## VISION STATEMENT

*"We will establish and maintain an innovative statewide 21st 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 Child Welfare Services New System (CWS-NS) Project, hereinafter referred to as "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 will aid state and county workers to effectively engage and assist children and families.

## MILESTONES

| Project Milestone | Baseline Finish Date | Actual Finish Date | Status | Notes |
|---|---|---|---|---|
| Release Agile Development Pre-Qualified (ADPQ) Vendor Pool Request for Information (RFI) | May 2016 | May 2016 | Completed | |
| ADPQ Vendor Pool Q&A Web Conference | May 2016 | May 2016 | Completed | |
| Last Day to Submit Final Proposals - Intake | April 2016 | May 2016 | Completed | |
| Release of Solicitation – Intake Implementation | April 2016 | May 2016 | Completed | |
| API Contract Award | May 2016 | - | Behind Schedule | Anticipated Finish Date: June 2016 |
| Intake Contract Award | June 2016 | - | Behind Schedule. | Anticipated Finish Date: August 2016 |

## DIGITAL SERVICES PROCUREMENTS

**API RFP** – Bids were received from several vendors by the final submission date in late March 2016. The API evaluation team has completed the administrative, technical, and cost phases of the evaluation and is currently in the negotiation phase of the procurement.

**Intake RFP** – Bids were received from several vendors by the final bid submission date in May 2016. The Intake evaluation team anticipates that bid evaluations will begin in early June 2016.

**Intake Implementation Services RFP** – The Project completed the RFP and released it to vendors on May 27, 2016.

**ADPQ Vendor Pool** – On May 5, 2016 the RFI to establish the ADPQ vendor pool was released. A web conference to provide an overview of the ADPQ RFI process was conducted on May 13, 2016 and was attended by 140+ participants.

## IMPLEMENTATION ADVANCE PLANNING DOCUMENT

The Project formally submitted the Implementation Advance Planning Document (IAPD) to the Administration for Children, Youth and Families (ACYF) on May 20, 2016. By statute, the ACYF must respond within 60 calendar days with their disposition. The Project will continue to proactively work with ACYF on answering any questions during their review period.

# B U D G E T

The Project submitted a Spring Finance Letter (SFL) to DOF in March 2016 reflective of the resource and schedule adjustments identified in SPR #2. On May 24th, Assembly Budget Subcommittee No. 1 (Health and Human Services) approved the SFL and associated Child Welfare Directors Association suggested trailer bill language.

# T E A M   A C C O M P L I S H M E N T S

| Team Name | Major Accomplishments |
| --- | --- |
| **Technology Platform** | • Produced the final ADPQ RFI<br>• Assisted with the web conference regarding the ADPQ RFI process<br>• Participated in the evaluation of API vendor proposals<br>• Completed initial connectivity testing between counties and the new CalCloud infrastructure<br>• Prepared materials needed by the API vendor for Day One onboarding |
| **Intake** | • Developed user stories for Business Practice Package (BPP) review & gap analysis, Policy Inquiries and Mobility<br>• Responded to vendor questions regarding Intake RFP<br>• Acquired services of Program & Policy Team for policy inquiry related user stories and the Indian Child Welfare Act (ICWA) Subject Matter Expert (SME)<br>• Identified concerns for the Intake Implementation team and put in place a plan to work collaboratively and proactively in anticipation of the vendors coming on board |
| **Licensing** | • Designated digital service team as Certification, Approval and Licensing Services (CALS) to convey commitment to meeting Resource Family Approval needs in addition to licensing needs<br>• Selected to be the first CWS-NS procurement via the Request for Offer (RFO) process that will leverage the ADPQ Vendor Pool upon its establishment<br>• Established sprint meeting schedule and completed first two sprints, including open sprint reviews, sprint planning meetings, and mid-sprint stakeholder prioritization meetings<br>• Participated in second interviews for selection of an additional County Consultant to advise in CALS development |
| **Project Management Office (PMO)** | • Conducted focus group reviews of revised PM plans<br>• Aligned CWDS Digital Service Standard to both the U.K. and U.S. versions<br>• Integrated the independent Facilities, ADPQ and Procurement schedules into the CWDS master schedule<br>• Developed guidelines/standards for new tools: Slack and GitHub<br>• Worked with 18F on process alignment with the PMO and CDT<br>• Filled vacant Data Processing Manager (DPM) III position<br>• Worked on the recruitment of three (3) Senior Information Systems Analyst positions |

# TEAM ACCOMPLISHMENTS

| Team Name | Major Accomplishments |
|---|---|
| **Communications** | • Delivered ADPQ RFI launch communication messages through multiple vehicles (Twitter, LinkedIn, CMS Webpage, emails to vendors)<br>• Delivered recurring communications to internal and external stakeholders for May<br>• Delivered ADPQ vendor pool web conference social media announcements |
| **Program Policy** | • Prepared for the move to Gateway Oaks<br>• Collaborated on system changes needed to implement AB403 (Continuum of Care Reform)<br>• Provided an overview on the federal ICWA for the County Consultant Team<br>• Provided a briefing for the Intake Team on the revisions to the CWS regulations to implement SB 678 (ICWA) |
| **Implementation** | • Completed revision of the Intake Implementation RFP and submitted it for review by control agencies and OSI Legal<br>• Completed draft of Intake User Story screenshot documents<br>• Developed User Story for the transition of Maintenance & Operation's Customer Relations Team to a Development and Operations (Dev/Ops) model |
| **Legacy Design, Development and Testing** | • Deployed into production Release 7.4 which includes:<br>  o Data collection and reporting for Commercially Sexually Exploited Children (CSEC)<br>  o Data collection in accordance with Senate Bill 528 for parenting minor and non-minor dependents<br>  o Modifications to the Education Notebook to fully capture educational progress and success of foster children |
| **Change Configuration Release** | • Completed Requirements for System Change Request (SCR) 8685 – which includes the Summer Forms Release SCR included in R7.4.1. This updates six (6) Judicial Council forms to their most current version and one (1) CDSS Adoption form to its most current version. |
| **Data Management** | • Deployed USPS address standardization to the legacy database<br>• Deployed alerts to the legacy system designed to reduce data duplication<br>• Initiated a re-write of the CWDS Data Quality Plan |

# PROCUREMENTS & STAFFING

Due to procurement resource constraints, the project is behind schedule on several upcoming procurements. To resolve this issue, the project has prioritized all upcoming procurements and has redirected staff from within CDSS and OSI to assist in this functional area.

| Procurement | Baseline Finish Date | Actual Finish Date | Status | Notes |
|---|---|---|---|---|
| Procurement Support Consultant | June 2016 | - | Behind schedule | Anticipated release date is early June 2016 with contract award July 2016. |
| CWDS Solution Architect | June 2016 | - | Behind schedule | Anticipated release date is early June with contract award by early August 2016. |
| Stakeholder Communications Consultants | June 2016 | - | Behind schedule | Anticipated release date is mid-June 2016 with contract award by August 2016. Project continues to finalize this procurement prior to release. |
| User Research and Design Consultant | June 2016 | - | Behind schedule | Anticipated release date is early June with contract award July 2016. |
| FAS Interface Consultant | June 2016 | - | Behind schedule | Project is targeting a completion date by September 2016 to coincide with expected contract execution of the Licensing procurement. |
| Probation County Consultant | June 2016 | - | Behind schedule | Finish date is now projected to be Nov. 2016. Project currently engaging in on-going recruitment of qualified candidates. |
| Intake County Consultant | June 2016 | - | Behind schedule | Finish date is now projected to be July 2016. State continues to work with DGS on a standardized county consultant template. |
| ACYF Advisor Consultant | July 2016 | - | On schedule | Contract currently being finalized by State. |
| Licensing County Consultant | Sept. 2016 | - | On schedule | Qualified candidates are currently being interviewed by the State. |
| Case Management County Consultant (two positions) | Jan. 2017 | - | Not started | - |
| Case Management County Consultant (five positions) | Mar. 2017 | - | Not started | - |
| Platform County Consultant | Mar. 2017 | - | Not started | - |
| Public Health Nurse | Mar. 2017 | - | Not started | - |
| Security Consultant | April 2017 | - | Not started | - |
| Resource Management County Consultant | Oct. 2017 | - | Not started | - |
| Court Processing County Consultant (two positions) | Oct. 2017 | - | Not started | - |
| Financial Management County Consultant (two positions) | Apr. 2018 | - | Not started | - |
| Eligibility County Consultants (two positions) | Apr. 2018 | - | Not started | - |

