CalSAWS | Information Transmittal (CIT)   0018-26

Distribution Date	January 30, 2026
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guide – Notices of Action (NOAs)**

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 updates to the **Notice of Action (NOAs) – Preview** Quick Guide. The Quick Guide has been renamed **Notices of Action (NOAs)** and 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 **Notices of Action (NOAs)** Quick Guide provides users with functional instructions on how to preview, view and disposition System generated NOAs as well as how to create manual NOAs. The topics included in this guide are: ■ NOA Preview ■ Manual NOAs

	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. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.
Primary Project Contact	Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalSAWS.org
Backup Project Contact	Elizabeth Palm Training/Implementation Coordinator (916) 800-8363 PalmE@CalSAWS.org
Attachments	CIT 0018-26 CalSAWS Quick Guide - Notices of Action (NOAs).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 "2026" folder. 4. Click on the appropriate CIT # folder.