



## VISION STATEMENT

We will establish and maintain an innovative statewide 21<sup>st</sup> century information technology application that aids child welfare stakeholders in assuring the safety, permanency, and well-being of children at risk of abuse and neglect.

The agile approach to software design and development adopted in November 2015 has fundamentally changed how the Project will approach its goal of ensuring the safety, permanency and well-being of California's children. Rather than procuring a single monolithic, one-time solution, we will instead develop and integrate a suite of digital services through which we can deliver continually-improving support and assistance, that aid state and county workers to effectively engage and assist children and families.

## MILESTONES

Milestones are significant events essential to the critical path of the CWS-NS Project.

Milestone	Planned Finish Date	Completion Date
Last Day to Submit Final Proposals - API	March 2016	March 2016
Last Day to Submit Final Proposals - Intake	April 2016	
Submission of SPR #2 to California Department of Technology	March 2016	March 2016
Submit Draft IAPD #1 to ACYF	April 2016	March 2016
Release of Solicitation – Intake Implementation	April 2016	
API Contract Award	May 2016	
Intake Contract Award	July 2016	
Last Day to Submit Final Proposals – Intake Implementation	June 2016	

## IT PROCUREMENT AND DELIVERY

- Work continues on the Project to reformulate the monolithic Request for Proposal (RFP) into a set of smaller modular procurements that will accommodate an agile approach towards designing, developing and implementing digital services. The current schedule for the API and Intake Module RFPs is as follows:
  - API RFP – The Project completed all the addenda related to the API RFP and has received bids which will be evaluated during the month of April '16.
  - Intake Module RFP – The project has responded to vendor questions related to Intake Module RFP, and has completed the development of a draft Addendum #1. Targeting issuance of the Addendum in April 2016.

## IMPLEMENTATION ADVANCE PLANNING DOCUMENT & SPECIAL PROJECT REPORT

The Administration for Children, Youth and Families (ACYF) has agreed to allow the Project to update the Implementation Advance Planning Document (IAPD) incrementally over time. This coincides with the agile approach in that the State will provide ACYF IAPD information for the near term and then provide updates on an incremental basis as more information becomes available. The Project has submitted a draft version of IAPD to ACYF in March 2016.

Special Project Report #2 (SPR #2) was approved by the California Department of Technology on April 1, 2016.

## BUDGET

The Project submitted a Spring Finance Letter (SFL) to DOF in March 2016 reflective of the resource adjustments identified in SPR #2.

## TEAM ACCOMPLISHMENTS

Team Name	Major Accomplishments
<b>Technology Platform</b>	<ul style="list-style-type: none"> <li>• Responded to vendor questions and completed all the addenda related to the RFP to develop the Application Programming Interface (API). Bids have been received in response to the API RFP, and the Project will evaluate them during the month of April.</li> <li>• Developed the beta versions of the following:               <ol style="list-style-type: none"> <li>1. System Road Map</li> <li>2. Information Architecture Road Map</li> <li>3. Interfaces Road Map</li> </ol> </li> <li>• Configured the server infrastructure on CalCloud for both the production and development environments.</li> <li>• Configured the production environment with the project registered domain name – www.cwds.ca.gov so that users can access the project via the internet and Calnet.</li> </ul>
<b>Intake</b>	<ul style="list-style-type: none"> <li>• Completed the draft of Addendum #1 of the Intake RFP.</li> <li>• Completed responses to bidder submitted Questions and change requests.</li> <li>• Developed user stories for the Create Referral, Collect and Search Epics.</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Completed a draft Intake Implementation RFP that has been submitted to external partners (STPD, ACYF, and Legal) for review.</li> </ul>
<b>Licensing</b>	<ul style="list-style-type: none"> <li>• Completed draft Statement of Work (SOW).</li> <li>• Completed Basic Agile/ Scrum training for the entire team.</li> <li>• Performed gap analysis for Resource Family Home Approval (RFA) requirements.</li> <li>• Developed product roadmap for Q2-2016, Q3-2016.</li> </ul>
<b>County Welfare Directors Association (CWDA) Executive Liaison</b>	<ul style="list-style-type: none"> <li>• Created a core county group list (for each of the Module and Sub-modules) and is currently reviewing and updating the list with the Children's OPS committee at CWDA. Confirmation of the list with County Welfare Directors will occur by May 2016.</li> </ul>
<b>Project Management Office (PMO)</b>	<ul style="list-style-type: none"> <li>• Developed and trained the Project team on new processes and procedures including Agile roles and responsibilities, sprint retrospective, decision management, and sprint review.</li> <li>• Baselined CWS-NS Master Project to SPR #2.</li> <li>• Continued alignment of project management plans to agile approach.</li> </ul>
<b>Agile Coaching</b>	<ul style="list-style-type: none"> <li>• Provided Basic Agile/Scrum training to eight service teams during March 2016.</li> </ul>

