


Distribution Date	May 9, 2025
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guides – GA/GR Data Collection Pages and Tasks: Setting Up Bundles, Append, Sibling and Expiration

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

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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
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| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
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| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> FC/KG/AAP | <input checked="" 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 checked="" type="checkbox"/> Task Management |
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| <input type="checkbox"/> Other_____ | |

Description	<p>Purpose</p> <p>The purpose of this CIT is to inform Counties of the availability of two new Quick Guides- GA/GR Data Collection Pages and Tasks: Setting Up Bundles, Append, Sibling, and Expiration. These Quick Guides are now available in the Learning Management System (LMS).</p> <p>Background</p> <p>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.</p> <p>Additional Information</p> <p>The GA/GR Data Collection Pages Quick Guide provides users with information on System pages specific to GA/GR for the Automated Solution Counties and Los Angeles County. It gives an overview of GA/GR data collection pages and their purpose, so users get an understanding of their usage.</p>
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	<p>The Tasks: Setting Up Bundles, Append, Sibling and Expiration Quick Guide provides administrative configuration information on how to set up Bundle Case Tasks, Sibling Tasks, Append Tasks and Task Expiration, in addition to a Task Management Admin Overview.</p> <p>County Actions</p> <p>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.</p> <p>Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
<p>Primary Project Contact</p>	<p>Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalACES.org</p>
<p>Backup Project Contact</p>	<p>Elizabeth Palm Trainer (323) 401-2082 PalmE@CalSAWS.org</p>
<p>Attachments</p>	<p>CIT 0059-25 CalSAWS Quick Guide - GA-GR Data Collection Pages.pdf CIT 0059-25 CalSAWS Quick Guide - Tasks - Setting Up Bundles, Append, Sibling and Expiration.pdf</p>
<p>Web Portal Link</p>	<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"> 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.