



CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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ARNOLD SCHWARZENEGGER
GOVERNOR

November 1, 2010

ALL-COUNTY INFORMATION NOTICE NO. I-86-10

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: Annual Electronic Data Processing (EDP) Generic Maintenance and Operations (M&O) Plan

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this letter is to inform counties that the Office of Systems Integration (OSI) and the California Department of Social Services (CDSS) have completed the development of the Annual EDP Generic M&O Plan. This plan has been developed to provide a streamlined state approval process for annual EDP generic M&O costs and maximize utilization of State and county resources allocated to this effort. The new plan and corresponding approval process will be effective Fiscal Year 2010-11.

Background

The CDSS Manual of Policies and Procedures Division 28 requires state approval of all county EDP acquisitions. To comply with these regulations, counties currently submit for review and approval Advance Planning Document (APD) requests for specific project-related EDP acquisitions to either the Statewide Automated Welfare System (SAWS) Project Approvals Unit or the Child Welfare Services/Case Management System (CWS/CMS) Administrative Services Unit, as appropriate. The existing APD approval process for specific project-related requests remains unchanged for both CWS/CMS and SAWS.

Annual EDP Generic M/O Plan

To develop the Annual EDP Generic M&O Plan, a workgroup was established with stakeholder representatives from CDSS (Program Integrity Branch, Fiscal Systems Bureau and Legal Division), OSI-SAWS, and the California Welfare Directors' Association, as well as several counties. The goals were to develop a process for the counties to receive approval for all generic EDP costs (i.e., costs for EDP items that indirectly benefit all programs within a department and have a generic cost allocation methodology) in a timely manner through efficient use of state and county resources and to assess compliance with state and federal regulations to reduce the risk of audit exceptions.

Over the course of several months, stakeholder representatives met and analyzed all review processes and state/federal regulations to identify gaps in the approval process and areas where efficiencies could be gained. The result is an EDP Annual Generic M&O Plan template and an Annual Budget Certification (which is to be signed by the County Welfare Director and the County Welfare Fiscal Officer) for the counties to submit to the SAWS Project Approvals Unit at OSI for review.

(Please note that requests for acquisitions that include direct charges to CWS programs must be submitted through the CWS/CMS Administrative Services Unit and not included in any manner in the Annual EDP Generic M&O Plan.)

The Annual EDP Generic M&O Plan workbook includes an instruction page, a sample completed plan and a blank template. The template should be completed with costs for the following items:

Communication/Data Line Maintenance

- T1 or other data line replacement or monthly charges

Non-County Contracted Services

(Services to perform such tasks as feasibility studies, system studies, system design, development of system specifications, system analysis, programming, implementation, and maintenance)

- Technical Support Agreements and upgrades
- IT Staff Technical Training Costs
- Enhancement and Modifications to existing hardware/software
- Contractor services, which may include both county and private contractors

Software Licensing and Maintenance

(The activity to keep software which is leased, rented, or purchased from public or private vendors or consultants “in repair” and performing what it was designed to do)

- Licensing renewals
- Network firewall maintenance
- Internet subscriptions
- Small miscellaneous software license purchases not related to a project

Hardware/Equipment Maintenance

(The activity to keep EDP systems “in repair” and performing what it was designed to do)

- Printer maintenance
- PC maintenance and replacement parts
- Replacements and minor equipment purchases such as, but not limited to, the following:
 - Monitors, keyboards, mice, hard drives, printers, switching equipment, digital cameras, personal digital assistants, blackberries, memory or video cards, etc.;
 - Replacement costs for PCs and servers not related to former project costs; and
 - Ergonomic accessories such as keyboards, mice and enhanced displays.

Approval Process

The approval process for the Annual EDP Generic M&O Plan will follow the current process of approval for SAWS/Generic Advanced Planning Documents (APDs):

- The county should access the Annual EDP Generic M&O Plan template and County APD Cost Allocation process on the OSI Best Practices site located at: <http://www.bestpractices.osi.ca.gov/countyapd/process.aspx>.
- The county may request clarification and/or direction by contacting the SAWS Project Approvals Unit before, or any time during, completion of the template.
- The completed template and signed Annual Budget Certification form should be submitted to Project.Approvals@osi.ca.gov.
- Within 30 days of receipt, the SAWS Project Approvals Unit will review the submitted documents, work with the counties to resolve any questions or issues, and send an approval letter as appropriate.

Implementation

Implementation of the Annual EDP Generic M&O Plan review/approval process will begin immediately.

