CalSAWS | Information Transmittal (CIT) 0188-26

Distribution Date	October 27, 2026
To	PPOC.All; Committee.Training;
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guide – Multi-Month EDBC**

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 made to the **Multi-Month EDBC** Quick Guide. The **Multi-Month EDBC** Quick Guide 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 **Multi-Month EDBC** Quick Guide provides users with information on running EDBC for multiple months in the System. The Quick Guide was updated to remove references to C-IV and to include current System functionality. The topics included in this guide are: ▪ Running EDBC ▪ Viewing EDBC Results

	County Actions Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can also 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. If you have questions on this CIT, please reach out to the Primary and Backup Project Contacts and CC your Regional Managers.
Primary Project Contact	Elizabeth Palm Training/Implementation Coordinator (916) 800-8363 PalmE@CalSAWS.org
Backup Project Contact	Jayna Longstreet Training/Equity and Language Access Lead (916) 282-3832 LongstreetJ@CalSAWS.org
Attachments	CIT 0188-26 CalSAWS Quick Guide - Multi-Month EDBC.pdf
Communication Portal Link	[redacted] OR You may also retrieve the CIT document and attachments by following these steps: 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. 4. Click on the appropriate CIT # folder.