

Workload Management Resources

Below is a hub of resources to help you navigate Phase 1 changes!

DEMONSTRATION RECORDINGS



Demonstration Sessions

Dates	Audience	Links
April 15 th & 21 st	Operations Staff	Session Q&A
April 15 th & 21 st	Supervisor / Managers	Session Q&A
April 16 th & 28 th	System Administrators	Session Q&A

Links: Communications Portal → Major Projects & Workgroups → Workload Management Phase 1 → Workload Management Demonstrations

Individual Recordings

Workflow Flyer

**attached to this CIT*

Walkthrough of the System organized by standard workflow for County staff



Library of all System demonstration recordings

TRAINING RESOURCES



Where to Find

County staff can find Web-Based Trainings, Quick Guides, and Job Aids in the LMS

Online Help Pages in CalSAWS System

Sneak peek of the resources currently available



Job Aids

Add a Program to an Existing Case
Immediate Need, Homeless Assistance – Temp and Perm

Appointment Durations – Manage Worker Schedule – Maintain

Authorizations – County Authorizations – Manage Worker Schedule Categories

Positions – Manage Worker Schedule Templates

Worker Assignment Workload Assignment – Manage

Quick Guides

Appointments and Schedules

Auto Case Assignment

My Work Overview

Workload Reassignment

MONTHLY BULLETINS