Post Implementation Evaluation

Post implementation evaluation will consist of a one-year review of the template and process for updates based on state and county comments. If you have any questions regarding the new Annual EDP Generic M&O Plan, please contact Ms. Kristine Dudley, Assistant Deputy Director of SAWS, at the Office of Systems Integration, at (916) 263-0436.

Sincerely,

Original Document Signed By:

YVONNE L. LEE, Chief
Program Integrity Branch

Attachments

Annual Budget Certification
Generic Maintenance and Operations Budget
Information Technology Costs

I hereby certify to the following:

- The annual budget plan was developed in conformance with all state and federal regulations.
- All estimated costs represented in the budget are on-going operational costs that are not specific to any particular Program or Functional Program groupings.
- In determining that this estimate represents only on-going Maintenance and Operations (M&O) costs, we used definitions contained in State Division 28 regulations and Code of Federal Regulations 45 Part 95.
- The plan is based on the state's federally approved County Welfare Department Cost Allocation Plan and Office of Management and Budget (OMB) Circular A-87. These estimated costs benefit the entire spectrum of CDSS Programs administered by the County and cannot be identified to a specific Program or Functional Program grouping.
- The costs identified in this plan do not represent a request for additional funding.
- The M&O costs contained in this document only contain costs associated with County EDP Projects that were approved by the state and federal government.
- All central county department EDP support costs, not part of A-87 costs approved by SCO, have approval from CDSS for cost allocation methodology.
- In conformance with OMB Circular A-87, all direct to program costs have been approved by the state or federal government.

The county takes full responsibility for all reviews and audits on a county's cost allocation methodology or application of the cost allocation methodology. If an audit or review results in a fiscal issue or exception that equates to a financial obligation or disallowance, the county will take full responsibility.

County Welfare Director

County Welfare Fiscal Officer

Instructions

1. The template has been programmed to autopopulate fields for your convenience.
2. The blue shaded areas in Section A are populated with formulas to calculate and aggregate the information that you will be entering into the yellow shade areas in Section B. Formulas should not be changed. The yellow shaded areas in Section A & B are where you are to make all your entries.
3. When adding or deleting lines, the total lines must be modified as necessary to insure they encompass the total range.
4. In Section A, there is an area for distribution percentages, these percentages are used to distribute Direct to Function cost. These percentages can be obtained by calculating cost to total in your CEC schedule 327.5 or 325.1A. Your county may also choose to use another methodology.
5. Program ID is used to calculate the direct to program expenses, the Program ID's are listed below:

***Do Not include ANY CWS/CMS expenses in the Direct to Program Section**

	Program ID
CalWORKs-Eligibility Program	1
CalWORKs-Welfare to Work Program	2
NAFS Eligibility Program	3
NAFS Fraud Program	4
Foster Care Program	5
Medi-Cal Program	6
Other Programs	7

These ID's must be used to allow the direct to program calculations to function.

EDP ANNUAL GENERIC M&O PLAN

Section A

FY 10/11

COUNTY: Onita's County

Contact Information: John Doe

Phone #: (555) 123-4567

Date Submitted: September 1, 2010

Highlighted blue cells contain formulas

Version 1

EDP COSTS		FY 10/11 PROPOSED EDP Costs
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Detail of Services and Purchase of Services		
Direct to function Costs		
Communication/Data Lines Maintenance		\$1,000,000
Contractor/Other Services		\$6,000
Software Licensing and Maintenance		\$606,000
Hardware/Equipment Maintenance		\$960,000
Other not listed above		\$100,000
	Subtotal	\$2,672,000
Direct to Program		
	Program ID	
Purchase of replacement hard drives for CalWORKs laptops	1	\$111
Replacement of projector for CalWORKs WTW class room	2	\$112
Test Line 3	3	\$113
Test Line 4	4	\$114
Test Line 5	5	\$115
Test Line 6	6	\$116
Test Line 7	7	\$117
Test Line 8	1	\$100
Test Line 9	2	\$100
Test Line 10	3	\$100
Test Line 11	4	\$100
Test Line 12	5	\$100
Test Line 13	6	\$100
Test Line 14	7	\$100
Test Line 15	1	\$100
Test Line 16	2	\$100
Test Line 17	3	\$100
Test Line 18	4	\$100
Test Line 19	5	\$100
Test Line 20	6	\$100
	Subtotal	\$2,098
	Total	\$2,674,098

