) 282-3783 GainsF@CalSAWS.org
Backup Project Contact	Samantha Varney Trainer (916) 883-2927 VarneyS@CalSAWS.org
Attachments	CIT 0030-25 CalSAWS Quick Guide - Reception Log CIT 0030-25 CalSAWS Quick Guide - Pregnancy Special Need (1).pdf CIT 0030-24 CalSAWS Quick Guide - HCBS Spousal Impoverishment Screening Case Flag and Automated Action.pdf
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 "2025" folder. 4. Click on the appropriate CIT # folder.