



**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.

**MILESTONES**

Milestones are significant tasks essential to the critical path of the Child Welfare Services-New System (CWS-NS) Project. Three major milestones are listed in the table below:

MILESTONE	DATE*	STATUS	DESCRIPTION OF STATUS
Implementation Advance Planning Document (IAPD) Submission to Administration for Children and Families (ACF)	April 2015	Behind Schedule	<b>Ahead of Schedule-</b> One or more major tasks have been completed and approved early. (> 10%)
RFP Released to Bidders	September 2015	On Schedule	<b>On Schedule-</b> All major tasks have been completed and approved according to plan. (Within ± 10%)
Contract Award	February 2017	On Schedule	<b>Behind Schedule-</b> One or more major tasks are expected to be delayed. (>10%)

\*Milestones are based on the Executive approved schedule extension. A Special Project Report is in development for formal approval of the five month extension.

**IMPLEMENTATION ADVANCE PLANNING DOCUMENT – SUBMISSION DATE**

The Project team conducted an informal IAPD review session with ACF on May 15th to solicit technical assistance from our federal funding partner to identify sections in the IAPD that would require additional information prior to federal approval.

ACF requested that additional information regarding the Project's budget, schedule, resources and IV-E Eligibility Determination approach be incorporated into the IAPD. These changes will cause a further delay in the IAPD submission. The Project is evaluating the schedule and any downstream impacts to Project milestones.

**THE CWS-NS REQUEST FOR PROPOSAL – COLLABORATIVE REVIEW SESSIONS SYNOPSIS**

The CWS-NS Project and its stakeholders have successfully completed the Collaborative Review Sessions for the CWS-NS RFP, scheduled in April 2015. The CWS-NS Project would like to express its appreciation for and the criticality of stakeholder participation in the development of a quality RFP that will detail a system that meets the needs of its end users.

Over the span of the Collaborative Review Sessions, stakeholder participation included representation from child welfare, licensing, and probation entities from 34 of California’s counties as well as representation from State agencies.

During the sessions, stakeholders addressed questions or concerns regarding the functionality detailed in the RFP with the appropriate CWS-NS Project Team representation available to address these items. Out of this engaging participation, stakeholders helped to identify possible missing and/or incomplete functionality within the RFP.

The next steps for the development of the RFP include taking the Collaborative Review Session feedback and vendor review comments and conducting research and analysis for potential inclusion into the final RFP. A briefing will be held to update stakeholders on significant changes to the RFP.

# PROCUREMENTS & STAFFING

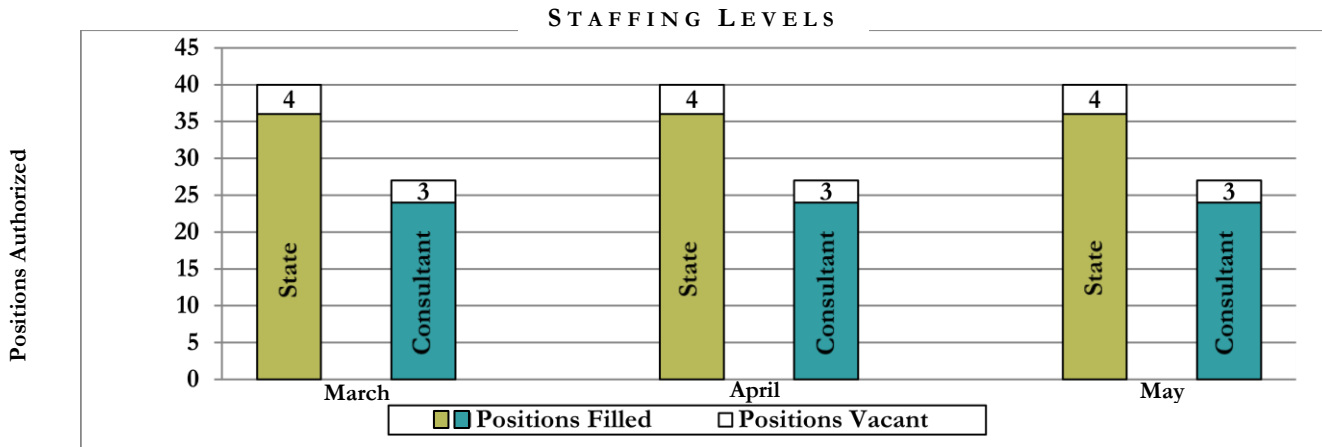
## PENDING PROCUREMENTS

SERVICES	INITIAL EXECUTION DATE	STATUS	NEW EXECUTION DATE
County Consultant for CCLD-CR	7/14/14	Behind Schedule <sup>1</sup>	June 2015
Tribal Consultant	7/20/14	Behind Schedule <sup>2</sup>	June 2015
Probation County Consultant	9/15/14	Behind Schedule <sup>3</sup>	October 2015

1. Community Care Licensing Division-Children’s Residential (CCLD-CR) Consultant- Contract is in review. Procurement extended due to additional time needed for review. Target completion June 2015.
2. Tribal Consultant- Amending existing contract. Target completion June 2015.
3. Probation Consultant- Candidate withdrew. A new recruitment effort was initiated and is in progress.

