



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.

KEY PROJECT MILESTONES

Project Milestone	Baseline Finish Date	Actual Finish Date	Status	Notes
Release Request for Offer (RFO) - Certification, Approval, and Licensing Services (CALs)	April 2016		Behind Schedule	Delays due to incorporating technology stack in RFO and because Intake contract award was delayed. Anticipated Finish Date: September 2016
Intake Contract Award	June 2016		Behind Schedule	Procurement delays due to an inordinate amount of questions from vendors, extended review period to address additional questions, and the need to revise procurement documents as the state moves forward with a new agile procurement methodology. Anticipated Finish Date: August 2016
Last Day to Submit Final Proposals – Intake Implementation	June 2016		Behind Schedule*	Anticipated Finish Date: August 2016
Application Development Pre-Qualified (ADPQ) Vendor Pool Established	July 2016	July 2016	Completed	
Release Request for Offer (RFO) – Platform	October 2016		Ahead of Schedule	Anticipated Finish Date: September 2016

BUDGET

The Project FY 2016-17 budget was approved by the Legislature in June. CWDS is preparing a special projects report update (SPR #2.1). SPR 2.1 builds upon SPR #2 and is requesting additional resources and provides FY 2017-18 detailed cost information to support BCP request.

PROCUREMENTS / STAFFING

CALS RFO – The CALS team is continuing to develop its Statement of Work requirements. The project plans to release the RFO in September 2016.

Intake RFP – The Project finished evaluating the administrative and technical responses for each proposal and is now conducting the negotiation phase of the procurement. The estimated Contract Award date is August 2016.

Intake Implementation Services RFP – The Project released Addendum 3 in response to additional questions received during the question and answer period. The last day for vendors to submit final proposals is estimated to occur in August 2016.

Platform RFO – The procurement vehicle for Platform was changed from an RFP to an RFO to leverage the ADPQ Vendor Pool. The Platform procurement was moved up in the schedule with the release of the RFO anticipated for September 2016, so that earlier API development and support can be provided to the CALS digital service vendor. The Technical Platform team is developing its Statement of Work requirements.

Procurement	Baseline Finish Date	Actual Finish Date	Status	Notes
Procurement Support	June 2016	August 2016	Behind schedule	Contract executed in early August.
CWDS Solution Architect	June 2016	August	Behind schedule	Contract execution is early August 2016.
Stakeholder Communications	June 2016	-	Behind schedule	Anticipated RFO release date end of July 2016 with contract award by August 2016.
User Research and Design	June 2016	-	Behind schedule	Offers due August 2016 with contract award projected for end of August 2016.
FAS Interface	June 2016	-	Behind schedule	Project is targeting a completion date by September 2016 to coincide with expected contract execution of the Licensing procurement.
LIS Interface	September 2016	-	Behind schedule	Project is targeting an RFO release date of September 2016 and contract execution date of November 2016
Probation County Consultant	June 2016	-	Behind schedule	Contract completed and submitted for processing and approval. Projected execution date in August 2016.
Intake County Consultant	June 2016	-	Behind schedule	Completed.
ACYF Advisor Consultant	July 2016	-	On schedule	Contract currently being finalized by State.
Licensing County Consultant	Sept. 2016	-	On schedule	Recruitment efforts continue
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	-

Procurement	Baseline Finish Date	Actual Finish Date	Status	Notes
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	-