MAINTENANCE & OPERATION (M&O) COSTS ALLOCATION PLAN		% 's From CEC	
Direct to Function:			
Social Services Function		10%	\$267,200
CalWORKs Function		25%	\$668,000
Other PW Function		20%	\$534,400
Child Care Function		30%	\$801,600
Non-Welfare Function		15%	\$400,800
	Subtotal	100%	\$2,672,000
Direct to Program:			
	Program ID		
CalWORKs-Eligibility Program	1		\$311
CalWORKs-Welfare to Work Program	2		\$312
NAFS Eligibility Program	3		\$313
NAFS Fraud Program	4		\$314
Foster Care Program	5		\$315
Medi-Cal Program	6		\$316
Other Programs	7		\$217
	Subtotal		\$2,098
Total M&O Costs			\$2,674,098

Detail of Services and Purchase of Services

Section B

(All items will be competitively purchased per state and federal guidelines for competitive procurement practices)

Costs such as but not limited to:

Direct to Function Costs

Communication/Data Line Maintenance

-T1 or other data line replacement or monthly charges \$1,000,000

Total \$1,000,000

Non-County Contracted Services

(Services to perform such tasks as feasibility studies, system studies, system design, development of system specifications, system analysis, programing, implementation, and maintenance)

- Technical Support Agreements and upgrades \$1,000

- IT Staff Technical Training Costs \$2,000

- Enhancement and Modifications to existing hardware/software \$3,000

Total \$6,000

Software Licensing and Maintenance

(The activity to keep software which is leased, rented, or purchased from public or private vendors or consultants "in repair" and performing what it was designed to do.)

-Licensing renewals \$200,000

-Network firewall maintenance \$400,000

- Internet subscriptions \$6,000

- Small miscellaneous software license purchases not related to a project. \$0

Total \$606,000

Hardware/Equipment Maintenance

(The activity to keep EDP systems "in repair" and performing what it was designed to do)

-Printer maintenance \$10,000

-PC maintenance and parts \$20,000

-Replacements and minor equipment purchases such as but not limited to: \$300,000

Monitors, keyboards, mice, hard drives, printers, switching equipment \$500,000

digital cameras, personal digital assistants, blackberries, memory or video cards, etc. \$20,000

-Replacement costs for PCs and servers not related to former project costs \$10,000

-Ergonomic Accessories such as keyboards, mice and enhanced displays. \$100,000

EDP ANNUAL GENERIC M&O PLAN

Section A

FY _____

COUNTY:
Contact Information:
 Phone #:
 Date Submitted:

Highlighted blue cells contain formulas

Version 1

EDP COSTS		FY _____ PROPOSED EDP Costs
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Detail of Services and Purchase of Services		
Direct to function Costs		
Communication/Data Lines Maintenance		\$0
Contractor/Other Services		\$0
Software Licensing and Maintenance		\$0
Hardware/Equipment Maintenance		\$0
Other not listed above		\$0
	<i>Subtotal</i>	\$0
Direct to Program		
	Program ID	
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
0	0	\$0
	<i>Subtotal</i>	\$0
	<i>Total</i>	\$0

MAINTENANCE & OPERATION (M&O) COSTS ALLOCATION PLAN		Distribution %'	
Direct to Function:			
Social Services Function			\$0
CalWORKs Function			\$0
Other PW Function			\$0
Child Care Function			\$0
Non-Welfare Function			\$0
	<i>Subtotal</i>	0	\$0
Direct to Program:		Program ID	
CalWORKs-Eligibility Program		1	\$0
CalWORKs-Welfare to Work Program		2	\$0
NAFS Eligibility Program		3	\$0
NAFS Fraud Program		4	\$0
Foster Care Program		5	\$0
Medi-Cal Program		6	\$0
Other Programs		7	\$0
	<i>Subtotal</i>		\$0
Total M&O Costs			\$0

Detail of Services and Purchase of Services

Section B

(All items will be competitively purchased per state and federal guidelines for competitive procurement practices)

Costs such as but not limited to:

Direct to Function Costs

Communication/Data Line Maintenance

Total \$0

Non-County Contracted Services

(Services to perform such tasks as feasibility studies, system studies, system design, development of system specifications, system analysis, programing, implementation, and maintenance)

Total \$0

Software Licensing and Maintenance

(The activity to keep software which is leased, rented, or purchased from public or private vendors or consultants "in repair" and performing what it was designed to do.)

Total \$0

Hardware/Equipment Maintenance

(The activity to keep EDP systems "in repair" and performing what it was designed to do)

Total \$0

Other not listed above

Total \$0

Direct to Program

Program ID

Total \$0