



**ISAWS Consortium Project**  
**Monthly Status Report**

**June 2009**

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## **1. PROJECT MANAGEMENT**

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

### **Deliverable Status**

The following table summarizes the status of the deliverables.

<b>June 2009</b>		
<b>Deliverables</b>	<b>Due Date</b>	<b>Status</b>
Deliverable 1.4 – ISAWS Consortium Monthly Status Report May 2009	June 10, 2009	Delivered
Deliverable 1.2 – Weekly Status Report (verbal)	Weekly	Delivered
<b>Plans for July 2009</b>		
<b>Deliverables</b>	<b>Due Date</b>	<b>Status</b>
Deliverable 1.4 – ISAWS Consortium Monthly Status Report June 2009	July 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 \$4,455.52:

Calaveras  
Kern  
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 June 25, 2009.

#### **Policy Clarification**

None in the month of June.

#### **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:

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MCR #	Title	Status	Implementation Date
2389	Be Vu Changes	<ol style="list-style-type: none"> <li>1. Implemented and final PI phase ended on June 30, 2009.</li> <li>2. Outstanding Issue: QR 7 and the Addendums printing issues. Working with System Support to send a document to SMEs for obtaining direction and final decision in correcting the issues of printing the new QR 7 forms.</li> </ol>	<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	Reviewed the draft PI final document prior to distribution to the Counties.	3/31/09
2433	MC DRA CHIPRA Changes	Working with the Application Team to obtain further clarification on some outstanding questions from DHCS.	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.

**Committees**

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

**Co-chaired the following Consortium meetings in June 2009**

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CalWORKs/Food Stamps/Welfare to Work Committee

- June 9, 2009 – Monthly Meeting (via conference call)

Fiscal Committee

- June 17, 2009 – Monthly Meeting (via conference call)

Help Desk Ad Hoc Committee

- June 11, 2009 – Monthly Meeting

NOA Task Force

- No meeting held in June

County Managers Committee Executive and Joint Meetings

- June 25, 2009 – Monthly Meeting

**Participated in the following meetings to support the Counties needs in June 2009**

County Advisory Team (CAT)

- June 3, 2009 – Monthly Meeting

Food Stamp Review Advisory Team (FRAT)

- June 4, 2009 – Monthly Meeting

CWDA Food Stamps, CalWORKs and Medical

- June 4, 2009 – CWDA Food Stamps Monthly Meeting
- June 4, 2009 – CWDA CalWORKs Monthly Meeting

CWDA Self-Sufficiency

- June 11, 2009 – CWDA Self-Sufficiency

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## 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

<b>.Deliverable Status June 2009</b>		
<b>Deliverables</b>	<b>Due Date</b>	<b>Status</b>
Deliverable – Weekly Migration Status Report	Weekly	Delivered
<b>Plans for July 2009</b>		
<b>Deliverables</b>	<b>Due Date</b>	<b>Status</b>
Deliverable – Weekly Migration Status Report	Weekly	On Schedule

### **Migration MCR Status**

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

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<b>MCR #</b>	<b>Title</b>	<b>Status</b>	<b>Implementation Date</b>
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>Monitored progress of work 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"> <li>▪ CCSAS</li> <li>▪ MEDS &amp; IEVS applicant</li> <li>▪ IEVS Recipient</li> <li>▪ WDTIP</li> <li>▪ Foster Care Provider Updates</li> <li>▪ WIS</li> <li>▪ TANF and FS Payroll Sampling</li> </ul> <p>Participated in meetings with C-IV to discuss impacts for MM 148/IS 6863, WIS Conversion Detailed Process Discussions, Data Validation Report Distinct Case Count Process Review, and C-IV/ISAWS IVA Member Identifiers.</p>	7/30/10

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<b>MCR #</b>	<b>Title</b>	<b>Status</b>	<b>Implementation Date</b>
2405	Legacy Data Solution	Participated in SME meetings as well as internal development meetings with C-IV.	9/30/09 Wave 1
2412	Mock Conversion Activities	<p>Participated in MCR 2412 County Testing Kick Off/Connectivity Calls for Mock Conversion 1.2.</p> <p>Participated in ISAWS County Testers Daily Conference Calls During the County Review Period for Mock Conversion 1.2.</p> <p>Participated in integrated team meetings.</p> <p>Tracked resolution of test tickets during County Review of Mock Conversion 1.2.</p> <p>Participated in C-IV Mock Conversion 1.2 Data Review Wrap-Up Conference call with 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 1.3 Part 1 and Part 2.</p> <p>Monitored Mock Conversion 1.3 Part 2 Go/No-Go decision.</p>	5/27/10
2415	Cutover Activities	<p>Participated in Integrated Team review of the MCR Checklists for Post Cutover.</p> <p>Reviewed and submitted comments for the County Cutover Checklist Reference</p>	6/30/10

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MCR #	Title	Status	Implementation Date
		Guide.  Participated in the All County meeting for and review of County Cutover Checklist, Pre Cutover, Cutover and Post Cutover Checklists.  Participated in discovery meeting with C-IV to discuss ISAWS' Rollback/Recovery Plan Draft Document.	
2421	Convert WTW NOAs to PDF format	Monitored development and testing of technical minor maintenance effort.	6/12/09

## Migration Meetings

During June, 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 June 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

### Key Bi-Weekly Meetings

- 1<sup>st</sup> and 3<sup>rd</sup> Wednesday – Migration Conversion Workgroup

### Key Monthly Meetings

- June 10, 2009 – C-IV Migration County Project Steering Committee
- June 18, 2009 – Joint C-IV/ISAWS/OSI Management meeting
- June 26, 2009 – C-IV Joint Powers Authority Board General Membership meeting

## **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 June 2009 CTS provided assistance to the following Counties:

- Alpine
- Amador
- Colusa
- Imperial
- Mono
- Lake
- Mariposa
- Plumas
- Tehama
- Trinity
- Kern
- Inyo

- Coordinated activity schedule and information exchange with C-IV staff at weekly meetings;
- Assisted Alpine, Amador, Mono, Plumas, Tehama, Imperial Counties with EBT card printer IP Address identification and testing;
- Assisted Mono County identify and resolve printing issues;
- Assisted Imperial County with final configurations of network hardware to support migration activities;
- Installed and configured remaining network equipment in Mariposa County to support migration;
- Finished configuration and testing of network equipment in Alpine County to support migration;
- Assisted Plumas County with firewall configuration modifications to support EBT printing;
- Started DTS POP deployment activities for Alpine, Amador, Colusa and Inyo Counties.

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**Reporting**

Provided monthly report of technical support activities at monthly June 25, 2009 CMC meeting.

**Technical Meetings**

**Key Weekly Meetings**

- Monday – ISAWS CTS/C-IV Technical Co-op Meeting

**Key Monthly Meetings**