

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 8, 2005

## COUNTY FISCAL LETTER (CFL) NO. 05/06 - 15

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS  
ALL COUNTY CWS/CMS SINGLE POINTS OF CONTACT  
ALL COUNTY TECHNICAL CONTACTS

SUBJECT: CHILD WELFARE SERVICES (CWS) ELECTRONIC DATA  
PROCESSING (EDP) COUNTY ANNUAL PLANNING ESTIMATES  
(CAPE)

REFERENCE: CFL No. 04/05-07, Dated August 6, 2004

The purpose of this letter is to introduce the counties to the new CWS EDP CAPE document, which replaces the Annual CWS EDP Estimated Cost Survey. The CAPE will be used as a resource by the CWS/Case Management System (CMS) Project Office to complete the Annual Advance Planning Document Update that is submitted by the State to the Administration for Children and Families (ACF). In order to develop a statewide CWS EDP estimate, we are requesting that twenty-one co-existent counties and the six dedicated counties complete the CAPE. The list of the counties expected to complete the CAPE is attached (See Attachment I). The CWS/CMS Project office will utilize overall historical usage to estimate the needs of the remaining counties.

The CAPE will capture expenditure estimates from participating counties for all expected county level goods and services necessary to support CWS maintenance and operations activities for State Fiscal Year (SFY) 2005/06 and 2006/07. Projects that exceed the \$100,000 threshold and allocate any portion thereof to the Statewide Automated Child Welfare Information System (SACWIS) must be estimated on the CAPE. If no monies are allocated to SACWIS, do not include the project on the CAPE.

The CAPE will be submitted electronically using a web-based system. Some additional documents will need to be completed and transmitted at the same time via e-mail to the CWS/CMS Project Office at [APD.MAC.PROCESS@HHSDC.CA.GOV](mailto:APD.MAC.PROCESS@HHSDC.CA.GOV) no later than September 9, 2005.

- ✓ The counties must submit an ACF Checklist for each individual procurement that is listed in the first fiscal year of the CAPE. The County Director or his/her designee must sign this checklist. If the county has an electronic signature system available, this will be acceptable for the ACF Checklist. If not, the ACF Checklist should be signed and scanned to create a soft copy.
- ✓ The counties must submit soft copies of all County Master Service Agreement Contracts they will be using to acquire goods and services for the first fiscal year under separate cover or provide a URL where the Master Agreement can be viewed online.
- ✓ Do not submit hard copies of either document.

County information technology activities are governed by federal regulations and CDSS Manual of Policies and Procedures Division 28. The regulations require the State to oversee all CWS-related EDP procurements and establish prior approval requirements for expenditure claiming. In connection with these responsibilities, the State requires counties to: (1) annually report two fiscal years of all county projected CWS EDP activities and costs and (2) report major discrepancies between projected county costs and actual expenditures. The State will use the CAPE to capture the projections.

### **Annual CWS EDP Estimated Cost Survey vs CAPE**

County Fiscal Letter No. 04/05 - 07, issued on August 6, 2004, included a CWS/CMS Related Expenditures Estimate Survey. This year's process has been modified to reflect estimates by project. The new process uses the CAPE to gather all CWS EDP Estimated Expenditures for the two fiscal years being queried. The State will utilize the CAPE information to track child welfare EDP activities and to obtain federal ACF funding approval.

The CAPE will be used to provide updated expenditure estimates for SFY 2005/06 and new estimates for SFY 2006/07. A separate CAPE is required for each fiscal year. The State has created a web based input document for counties to build and submit their CAPEs. A desk guide, including input documents for the CAPE, is attached for your information (See Attachment II). Entry validation will be completed automatically in the web-based system. The CAPE input documents (to be available August 10, 2005) can be found with instructions on the CWS/CMS Project Web Site at: <http://www.hwcws.cahwnet.gov/>.

Counties should make every effort to estimate project costs as close to anticipated expenditures as possible. The development of this information should be coordinated among the county's child welfare services program, fiscal, procurement, and information technology staff. The CAPE should be a guide to the counties for building their Advance Planning Documents (APDs).

The acceptance of the CAPE information by the California Department of Social Services (CDSS) does not constitute a federal or state commitment to fund or approve the proposed activities. Funding for all the planned activities is subject to availability of State and federal funds as well as State and federal approval of certain activities within fiscal thresholds detailed in MPP Division 28. Information on the approval process can be found on the CWS/CMS Web Site.

### **Optional APD Process**

The APD process is still required of all counties in accordance with federal regulations and CDSS MPP Division 28. Counties may elect to use this year's CAPE as an annual APD. If the CAPE is being used for this purpose, it will be called a "County Annual CAPE-APD." The County Annual CAPE-APD must list all projects greater than \$10,000; however, projects resulting from written State or federal mandates or instructions need only be listed if they are greater than \$25,000.

