

Distribution Date	May 1, 2025
To	PPOC.ALL; Cecila Rolon; Christiana Smith; Jesi Lunsford; Martha Esparza; Priscilla Peco; Roshena Duree; Sherice Sterling;
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors; Committee.ICT.All
CIT Name	<b>CalSAWS Inter County Transfer (ICT) Protocol</b>

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> General      | <input type="checkbox"/> Reports              |
| <input checked="" type="checkbox"/> Policy       | <input type="checkbox"/> Fiscal               |
| <input checked="" type="checkbox"/> CW           | <input type="checkbox"/> Caseload Movement    |
| <input checked="" type="checkbox"/> CF           | <input type="checkbox"/> Management           |
| <input checked="" type="checkbox"/> MC           | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP                    | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> FC/KG/AAP               | <input type="checkbox"/> GA/GR                |
| <input type="checkbox"/> Child Care              | <input type="checkbox"/> Help Desk            |
| <input type="checkbox"/> WtW                     | <input type="checkbox"/> Imaging              |
| <input type="checkbox"/> Other Program(s) _____  | <input type="checkbox"/> Security             |
| <input type="checkbox"/> BenefitsCal             | <input type="checkbox"/> Task Management      |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> OCAT                    | <input checked="" type="checkbox"/> Training  |
| <input checked="" type="checkbox"/> Other: ICT   |   |

#### Description

#### Purpose

The purpose of this CIT is to notify Counties that the Inter County Transfer (ICT) Protocol document has been updated.

#### Background

The Project received feedback on the ICT process, including communication, business process, training, and the ICT Protocol guidelines. To address these issues effectively, an ICT workgroup was recruited, and participants were dedicated to enhancing the Counties' experience with the ICT process. The workgroup included representatives from all six Regions, as well as our State partners: CDSS, DHCS and CWDA.

The ICT Protocol provides an agreement to guide CalSAWS Counties through the ICT business processes to ensure a smooth and efficient transfer of case data and imaged documents among the 58 counties.

	<b>Additional Information</b> The ICT Committee is expected to reconvene soon and will be responsible for the ongoing maintenance of the ICT Protocol.  The ICT Protocol can be found in the Web Portal at the following location:  <div></div> <b>County Actions</b> <ol style="list-style-type: none"><li>1. Please distribute this updated ICT Protocol widely among all appropriate staff within your County.<ul style="list-style-type: none"><li>- County ICT Coordinators</li><li>- Staff who manage ICTs and those who supervisor those staff</li></ul></li><li>2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.</li></ol>
	<b>Primary Project Contact</b> Bobbi Wibbenhorst <a href="mailto:WibbenhorstB@CalSAWS.org">WibbenhorstB@CalSAWS.org</a>
	<b>Backup Project Contact</b> Daisy Villaseñor <a href="mailto:Villaseñord@CalSAWS.org">Villaseñord@CalSAWS.org</a>
	<b>Attachments</b> CIT 0053-25 CalSAWS ICT Protocol
	<b>Web Portal Link</b> <div></div> OR  You may also retrieve the CIT document and attachments by following these steps: <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 "2025" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol>