



ISAWS Consortium Project
Monthly Status Report

May 2009

Table of Contents

1.	Project Management	3
	Deliverable Status.....	3
2.	Fiscal Management	4
	Consortium Budget Development and Maintenance	4
	ISAWS Fiscal Documents	4
	County Travel Reimbursement Submission	4
3.	Maintenance Support	5
	Other Maintenance Activities.....	7
	Committees.....	7
	CalWORKs/Food Stamps/Welfare to Work Committee.....	7
	Medical Services Committee	7
	Fiscal Committee	7
	Help Desk Ad Hoc Committee	7
	NOA Task Force	7
	County Managers Committee Executive and Joint Meetings	8
	County Advisory Team (CAT).....	8
	Food Stamp Review Advisory Team (FRAT).....	8
	CWDA Food Stamps, CalWORKs and Medical	8
4.	Migration Support	9
	Deliverable Status.....	10
	Migration MCR Status	10
	Migration Meetings.....	13
	Key Weekly Meetings	13
	Key Monthly Meetings.....	13
5.	Technical Support	14
	Technical Committee	14

**ISAWS Consortium Monthly Status Report
May 2009**

1. PROJECT MANAGEMENT

This document is the Monthly Status Report for the ISAWS Consortium for the month of May 2009.

Deliverable Status

The following table summarizes the status of the deliverables.

May 2009		
Deliverables	Due Date	Status
Deliverable 1.4 – ISAWS Consortium Monthly Status Report March 2009	May 10, 2009	Delivered
Deliverable 1.2 – Weekly Status Report (verbal)	Weekly	Delivered
Plans for June 2009		
Deliverables	Due Date	Status
Deliverable 1.4 – ISAWS Consortium Monthly Status Report May 2009	June 10, 2009	On Schedule
Deliverable 1.2 – Weekly Status Report (verbal)	Weekly	On Schedule

2. FISCAL MANAGEMENT

The Fiscal Management activities include ISAWS Consortium budget development, review of the ISAWS MOP and budget, and administration and control of submissions from the Counties to the State for travel reimbursement.

Consortium Budget Development and Maintenance

Develop and maintain the ISAWS Consortium budget. Produce budget reports as required by the ISAWS Consortium Manager, Executive Committee, Board of Directors, CMC, and other stakeholders.

ISAWS Fiscal Documents

Met with the ISAWS Project Director, State budget staff, and ISAWS Consortium Manager to review ISAWS budget projections and vendor "burn report".

County Travel Reimbursement Submission

Monitor and Control County Travel Reimbursement Submissions

Reviewed and authorized the submission of cost claims for ISAWS County Travel reimbursements to ISAWS System Support. Travel claims are initially received by San Joaquin County and then provided to the the Consortium's Fiscal Consultant for review. The following claims were reviewed and approved for a total of \$5,680:

Butte
Lake
Monterey
San Joaquin
Shasta, and
Tuolumne

3. MAINTENANCE SUPPORT

The ISAWS Consortium Office serves as an advocate for the ISAWS Counties, participates in the System Development Life Cycle (SDLC) and encourages and coordinates County participation in maintenance activities.

Consortium Management Committee Meeting

Coordinated, facilitated and chaired the monthly Executive and Joint Consortium Management Committee (CMC) meeting on May 28, 2009.

Policy Clarification

To assist the ISAWS Vendor in getting the work started on the new QR7 forms and addendums, we were successful in obtaining all the Be Vu languages from CDSS.

We were also successful in obtaining all the corrections to the forms from CDSS where discrepancies still occurred in several of the Be Vu NOA translations.

MCR Integrated Team Participation

Reviewed and commented on Vendor deliverables through every phase of the SDLC.

SDLC Deliverables included: Impact Analysis; MCR Planning Document; Requirements; Functional Design; System Detail Design; Integrated Testing Plan & Results; Regression Testing Plan & Results; County Testing Plan & Results; Change Summary; and, Post Implementation Report.

Promoted, encouraged, and coordinated the participation of County Subject Matter Experts (SME's) as part of the MCR Integrated Team.

Promoted, encouraged, and coordinated the participation of county staff in the county testing phase.

Attended and participated in the daily System Status meetings.

Attended and participated in the weekly Application Status meeting.