STAFFING VACANCY

Current Vacancy rate: 14 %

Current Vacancies: 18 of 133 CWDS positions

Entity	Classification/Title	Date Vacant	FFD	# of Days Vacant	Efforts / Notes
OSI-Dev/Ops	SSS II / Operations Lead	04/01/16	07/21/16	121	
OSI-PMO	Sr. ISA / Case Management Scrum Master	04/17/16	Until filled	105	OPF review complete. Formal offer made/accepted. Planned start date Sept. 2016.
OSI-PMO	Sr. ISA / PM Analyst	04/17/16	Until filled	105	July 2016 - interviews conducted. No viable candidates. Will re-post position.
OSI-Platform	SSS II	05/06/16	Until filled	86	Scheduling interviews
OSI-BFR	Sr. ISA Supv	06/02/16	07/12/16	59	HR vetting list for qualified candidates
OSI-Procurement	Sr. ISA / Analyst	11/01/15	07/28/16	273	
OSI-Procurement	AGPA	07/01/16	08/03/16	30	This position was reclassified from a .5 SSA to a 1.0 AGPA
OSI-BFR	Sr. ISA	04/01/16	08/05/16	121	June 2016 – Re-advertised. Original FFD May 2016.
OSI-M&O	DPM I	06/01/16	Until filled	60	
OSI-Bus Svcs	SSM I / Manager	06/24/16	07/21/16	37	
CDSS-Bus Svcs	OT	06/01/15	Until filled	426	Originally posted in April, Interviews in May/June. No viable candidates. Reposted in June. Working on recruitment.
CDSS-Intake	SSM III / Service Manager	05/01/16	05/10/16	91	Interviews in June. 2nd interviews in July. Pending tentative offer.
CDSS-Case Mgmt	SSM III / Service Mgr	05/01/16	05/20/16	91	Interviews in June. 2nd interviews in July. Tentative offer made.
CDSS-CALS	SSM III / Service Mgr	07/01/16	07/21/16	30	Interviews completed. Offer in progress.
CDSS-Comm/CR	SSA / AGPA	07/18/16	Until filled	13	Recruitment package in review/approval process

CWDA-CC06	San Mateo County Consultant / Probation / Case Management	07/01/13	Until filled	1126	Offer Accepted - Contract in process - start date Sept. 2016, 6th recruitment effort - previous candidates lost due to specialization of placement in Probation and staff shortages in the counties.
CWDA-C13	County Consultant / Child Welfare Services / Intake	07/01/13	Until Filled	1126	Offer Pending - Service Manager, re-recruitment efforts due to inability to acquire staff willing to temporarily relocate to Sacramento or work as a remote worker for the project. Reimbursement rates for Long Term Travel rates are insufficient to support temporary assignments for line staff and the additional burden of those dollars being taxable. Alternatives for remote work have increased applicants but barriers to traveling away from home three to four days a week still present other barriers.
CWDA-29	County Consultant / Social Services - Foster Care / Eligibility	07/01/16	Until Filled	30	In Recruitment

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	
<p>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</p>	
Resolution Plan	Status
<p>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.</p>	<ul style="list-style-type: none"> • 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 • Conducted workgroup kickoff meeting on May 2016
<p>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.</p>	<ul style="list-style-type: none"> • Scheduled workgroup meetings • Preparing FCED solution specifications template • Preparing FCED solution evaluation criteria • Preparing FCED solution initial cost estimate

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.	<ul style="list-style-type: none"> • Future activity
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.	<ul style="list-style-type: none"> • Future Activity
5. Decide how to fund changes to the SAWS.	<ul style="list-style-type: none"> • Future Activity
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.	<ul style="list-style-type: none"> • Future Activity

TEAM ACCOMPLISHMENTS

Team Name	Major Accomplishments	Upcoming Milestones
API	<ul style="list-style-type: none"> • Completed on-boarding of the API vendor, Taborda Solutions • Completed access/training for team on collaboration tools (Pivotal, Github, Slack). • Documented structure and format for legacy business rules and data logic extraction • Created environment requests and worked with Dept. of Technology to establish database connectivity • Replicated interface for referral summary screen functions. • Produced a working API sample, but not talking to the CWS/CMS mainframe database (DB2)) • Established limited access to the mainframe database and database artifacts • Created automated build process from Github (public repository) into development environment 	<ul style="list-style-type: none"> • Produce a working API sample that is talking to mainframe database (DB2) • Create process for iteratively adding new data entities for Intake • Establish security infrastructure • Onboard new team members • Establish full access to mainframe DB2 and DB2 artifacts.
Budget, Fiscal and Reporting	<ul style="list-style-type: none"> • Distributed county participation letter to the six core Intake counties. The letter specifies the allocation of funds to support the county activities such as PM, Change Management, Data Conversion , OCM, Data Conversion, Systems Admin training. 	<ul style="list-style-type: none"> • Submit SPR #2.1 Update • Develop Fall BCP

