

Distribution Date	September 17, 2025
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guide – SAR 7 Processing

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

- | | |
|--|---|
| ☒ General | ☐ Reports |
| ☐ Policy | ☐ Fiscal |
| ☒ CW | ☐ Caseload Movement |
| ☒ CF | ☐ Management |
| ☐ MC | ☐ Batch and Interfaces |
| ☐ CMSP | ☐ Fiscal |
| ☐ FC/KG/AAP | ☒ GA/GR |
| ☐ Child Care | ☐ Help Desk |
| ☐ WTW | ☐ Imaging |
| ☐ Other Program(s) _____ | ☐ Security |
| ☐ BenefitsCal | ☐ Task Management |
| ☐ Customer Correspondence | ☐ Technical |
| ☐ OCAT | ☒ Training |
| ☐ Other _____ | |

Description

Purpose

The purpose of this CIT is to inform Counties of updates to the SAR 7 Processing Quick Guide. This Quick Guide is 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 **SAR 7 Processing** Quick Guide provides users with information on current System functionality regarding SAR 7 processing. The updates to this quick guide include:

- Removed C-IV references
- Converted to new template
- Added additional steps and guidance
- Added late SAR 7 processing information

	County Actions Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can be found in the LMS. 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. If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact	Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalSAWS.org
Backup Project Contact	Elizabeth Palm Trainer (323) 401-2082 PalmE@CalSAWS.org
Attachments	CIT 0116-25 CalSAWS Quick Guide - SAR 7 Processing.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.