# 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 filled by staff to serve as Scrum Masters on the Project. These positions have been advertised and the Project plans to conduct interviews during June 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.

In addition to these positions the project requested the following new positions in SPR #2:

| Classification/Title | Baseline Finish Date | Actual Finish Date | Status | Notes |
|---|---|---|---|---|
| Attorney III/Project Attorney | July 2016 | - | On schedule | |
| Senior Information Systems Analyst (Sr. ISA)/Case Management Scrum Master | July 2016 | - | On schedule | |
| Senior Information Systems Analyst Supervisor (Sr. ISA Sup)/ State and Federal Reporting Supervisor | July 2016 | - | On schedule | Position was reclassified from a DPM II. A new job announcement will be released by early June 2016. |
| Career Executive Assignment (C.E.A) Level A/Digital Service Director | July 2016 | - | On schedule | Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act. |
| C.E.A Level A/Communications Service Manager | July 2016 | - | Behind schedule | Anticipated finish date: October 2016 |
| C.E.A Level A/Intake Service Manager | July 2016 | - | On schedule | Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act. |
| C.E.A Level A/Licensing Service Manager | July 2016 | - | On schedule | Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act. |
| Staff Services Manager (SSM) II/Licensing Performance Analyst | July 2016 | - | On schedule | Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act. |
| Sr. ISA/Security Analyst | July 2017 | - | Not Started | - |

# RISKS & ISSUES

The Project has revised the Risk and Issue Management process flow in order to align with the agile approach. The Project reports high priority Risks and Issues in this section.

# RISKS

For this reporting period the Project does not have any high priority risks to report.

# ISSUES

| Description |
|---|
| **IV-E Eligibility determination in proposed CWS-NS solution:** According to ACYF, the IV-E eligibility determination of the proposed CWS-NS solution – which envisions using three existing State Automated Welfare Systems (SAWS) – fails to be SACWIS compliant |

| Resolution Plan | Status |
|---|---|
| 1. Form a state/county workgroup comprised of CWS-NS project team members, and staff of OSI's Consortium Management Unit (CMU), representatives of LRS, C-IV, and CalWIN, and affected counties.<br>2. Define and develop consensus for the minimum level of automation in SAWS that is needed to support end-to-end Foster Care Eligibility Determination (FCED) business processes.<br>3. Conduct a gap analysis to compare current SAWS business processes against the minimum level of automation required to support end-to-end FCED business processes.<br>4. Work with OSI CMU as it coordinates the design, acquisition, development, and implementation of a FCED business rules engine that will be consumed by LRS and CalWIN, AND identify opportunities to incrementally bring the SAWS' end-to-end FCED business processes to an acceptable level of automation.<br>5. Decide how to fund changes to the SAWS.<br>6. Advocate with ACYF, Centers for Medicare and Medicaid Services (CMS) and Food and Nutrition Service (FNS) for consensus on an "acceptable" level of automation that is most efficient, effective and economical for California. | • Formed a state/county workgroup comprised of CWS-NS project team members, and staff of OSI's Consortium Management Unit (CMU), representatives of LRS, C-IV, and CalWIN, and affected counties.<br>• Conducted workgroup kickoff meeting on May 26, 2016<br>• Scheduled workgroup meetings<br>• Preparing FCED solution specifications template<br>• Preparing FCED solution evaluation criteria<br>• Preparing FCED solution initial cost estimate |