The following table provides a listing of all the Maintenance and Operation MCRs in which the Consortium staff participated:

**ISAWS Consortium Monthly Status Report
May 2009**

MCR #	Title	Status	Implementation Date
2389	Be Vu Changes	<p>Phase 1 – Participated in post-implementation calls and monitored issues.</p> <p>Phase 2 –</p> <ol style="list-style-type: none"> 1. Obtained all the QR7 translations from CDSS. 2. Obtained the remaining discrepancies from past Be Vu NOAs and new QR7 addendums. 3. Reviewed the PI document for the PI call that will be held in June. 	<p>2/28/09 – Phase 1</p> <p>6/12/09 – Phase 2</p>
2409	EBT Contractor Conversion	Participated in bi-weekly Consortia, State EBT and EBT Vendor conference calls.	9/19/09
2413	TFS Regulation Change ACL 08-22	<p>Participated in reoccurring PI calls and worked with track lead to reduce the calls from daily to twice a week and then once a week.</p> <p>Monitored tickets and issues and worked with the track lead to ensure timely fixes.</p>	3/31/09
2417	FS NEC and NOMI Changes	Monitored tickets and issues and worked with the track lead to ensure timely fixes.	5/07/09
2426	Medi-Cal Multilingual Stuffer – ACWDL 08-32	Sent out a survey to all County contacts and gathered information regarding Counties' preference to separate the Medical NOAs from all the other Program NOAs.	6/4/09

**ISAWS Consortium Monthly Status Report
May 2009**

MCR #	Title	Status	Implementation Date
2433	MC DRA CHIPRA Changes	Obtained the final ACWDL from DHCS and provided assistance to the track lead in IA process	8/31/09

Other Maintenance Activities

Met with the Customer Support Manager and participated in bi-monthly Quick Fix and Minor Maintenance meetings.

Reviewed performance reports provided by Customer Support for adherence to Service Level Agreements between ISAWS System Support and the ISAWS Consortium.

Coordinated with ISAWS Customer Support to send vital information to ISAWS Counties regarding:

- CalWORKs MAP Reduction and MBSAC COLA Increase

Committees

The business consultants co-chair all ISAWS Consortium Committees and workgroups.

Co-chaired the following Consortium meetings in May 2009

CalWORKs/Food Stamps/Welfare to Work Committee

- May 21, 2009 – Monthly Meeting (in-person)

Medical Services Committee

- May 21, 2009 – Monthly Meeting (via conference call)

Fiscal Committee

- May 29, 2009 – Monthly Meeting (via conference call)

Help Desk Ad Hoc Committee

- May 14, 2009 – Quarterly Meeting (in-person)

NOA Task Force

- No meeting held in May

**ISAWS Consortium Monthly Status Report
May 2009**

County Managers Committee Executive and Joint Meetings

- May 28, 2009 – Monthly Meeting

Participated in the following meetings to support the Counties needs in May 2009

County Advisory Team (CAT)

- May 6, 2009 – Monthly Meeting

Food Stamp Review Advisory Team (FRAT)

- May 7, 2009 – Monthly Meeting

CWDA Food Stamps, CalWORKs and Medical

- May 7, 2009 – CWDA Food Stamps Monthly Meeting
- May 7, 2009 – CWDA CalWORKs Monthly Meeting

CWDA Self-Sufficiency

- May 14, 2009 – CWDA Self-Sufficiency

4. MIGRATION SUPPORT

As an advocate for the ISAWS Counties, the ISAWS Consortium Office facilitates and participates in the migration planning, development and implementation activities in partnership with State ISAWS Management, the ISAWS Maintenance Vendor, the Consortium IV (C-IV) Management, C-IV Vendors and other stakeholders.

Facilitate and Serve as ISAWS Consortium Representative at Migration Meetings

Facilitated meetings involving C-IV staff, ISAWS staff, migration Vendors and the ISAWS Counties to ensure the Counties' interests are represented in the migration planning, development, and implementation.

Migration Plans, Processes, and Procedures

Consulted with ISAWS Counties to develop or provide input for ISAWS System Support migration planning, processes, and procedures.

Attend Migration meetings, Create and Distribute Report

Participated in recurring Migration meetings and prepare and distribute the Weekly Migration Status Report.

Identify and track issues and risks for Counties associated with ISAWS Migration.

**ISAWS Consortium Monthly Status Report
May 2009**

Deliverable Status

May 2009		
Deliverables	Due Date	Status
Deliverable – Weekly Migration Status Report	Weekly	Delivered
Plans for June 2009		
Deliverables	Due Date	Status
Deliverable – Weekly Migration Status Report	Weekly	On Schedule

Migration MCR Status

The following table provides a status of the current Migration MCRs:

MCR #	Title	Status	Implementation Date
2381	Migration Work Activities	<p>Facilitated the weekly MRT meetings. Monitored recurring activities:</p> <p>Facilitated Help Desk/Ad Hoc Committee Data Cleansing meetings.</p> <p>CR 731 ISAWS/Ad Data transfer to C-IV;</p> <p>CR 739 Connection Protocol for C-IV access to ISAWS;</p> <p>CR 760 ISAWS database changes; and</p> <p>Monitored data build sessions.</p> <p>Participated in development of processes for the Migration Request/Manager form in Remedy.</p> <p>Monitored progress of work</p>	7/30/10

