

Distribution Date	April 1, 2026
To	PPOC.58
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Workload Management - Demonstrations

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

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|--|---|
| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input 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 type="checkbox"/> Training |
| <input type="checkbox"/> Other_____ | |

Description	<p>Purpose The purpose of this CIT is to inform the 58 CalSAWS Counties of the upcoming Workload Management Demonstrations.</p> <p>Background As part of the Organizational Change Management (OCM) efforts supporting Workload Management and SCR CA-293073 Phase 1 (scheduled for production in May 2026), CalSAWS is providing demonstrations to support County awareness and readiness.</p> <p>This effort builds upon the following foundational work:</p> <ul style="list-style-type: none"> • 2024 Workload Management Workgroup (SCR CA-274189) established and approved the baseline requirements. • 2025 Workgroup, assembled with representatives from all six regions to review approved requirements and confirm system design alignment. • Final design approved by the 2025 Workgroup on January 5, 2026.
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Who Should Attend

Each session targets a specific audience. Counties should ensure attending staff align with the relevant functional areas to support a clear understanding of impacts to County process flows.

<p>Operations Staff (Everyday Users) Apr 15 Apr 21</p>	<p>County staff who use the system as part of their regular day-to-day work to complete casework or other program tasks.</p>
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<p>Supervisors/Managers (Office/Unit oversight) Apr 15 Apr 21</p>	<p>County staff who supervise office operations, oversee staff activities, or monitor staff workloads.</p>
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<p>System Administrators Apr 16 Apr 28</p>	<p>County staff responsible for system administration, including configuration and management of county-level system features.</p>
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Demonstration Schedule

#	Audience	Date	Time
1	Operations Staff	Wednesday, April 15, 2026	9:00AM – 12:00PM
2	Supervisors/Managers	Wednesday, April 15, 2026	1:30PM – 4:30PM
3	System Administrators	Thursday, April 16, 2026	1:30PM – 3:30PM
4	Supervisors/Managers	Tuesday, April 21, 2026	9:00AM – 12:00PM
5	Operations Staff	Tuesday, April 21, 2026	1:30PM – 4:30PM
6	System Administrators	Tuesday, April 28, 2026	9:30AM – 11:30AM


Session Recordings

Each session will be recorded. Recordings and any supporting materials will be shared with Counties following the demonstrations for staff who are unable to attend.

Participation

- County PPOCs are encouraged to share session invitations with appropriate Operations Staff (Everyday Users), Supervisors/Managers (Office/Unit oversight), and System Administrators whose responsibilities align with the intended audience for each session.
- Counties may send multiple staff; however, it is recommended that attendance be limited to staff directly involved in the applicable functional area to support an effective session.
- Participants will have the opportunity to submit questions during the demonstrations using the meeting chat feature.

Meeting Invitations

	<ul style="list-style-type: none"> • Invitations will be distributed to County PPOCs approximately one week prior to each scheduled demonstration. • PPOCs are responsible for forwarding invitations to appropriate County staff. • Additional details, including meeting links and any supporting materials, will be included in the invitation. <p>County Actions</p> <ol style="list-style-type: none"> 1. PPOCs: Forward flyer and meeting invitation to appropriate County staff based on role. 2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.
<p>Primary Project Contact</p>	<p>Araceli Gallardo GallardoA@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Dymas Pena PenaD@CalSAWS.org</p>
<p>Attachments</p>	<p>CalSAWS Workload Management Demos.pptx</p>
<p>Communication 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. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. <p>Click on the appropriate CIT # folder.</p>