Change Configuration Release	<ul style="list-style-type: none"> • Reviewed and accepted the Business Requirements for Release 8.0 • The CCR team continues to provide support to all CWS/CMS release related activities. 	<ul style="list-style-type: none"> • Review and accept the statement of work for Release 8.0
Communications	<ul style="list-style-type: none"> • Provided communication planning and support for July and August Intake Core County Kickoff sessions • Provided communication planning for August Children's Advocacy Group Convening • Continued to support existing internal and external communication vehicles (Blasts, Social Media posts, Legacy and New System meetings, CWS/CMS webpage) • Provided communication support for CWDS procurement announcements (Intake, ADPQ, Implementation, API) • Planning and support for development of CWDS video series first two installment • Developed first two installments of CWDS video series 	<ul style="list-style-type: none"> • Complete kickoff meetings with intake core counties • Complete communications for intake digital service procurement
Data Management	<ul style="list-style-type: none"> • Assisted CDSS with the preparation of detailed instructions for counties participating in CWS/CMS database cleanup activities • Expanded data modeling efforts in support of the New System modules scheduled for earliest release. • Continued training activities and preparation for roll out of upgraded county ad hoc reporting software. 	<ul style="list-style-type: none"> • Roll out of ad hoc reporting software to 58 counties is planned for the last day of August.
Implementation / Training	<ul style="list-style-type: none"> • Released Addendum 2 and Addendum 3 • Responded to all bidder questions as part of the Addendum 2 release • Updated RFP in preparation for the release of Addendum 4 • Drafted screenshot documents for all intake user stories that are ready 	<ul style="list-style-type: none"> • Release final addendum • Final proposals due from bidders • Conduct bid evaluation • Award Intake Implementation RFP

Intake	<ul style="list-style-type: none"> • Responded to the API request to identify two candidate Intake user stories so that the vendor can begin preparing prototypes in order to validate the API technologies against candidate Intake stories. • Created a second Project Workspace in Pivotal Tracker in preparation for the Intake Developers • Completed Intake Team introduction slides for the core county kickoff meetings. • Acquired services of the CALS team for discussion of the naming and development of persona bios that may be applicable to more than one digital service. 	<ul style="list-style-type: none"> • Awaiting contract award in August for the Intake contractor. • Backlog refinement of user stories in preparation for the Intake developers.
CWS/CMS (Legacy) Design, Development and Testing	<ul style="list-style-type: none"> • Completed all pre-production deployment activities for Release 7.4.1 • Completed all pre-County Test Workshop activity for Release 7.5 • Reviewed and accepted 398 test cases for Release 7.5 • Completed System and Integration Testing for Release 7.5 • Initiated Regression Testing for Release 7.5 • Initiated Sprint 2 for Release 7.5.0 	<ul style="list-style-type: none"> • Deploy into production Release 7.4.1 • Accept draft New User Curriculum, Scenario Manager Application and Training Guide • Conduct Release 7.5 County Test Workshop • Initiate and complete Sprint 3 for Release 7.5.0 • Complete Development Phase for Release 7.5
Certification, Approval, and Licensing Services (CALS) [formerly licensing]	<ul style="list-style-type: none"> • Completed review of Definitions and Terms document for the RFO • Developed Pivotal Tracker process for user story (requirements) refinement process • Completed drafting of primary user Personas (user types) • Completed preparation of RFO worksheet • Completed on-boarding of Scrum Master 	<ul style="list-style-type: none"> • Distribute draft RFO for external partner review • Publish CALS primary user Personas to CWS-NS Persona Library • Define CALS user story epics
PMO	<ul style="list-style-type: none"> • Completed initial alignment of the following plans to agile: <ul style="list-style-type: none"> ○ Risk and Issues Management Plan ○ Schedule Management Plan ○ Project Management Plan ○ Posted first two plans to GitHub (public repository) 	<ul style="list-style-type: none"> • Post Project Management Plan to GitHub (public repository) • Complete alignment of: <ul style="list-style-type: none"> ○ Document Management Plan ○ Change Management Plan
Program Policy	<ul style="list-style-type: none"> • Completed preparations for the August 2nd convening of Child Advocates • Developed a CWS/CMS system change request for the requirements of AB959 (2015), Foster Youth Sexual Orientation & Gender Identity and Expression • Completed training on the legislative process presented by the CDSS Office of Legislation 	<ul style="list-style-type: none"> • Present on the new federal Comprehensive Child Welfare Information System rule set • Develop policy analysis on “system of record” • Finalize All County Letter (ACL) defining sensitive and sealed case requirements

