CalSAWS | Information Transmittal (CIT)   0026-26

Distribution Date	January 11, 2026
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guides - FCED Navigation and FCED E-Data Overview**

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 two new Quick Guides developed for Foster Care Eligibility Determination (FCED). The functionality in these Quick Guides will be available in the System once FCED goes live, currently scheduled for October 2026. The Quick Guides are: - FCED Navigation - FCED E-Data Overview The Quick Guides are now available in the Learning Management System (LMS) and in the Web Portal under Resources > FCED > Readiness Resources. **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 two FCED Quick Guides provide users with functional instructions on how to navigate FCED pages, view information transmitted from the California Automated Response and Engagement System (CARES) and update System pages with electronic data (e-Data) received.

The **FCED Navigation** Quick Guide provides users with information navigating to the new FCED System pages and the purpose of each page. It includes information on what e-Data users can expect to view and actions available. The following topics are included:

- E-Tools Overview
- FCED Case Search
- FCED Inbound Transaction Search
- FCED Inbound RFI Communication Search
- FCED Outbound RFI Communication Search
- FCED Outbound Transaction Search
- FCED Document/Image Search

The **FCED E-Data Overview** Quick Guide informs users how e-Data is transmitted between CARES and CalSAWS. It also provides instructions on viewing e-Data and updating System pages. The following topics are included:

- Reviewing e-Data
- E-Data Comparison
- Clearing e-Data

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 0026-26 CalSAWS Quick Guide - FCED Navigation.pdf CIT 0026-26 CalSAWS Quick Guide - FCED E-Data Overview.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.