



ISAWS Consortium Project
Monthly Status Report

August 2009

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1. PROJECT MANAGEMENT

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

Deliverable Status

The following table summarizes the status of the deliverables.

August 2009		
Deliverables	Due Date	Status
Deliverable 1.4 – ISAWS Consortium Monthly Status Report June 2009	August 10, 2009	Delivered
Deliverable 1.2 – Weekly Status Report (verbal)	Weekly	Delivered
Plans for September 2009		
Deliverables	Due Date	Status
Deliverable 1.4 – ISAWS Consortium Monthly Status Report July 2009	September 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 FY 09/10 \$5,749.72;

Calaveras
Kern
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 August 27, 2009.

Policy Clarification

Worked with the Application Team and obtained clarification on some questions from DHCS and the Medical Services Committee for the Minor Maintenance MCR 2433 MC DRA CHIPRA Changes.

Worked with CDSS-FS to obtain the final ACIN for the 2009 Food Stamp COLA effective October 1, 2009.

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	Worked with Customer and System Support Teams to resolve the QR7 printing issues. Participated in the daily calls with the counties and ISAWS Project after the generation of the QR7s the last week of 8/09.	8/21/09
2409	EBT Contractor Conversion	Participated in weekly Consortia, State EBT and EBT Vendor conference calls. Discussed the re-tested of some fixes and changes ACS made following their testing efforts.	9/19/09
2433	MC DRA CHIPRA Changes	Worked with the Application Team and obtained clarification on outstanding questions from DHCS-ITSD and the Medical Services Team. Review the minor maintenance documentation. As well as ensured that the Application Team provided the Counties with an implementation document. Minor maintenance MCR implemented 8/27/09.	8/27/09
2434	2009 Aid Code Updates to Override Table	Participated in the review of the minor maintenance documentation. This minor maintenance MCR was implemented 8/27/09.	8/27/09
2435	Disable Logic for Combination NOAs	Participated in the review of the initiation documents for this minor maintenance. This minor maintenance MCR is in the coding and test planning phase.	9/17/09

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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 August 2009

CalWORKs/Food Stamps/Welfare to Work Committee

- No meeting held in August

Medical Services Committee

- August 18, 2009 – Monthly Meeting via conference call

Fiscal Committee

- August 20, 2009 – Monthly Meeting via conference call

Help Desk Ad Hoc Quarterly All-County Meeting

- August 13, 2009 – Quarterly Meeting

NOA Task Force

- No meeting held in August

County Managers Committee Executive and Joint Meetings

- August 27, 2009 – Monthly Meeting

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

County Advisory Team (CAT)

- August 5, 2009

Food Stamp Review Advisory Team (FRAT)

- August 6, 2009

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CWDA Food Stamps, CalWORKs and Medical

- August 6, 2009

CWDA Self-Sufficiency

- August 13, 2009

CMSP Eligibility Committee

- No meeting held in August

CMAG

- No meeting held in August

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.

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Deliverable Status

August 2009		
Deliverables	Due Date	Status
Deliverable – Weekly Migration Status Report	Weekly	Delivered
Plans for September 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>Managed schedule for 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</p>	7/30/10

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MCR #	Title	Status	Implementation Date
		<p>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 ▪ EBT <p>Participated in meetings with C-IV to discuss impacts for WIS Conversion Detailed Processes and MM 158 (Analysis between State Reports and Data Validation Report results).</p>	
2405	Legacy Data Solution	Participated in SME meetings as well as internal development meetings with C-IV.	8/31/09 Wave 1
2412	Mock Conversion Activities	<p>Participated in MCR 2412 County Testing Kick Off/Connectivity Calls for Mock Conversion 1.3.</p> <p>Participated in ISAWS County Testers Daily Conference Calls During the County Review Period for Mock Conversion 1.3.1.</p> <p>Participated in integrated team meetings.</p> <p>Reviewed and provided comments on MCR Connectivity call presentations and County communications.</p> <p>Tracked resolution of test tickets during County Review of Mock</p>	5/27/10

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MCR #	Title	Status	Implementation Date
		Conversion 1.3.1. Participated in Mock Conversion 1.4 status updates and go-no-go activities.	
2415	Cutover Activities	Participated in All County meeting for and review of County Cutover Checklist, Pre Cutover, Cutover and Post Cutover Checklists. Participated in SME meetings.	6/30/10
2421	Convert WTW NOAs to PDF format	Monitored development of technical minor maintenance effort. As well as the execution at Mock Conversion 1.4.	6/12/09
2436	LDS Enhancements for MR, BI and CI	Recruited SMEs and participated in the SME Meetings. Reviewed Minor Maintenance documents for consistency, accuracy, and clarity.	10/31/09
2437	Post Migration Ad-Hoc Solution	Recruited SMEs and participated in the SME Meetings. Reviewed Minor Maintenance documents for consistency, accuracy, and clarity.	11/02/09

Migration Meetings

During August, 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 August are listed below.

Key Weekly Meetings

- Monday – Migration Readiness Team

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- Tuesday – Data Mapping (handled via email if face to face not needed)
- Tuesday – ISAWS Migration Change Control Board
- Wednesday – C-IV Weekly Status Meeting

Key Bi-Weekly Meetings

- 2nd and 4th Wednesday – Migration Conversion Workgroup

Key Monthly Meetings

- August 20, 2009 – C-IV Migration County Project Steering Committee
- August 27, 2009 – Joint C-IV/ISAWS/OSI Management meeting
- August 27, 2009 – C-IV Joint Powers Authority Board 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 August 2009 CTS provided assistance to the following Counties:

- Alpine
- Amador
- Colusa
- Imperial
- Kings
- Lake
- Mariposa
- Mono
- Monterey
- Plumas
- Tehama
- Trinity

- Coordinated activity schedule and information exchange with C-IV staff at weekly meetings;
- Coordinated with OTech, ISAWS, and Counties for Project Closure network connectivity discontinuation activities;
- Participated in EBT migration meetings and activities;
- Continued assisting counties with identifying and migrating county workers' ISAWS supplied email to county based email;
- Consulted with Imperial County regarding setup for remote site connectivity by VPN via site host's network infrastructure;
- Assisted Imperial County to isolate and identify network issues;
- Consulted with Mariposa County to connect a new ISAWS site via county network network;
- Assisted with LDS GUI configuration issues for Wave 1 testing counties;

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- Assisted with LDS printer definition and location identification; and
- Continued to pursue DTS POP deployment for Alpine, Amador, Colusa and Inyo Counties.

Reporting

Provided monthly report of technical support activities at monthly August 27, 2009 CMC meeting.

Technical Meetings

Key Weekly Meetings

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

Key Monthly Meetings

- August 20, 2009 – Technical Committee