<p>System Administration / Infrastructure</p>	<ul style="list-style-type: none"> • Responded to vendor request for legacy system documentation. • Completed access to legacy test database from Cal Cloud environment • Successfully completed server based computing disaster recovery testing with counties. 	<ul style="list-style-type: none"> • Move the CAD AIX development server from the old frame to the new frame. • Upgrade Customer Information Control System (CICS) on all mainframe production systems. • Upgrade the tools on the mainframe test and productions to prepare for the database upgrade at the end of the year.
<p>Technical Delivery Services</p>	<ul style="list-style-type: none"> • Completed network setup and application configuration of test workstations for the API vendor and the NS team • Completed access configurations to the legacy test database from Cal Cloud environment with CWDS staff • Completed group email mailbox setup for CWDS team process distribution requests • Created Resource Access Control Facility (RACF) ID's for Platform and API team • Provided software necessary for Platform and API team to have host access • Provided network access to CWDS front end web site (CWDS.CA.GOV) • Documented work required for "task requests" from the Platform team, which requires IBM consulting hours (6000 hours) • Demonstrated the use of XTOOLS for the API Tea • Provided VPN accounts for API Team to access CWS mainframe 	<ul style="list-style-type: none"> • Fully implement work order task requests for IBM Consulting • Provide access via ODBC to allow the Platform and API team direct access to DocTools database • Continue to work through database access issues for API and Platform teams • Assist System Administration and Platform teams with replicating existing database structures

Platform / Integration	<ul style="list-style-type: none"> • Completed ADPQ screening and finalized the list of pre-qualified vendors • Started work on Foster Care Eligibility determination (FCED), including workshops with stakeholders • Continued work designing and implementing CWS-NS system infrastructure within the Cal Cloud environment • Completed first draft of the Platform RFO • Contributed to Licensing statement of work for business rules extraction • Contributed to CALS Statement of Work • Started evaluations and research of IT service management and configuration management tool to support DevOps transition 	<ul style="list-style-type: none"> • Release of Platform RFO to vendor pool • Contribute to technology requirements for CALS RFO • Complete conceptual data model for Intake team • Perform Privacy Impact Assessment (PIA) for CWS-NS project
Web Management	<ul style="list-style-type: none"> • Successfully built prototype of content approval application • Received Training for Pivotal Tracker (application where service team work tasks and requirements exist) • Completed demo of county admin application (Alpha) to internal web team 	<ul style="list-style-type: none"> • Complete migration on probation page from Legacy site to DNN • Conduct user design and development sessions with county consultant and customer relations for county admin application • Complete migration of guides page from Legacy site to DNN site • Solidify content approval process with Configuration Management team