GoToWebinar Tips

- CECRIS Quarterly Stakeholder Meeting - Wednesday, January 17, 2018, 11:30 AM Pacific Standard Time
  - Meeting starts at 11:30; we recommend you sign on to the conference at least 5 minutes ahead.
- When you are ready to join the meeting, log into GoToWebinar using the link below:
    - Chrome is ideal for this but Internet Explorer should be fine also.
  - Register for the meeting. If this is your first time participating in a GoToWebinar, you may be asked to download a small application.
  - After registering, you will receive a confirmation email containing information about joining the webinar.
  - Select “Join the webinar”.
Welcome and Meeting Purpose

- Welcome and Introductions
- Meeting Purpose
  - Provide a quick project update
  - Share any recent changes to the project and provide a “heads up” on what is coming
  - Introduce key project players
  - Ensure you know how to contact us and where to go for more information
Meeting Agenda

- Project Update
- Project Milestones
- Upcoming Activities
- Upcoming Events
- Questions
Currently developing the County Expense Claim (CEC) Program Request Form (PRF)

- The PRF defines key business rules for the claim
- Is a state-managed business process
- Team is developing an enhanced database and improved functionality to increase efficiency and to reflect the To-Be business process
- Just completed Sprint #7
  - Working collaboratively with state subject matter experts (SMEs)
  - Conducting regular product demos for users
Survey purpose: to collect information on impacts of proposed changes to the program code and program identification number (PIN) formats for the County Expense Claim, and historical data needed in CECRIS.

- Received completed surveys from 43 of 58 counties.
- We are analyzing information now and will use it to determine next steps regarding program code and PIN format changes and the approach to data migration.
Proposed PC and PIN changes:

- 28 respondents identified 87 systems that will need to be updated to accommodate the proposed change in PC and PIN formats
- Accounting and Time Study most common types
- Most systems requiring changes are third-party systems
- About a third of systems needing change can be adapted in 3 months or less; and another third will take over a year
Historical Data Needs:

- Data needed for mock expense claims was fairly consistent; data from 12 reports requested
- Nearly all asked for 9 months of historical CEC data for adjustment claims
- Out-of-sequence claims were rare with over half of the respondents having no such claims over the past 7 years
Project Update – Other Recent Activities

- Development Team conducted site visits to San Joaquin county to learn about Assistance Claiming process from the county perspective
- Addition of our newest CECRIS team member: Neo Wang, our new Scrum Master
## Project Milestones

<table>
<thead>
<tr>
<th>Major Milestones</th>
<th>Original Target Date</th>
<th>Current Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Development</td>
<td>March 2018</td>
<td>August 2019</td>
</tr>
<tr>
<td>Pilot Rollout</td>
<td>December 2018</td>
<td>January 2020</td>
</tr>
<tr>
<td>Full Rollout (tentative)</td>
<td>January 2019</td>
<td>March 2020</td>
</tr>
<tr>
<td>Project Closeout</td>
<td>March 2019</td>
<td>April 2020</td>
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</table>
CEC PRF is first product to be developed; CA800 process will follow in this order:

<table>
<thead>
<tr>
<th>Development Sequence</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare Program Request Form</td>
</tr>
<tr>
<td>2</td>
<td>Prepare County Allocations</td>
</tr>
<tr>
<td>3</td>
<td>Build Claim Template</td>
</tr>
<tr>
<td>4</td>
<td>Prepare &amp; Submit Claim</td>
</tr>
<tr>
<td>5</td>
<td>Process Payments to CWDs</td>
</tr>
<tr>
<td>6</td>
<td>Receive, Audit and Approve Claims</td>
</tr>
<tr>
<td>7</td>
<td>Audit and Approve Claims (Appeals)</td>
</tr>
</tbody>
</table>
SME Involvement in the Development Process

Create User stories (PO/SMEs) → In backlog grooming meeting, dev team gets queries answered from SME → Design/Develop as per AC → Test Done? → Yes → Dev team review results with PO/SME → Met AC? → Yes → Done

No

Sprint

PO=Product Owner
SME=Subject Matter Expert
AC=Acceptance Criteria
Upcoming Activities – CECRIS Website

- Will be accessed via CDSS.ca.gov/inforesources
- Target launch end of January 2018
- Will initially include project news, upcoming events, copies of documents from various stakeholder meetings (available for download), frequently asked questions, and project team contact information.
- Later will include the product roadmap, links to test and sandbox environments, and ultimately the CECRIS web portal.
Upcoming Events

- CECRIS State SME and Manager Project Update on Tuesday, February 20, 2018
- CECRIS County SME meeting in Sacramento on Tuesday, February 27, 2018
- Next CECRIS Quarterly Stakeholders Meeting scheduled for Tuesday, April 17, 2018
Comments or questions?