The delay in the procurements above has been due to difficulties recruiting specialized consultants who possess the appropriate skill sets for the CWS-NS Project. This delay does not impact the major milestone dates in the project schedule.

## STATE STAFFING



- ❖ The California Department of Social Services (CDSS) has one open-recruitment in the Children and Family Services Division.
  - Associate Governmental Program Analyst (Program Analyst). Permanent Position. Interviews scheduled to begin 5/15/15.
- ❖ The Office of Systems Integration (OSI) has three open-recruitments:
  - Associated Information Systems Analyst (Project Librarian). Limited-Term Position. Applications received and interviews to be scheduled.
  - System Software Specialist II (Security Analyst). Limited-Term Position. Position re-classified as a Senior Information Systems Analyst with roles and responsibilities changed from that of a Security Analyst to a Procurement Analyst. Position to be advertised after recruitment package is processed by Human Resources.
  - Data Processing Manager III (Technical Solution Manager). Limited-Term Position. Candidate identified. Start date 6/1/15.

## RISKS & ISSUES

The risks and issues presented in this update are selected by the governing members of the CWS-NS Project Risk Management Committee (County Welfare Directors Association, CDSS Management team and the OSI Project Director) who work collaboratively to identify the top risks and issues that have, or potentially may have, a negative impact on the scope, cost, quality and schedule of the CWS-NS Project.

**RISKS** are *potential* events that *may* negatively impact the Project unless mitigated.

DESCRIPTION	MITIGATION
Title IV-E: It is unclear if using the Statewide Automated Welfare System Consortia to meet Title IV-E eligibility determination and financial management functionality will comply with pending federal Statewide Automated Child Welfare Information System (SACWIS) regulations.	<p>The IAPD provides the detail and analysis required for federal approval of the State's approach. The Project will submit the IAPD to ACF for its approval after evaluating the schedule and any downstream impacts to Project milestones.</p> <p>No updates will be available until the ACF approval of the IAPD.</p>
Unanticipated Extension of RFP Schedule: The Project may have to extend the RFP schedule if a large volume of review comments are received from reviewers and/or greater than anticipated changes need to be made to the RFP which will require additional time to process.	<p>The Project has:</p> <ol style="list-style-type: none"> <li>1. Established and implemented a detailed RFP Change Control Process tested during the initial draft of the RFP. The process was revised using lessons learned to more effectively manage the large number of comments anticipated for future review cycles.</li> <li>2. Developed an RFP SharePoint Review Tool that will efficiently organize, identify and manage comments.</li> <li>3. Ongoing communication improvements within the Project to more quickly respond to concerns as they arise.</li> </ol>

**ISSUES** are *actual* events that *will* negatively impact the Project unless resolved.

DESCRIPTION	MITIGATION
Project Management Plans: Delay in completion of Project Management Plans created inconsistencies in management and execution of Project processes.	Using the Project Management (PM) Plan Development and Review Process, the Project has completed six of the ten PM Plans. The remaining four plans are on track for completion and approval by May 2015.
<b>CLOSED ISSUE</b>	
<p>The Project's inability to recruit and retain qualified candidates for limited-term positions continues to negatively impact the schedule, quality and costs of the Project.</p> <p>The current Government Code has a two-year constraint, resulting in the OSI positions having to be re-recruited every two years which creates an issue with the continuity of staff. The recruitment process takes, on average, four to six months and requires the inefficient redirection of resources.</p>	This issue was closed on April 24, 2015. It is no longer having a negative impact on the Project. The Project will continue to monitor staffing as a project risk.

**CHILD WELFARE SERVICES-NEW SYSTEM****MAY 2015**

4: Comments due from the draft pre-solicitation proposal review.

**STAKEHOLDER RFP REVIEW BRIEFING**

The RFP briefing will be scheduled in summer of 2015. More information will be shared with the stakeholders once the date is finalized.

**CONFIDENTIALITY REMINDER**

On February 18, 2015, the CWS-NS Project released a draft RFP to county and state stakeholders. Project management reminds all county and state staff working in and with child welfare services of their responsibility to maintain confidentiality when interacting with information technology vendors. Confidentiality must be followed by all staff regardless of their participation in the RFP review.

Discussions regarding services in the future child welfare system and, more specifically, discussions about the CWS-NS or its procurement, are inappropriate. Such discussions with vendors may result in bidder protests, award delays and ultimately impact timelines for delivery of the new system.

If you are contacted by a vendor or interested party regarding the RFP, the procurement, the procurement process, or if you have any questions about the appropriateness of vendor interactions, please contact Tina Steele, Procurement Official, at (916) 431-5544 or [tina.steele@state.ca.gov](mailto:tina.steele@state.ca.gov).

**THIS REPORT AVAILABLE ONLINE:** <http://www.cdss.ca.gov/cdssweb/PG2400.htm>