


Distribution Date	April 1, 2026
To	PPOC.All; Committee.Training; Committee.IEVS
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	<b>CalSAWS Quick Guide – PVS Automation</b>

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 checked="" type="checkbox"/> CW           | <input type="checkbox"/> Caseload Movement    |
| <input checked="" 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 checked="" type="checkbox"/> Training  |
| <input type="checkbox"/> Other_____              |   |

Description	<p><b>Purpose</b> The purpose of this CIT is to inform Counties of the new <b>PVS Automation</b> Quick Guide. The <b>PVS Automation</b> Quick Guide is now available in the Learning Management System (LMS).</p> <p><b>Background</b> 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><b>Additional Information</b> The <b>PVS Automation</b> Quick Guide provides users with information on the automated process for PVS abstracts received in the System. It also includes information on the new R-IEVS Change Reason available on the Income Amount Detail and Expense Amount Detail pages in the System. The topics included in this guide are:</p> <ul style="list-style-type: none"> <li>■ PVS Automation Overview</li> <li>■ Applicable Programs</li> <li>■ Automation Exclusions</li> </ul>
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	<ul style="list-style-type: none"> <li>■ R-IEVS EDBC Logic</li> <li>■ PVS Abstracts</li> <li>■ Income</li> <li>■ EDBC</li> <li>■ Journals</li> <li>■ Tasks</li> <li>■ Troubleshooting</li> </ul> <p><b>County Actions</b></p> <p>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.</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>Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.</p>
<p>Primary Project Contact</p>	<p>Juan Jose Avila                  Lead Business Analyst                  (916) 800-8344  <a href="mailto:AvilaJJ@CalSAWS.org">AvilaJJ@CalSAWS.org</a></p>
<p>Backup Project Contact</p>	<p>Elizabeth Palm                  Training/Implementation Coordinator                  (916) 800-8363  <a href="mailto:PalmE@CalSAWS.org">PalmE@CalSAWS.org</a></p>
<p>Attachments</p>	<p>CIT 0053-26 CalSAWS Quick Guide - PVS Automation.pdf</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"> <li>1. Hover over the Communications &amp; Resources tab at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2026" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>