## TEAM ACCOMPLISHMENTS

Team Name	Major Accomplishments
<b>Facilities/Environment</b>	<ul style="list-style-type: none"> <li>• Procured Pivotal Tracker, Slack, and GitHub in order to provide an agile toolset for the Project team.</li> <li>• Published SharePoint sites for all service delivery teams of CWDS to align with the agile approach.</li> <li>• Collaborated with DSS Business services to establish a relocation moving services contract for the upcoming relocation of the CWDS team.</li> </ul>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>• Upgraded reporting software to Business Objects version 4.2.</li> <li>• Built a new training/test server and made it accessible to county staff for testing and training.</li> <li>• Continued to upgrade web infrastructure to a new platform and added a new training portal.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Created a centralized calendar for all internal and external CWDS meetings.</li> <li>• Consolidated reporting for CWS-NS and CWS/CMS to the CWS/CMS Regional User Groups.</li> <li>• Established and rolled out the CWDS brand for team usage</li> </ul>
<b>Program Policy</b>	<ul style="list-style-type: none"> <li>• Completed five program policy analyses for the Intake team.</li> <li>• Created policy work flow document to initiate policy analysis.</li> </ul>

## PROCUREMENTS & STAFFING

### PROCUREMENTS (PENDING BUDGET APPROVAL)

There are nineteen **County Consultant** vacancies.

New positions were added in order to support the CWS-NS Project with its modular procurements and the design, development and implementation of these digital services. The CWDA is coordinating the recruitment efforts for the following positions:

- Probation County Consultant
- Intake Module County Consultant
- Eligibility Module County Consultant (two positions)
- Case Management Module County Consultant (seven positions)
- Licensing Module County Consultant
- Court processing County Consultant (two positions)
- Resource Management County Consultant
- Public Health Nurse
- Financial Management County Consultant (two positions)
- Platform Module County Consultant

Recruitment efforts for these positions will be coordinated with the onboarding of the respective digital service vendor. Applications received are being reviewed by CWDA.

To reinforce the new agile methodology, the Project is procuring the following project support services:

- Agile Coach Consultant: The Project has procured the services of an Agile Coach.
- Agile Project Management Consultant
- Media and Brand Management Consultant
- CWDS Solution Architect
- User Research and Design Consultant
- ACYF Advisor Consultant
- Security Consultant

### STATE STAFFING

The **Office of Systems Integration** currently has three vacancies.

The Project continues to conduct a resource assessment to determine staffing changes which may need to take place in order to support the execution of the Project's new direction to implement an agile methodology. As part of this assessment, three current IT vacancies will be recruited for experience in the agile methodology and as Scrum Masters. Job interviews for two Senior Information Systems Analysts have been scheduled to take place in April 2016.

The **California Department of Social Services** currently has two vacancies.

The vacancies on the Project's program side continue to be recruited for experienced and current Child Welfare Services SMEs for state policy and oversight to support the CWS-NS effort.

### RISKS & ISSUES

The Project has revised the Risk and Issue Management process flow in order to align with the agile approach. There has been no new risks or issues identified during the past month.