Contact
CECRISInfo@dss.ca.gov
Appendix A
CECRIS Background Information
Over $8 billion of federal and state funds are claimed by CWDs annually to reimburse costs incurred while administering the public assistance programs in the state.

Over $6 billion of federal and state funds are utilized to provide assistance payments to programs such as California Work Opportunity and Responsibility to Kids (CalWORKs), Foster Care, and Adoption Assistance programs throughout the state.

Reliable data is essential to:
- Meet federal reporting requirements to keep the funding
- Process payments to CWDs
- Bill other state departments for funding
Reliant upon multiple, standalone systems that lack scalability

No centralized data repositories

Automation unable to meet the current federal and state reporting functionality requirements

Numerous manual work-arounds susceptible to errors

Issues regarding security, data accuracy and integrity
The County Expense Claim Reporting Information System (CECRIS) will:

- Provide a single integrated system that supports end-to-end processing
- Create a flexible and expandable system to meet current and future federal and state reporting requirements
- Comply with standard accounting principles and state information technology and security standards
- Utilize the Agile development approach, which is becoming the new state and CDSS standard
To address CEC program code format constraint, CECRIS County SMEs recommended an expansion of the existing Program Identification Number (PIN).

PIN currently consists of 6 digits: a 3-digit program code, followed by a 1-digit time-study code, and a 2-digit type-of-expense code.
## Current Program Code Format

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Time Study Code</th>
<th>Type Of Expense Code</th>
</tr>
</thead>
</table>

- **Program Code**: 3 1 5
- **Time Study Code**: 3 1 5 1
- **Program Identification Number**: 3 1 5 1 2 4
1 = Function code, such as CalWORKS or Social Services, is a pre-existing field but will be made visible to users of CECRIS.

2-6 = Expanded Program Code

7-8 = Expanded Time Study Code

9-12 = Expanded TOE (type of expense) Code
# Project Milestones

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</thead>
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<tr>
<td>SPR 2 Approval</td>
<td>February 1, 2016</td>
<td>April 1, 2016</td>
</tr>
<tr>
<td>Procurement – Organizational Change Management (OCM)</td>
<td>July 8, 2016</td>
<td>August 15, 2016</td>
</tr>
<tr>
<td>To-Be End-To-End Process Analysis/Requirements</td>
<td>October 3, 2016</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td>Project Management Plans Updated</td>
<td>April 18, 2016</td>
<td>May 17, 2017</td>
</tr>
<tr>
<td>Procurement – Solution Vendor (SV)</td>
<td>September 8, 2016</td>
<td>September 6, 2017</td>
</tr>
<tr>
<td>Business Requirement Validation</td>
<td>January 5, 2017</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>System Design</td>
<td>April 4, 2017</td>
<td>October 17, 2017</td>
</tr>
<tr>
<td>System Development</td>
<td>March 26, 2018</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Pilot Rollout</td>
<td>December 28, 2018</td>
<td>January 24, 2020</td>
</tr>
<tr>
<td>Full Rollout</td>
<td>January 30, 2019</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>Project Closeout</td>
<td>March 21, 2019</td>
<td>April 27, 2020</td>
</tr>
</tbody>
</table>
Contact the CECRIS Team at CECRISInfo@dss.ca.gov

- **Project Sponsor:** Kären Dickerson
- **Business Manager:** Addie Aguirre/Didi Okamoto
- **Product Owner:** Martha Arana
- **Project Manager:** Steven Li
- **Project Support:** Taylor Stout
- **Scrum Master:** Liang (Neo) Wang
- **Business Team:** Martha Arana, Taura O’Lariscy, Ray Chow, Catherine Fiorini, Michele Bucher
- **Technical Team:** John Cocke, Balakrishna (Krishna) Dhulipala, Ron Jones, Khalid Siddiqui, Ken Strong, Stephen Crockett, Sudhir Yawale
- **Organizational Change Management:** Dorothy Meehan and Randy Triezenberg
- **Financial Auditor:** Les Lombardo
- **Agile Coach:** Vardhan Godavari