**ISAWS Consortium Monthly Status Report
May 2009**

MCR #	Title	Status	Implementation Date
		<p>efforts tracked in the Migration Request/Manager form.</p> <p>Participated in Interface Partner Meetings. Currently have agreements with the following partners:</p> <ul style="list-style-type: none"> ▪ CCSAS ▪ MEDS & IEVS applicant ▪ IEVS Recipient ▪ WDTIP ▪ Foster Care Provider Updates ▪ WIS ▪ TANF and FS Payroll Sampling <p>Participated in meetings with C-IV to clarify requirements for Data Validation Reports Section 16.0 - Distinct Case Counts, Discuss ISAWS current support of Crystal Reports, and ISAWS MEDS Recon Schedule Prior to C-IV Migration Cut-Over.</p>	
2405	Legacy Data Solution	Participated in SME meetings as well as internal development meetings with C-IV.	9/31/09 Wave 1
2412	Mock Conversion Activities	<p>Participated in MCR 2412 County Testing Kick Off/Connectivity Call</p> <p>Participated in ISAWS County Testers Daily Conference Calls During the County Review Period for Mock Conversion 1.1.</p> <p>Participated in bi-weekly integrated team meetings.</p> <p>Participated in C-IV Mock Conversion 1.1 Data Review Wrap-Up Conference call with</p>	5/27/10

**ISAWS Consortium Monthly Status Report
May 2009**

MCR #	Title	Status	Implementation Date
		<p>the Migration Counties.</p> <p>Reviewed and provided comments on MCR Connectivity call presentations and County communications.</p> <p>Reviewed final Work Plan and resource documents for Mock Conversion 1.2 Part 1 and Part 2.</p> <p>Participated in Mock Conversion 1.2 Part 2 Go/No-Go decision call.</p> <p>Tracked resolution of test tickets during County Review of Mock Conversion 1.1.</p>	
2415	Cutover Activities	<p>Participated in MRT review of the MCR Checklists for Pre Cutover, Cutover, and Post Cutover.</p> <p>Submitted comments in deficiency log for Cutover, Post Cutover and County Activities.</p> <p>Participated in Integrated Team meetings for kickoff and review of Pre Cutover and Cutover Checklists.</p> <p>Participated in MRT Review of Rollback/Recovery Plan Draft Document meetings.</p>	6/30/10
2421	Convert WTW NOAs to PDF format	Monitored development of technical minor maintenance effort.	6/12/09

Migration Meetings

During May, the Migration Readiness Team facilitated and participated in various migration meetings to discuss status, issues, schedule, upcoming events and project direction. The standard weekly meetings and other key meetings held in May are listed below.

Key Weekly Meetings

- Monday – Migration Readiness Team
- Tuesday – Data Mapping
- Tuesday – ISAWS Migration Change Control Board;
- Wednesday:
 - C-IV Weekly Status Meeting; and
 - Migration Conversion Workgroup
- Thursday – Joint C-IV/ISAWS/OSI Management meetings

Key Monthly Meetings

- May 21, 2009 – C-IV Migration County Project Steering Committee
- May 21, 2009 – Joint C-IV/ISAWS/OSI Management meeting
- May 28, 2009 – C-IV Joint Powers Authority Board

5. TECHNICAL SUPPORT

The ISAWS Consortium Technical Support (CTS) Staff provide input to ISAWS Project regarding technical and operational initiatives. CTS performs network and infrastructure development and design; provide onsite technical support to Counties by performing troubleshooting and repair services, evaluations and installations; monitors County technical issues and coordinates with ISAWS Technical Support to document, resolve and/or escalate issues.

Consortium Technical Initiatives

The current Consortium sponsored technical initiatives are related to the site preparation and equipment installation activities the Counties are undertaking for the migration to the C-IV system.

- During May 2009 CTS provided assistance to the following Counties:

- Alpine
- Amador
- Colusa
- Imperial
- Mono
- Lake
- Mariposa
- Nevada
- Plumas
- Trinity

- Coordinated activity schedule and information exchange with C-IV staff at weekly meetings;
- Assisted Plumas County staff on SFTP server;
- Installed and configured network equipment in Mono County;
- Assisted Imperial County with configuration and installation of network hardware in preparation for migration activities;
- Installed and configured network equipment in Mariposa County; and
- Installed and configured network equipment in Alpine County.

Reporting

Provided monthly report of technical support activities at monthly May 28, 2009 CMC meeting.

Technical Committee

- May 14th – Monthly Meeting