Each project listed on the CAPE-APD, whether mandated or not, must include an individual completed APD called an APD Mini-Packet. The APD Mini-Packets that

support the CAPE-APD must be submitted in soft copy form within 90 days of submittal of the CAPE web-based document. Use the current APD procedures to build all APD Mini-Packets. Once the CAPE-APD is complete, the counties will submit Moves, Adds, and Changes (MACs) and Completion Reports throughout the year as they initiate and/or complete each of their projects. The process for using the CAPE-APD in subsequent years will be addressed in a future CFL.

All APDs are subject to a plus or minus ten percent variance factor rule. If the total cost of an APD has a variance of more than plus or minus ten percent from the original estimate, an addendum must be submitted prior to execution of the project for additional approval from the CWS/CMS Project Office. Note that the rule applies to each individual APD (i.e. APD Mini-Packet), not to the entire CAPE-APD.

### **CWS EDP APD and MAC Redesign Project**

The CWS EDP APD and MAC redesign project is underway. While it is not available at the time of this letter, it is expected to follow in the near future and will be published under another CFL number. The CAPE is the initial step in the development of a new CWS/CMS approval and funding process. The County Annual APD and any individual APDs will be completed using a web-based process with the CAPE as the front end of the new electronic input page. The funds for each project will be identified and delineated in the CAPE-APD. The Counties will be required to submit an Annual CAPE-APD or an Annual CAPE with APDs during the year as needed. The MAC process will still be completed as needed during the year for both processes.

The documents discussed in this CFL will be available during the training scheduled for August 10, 2005. The web-based system, the CAPE Desk Guide, and all other supporting documentation are projected to be available on the CWS/CMS Project Office web site no later than August 10, 2005. A final date will be announced at the training.

Questions regarding the CAPE and the APD process may be directed to the CWS/CMS Project Office at (916) 263-1111. Questions regarding claiming or cost allocation may be directed to CDSS Fiscal Systems Bureau at [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov).

Sincerely,

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GLORIA MERK  
Deputy Director  
Administration Division

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BARBARA EATON  
Acting Deputy Director  
Children and Family Services Division

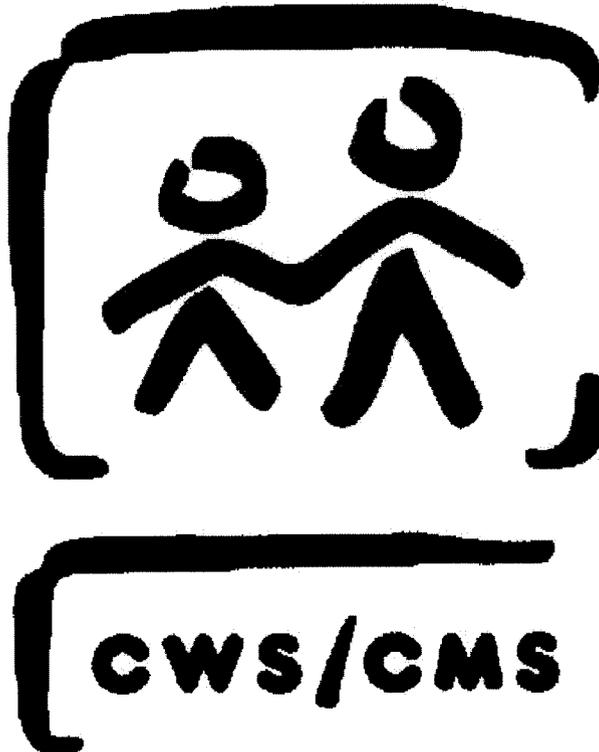
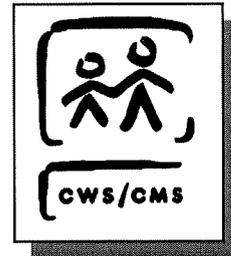
Attachment

Counties to Complete CAPE  
2005/06

|                 |            |
|-----------------|------------|
| Alameda         | Coexistent |
| Contra Costra   | Coexistent |
| Fresno          | Coexistent |
| Kern            | Dedicated  |
| Kings           | Coexistent |
| Los Angeles     | Coexistent |
| Marin           | Coexistent |
| Merced          | Coexistent |
| Napa            | Coexistent |
| Placer          | Dedicated  |
| Orange          | Coexistent |
| Riverside       | Dedicated  |
| Sacramento      | Coexistent |
| San Bernardino  | Coexistent |
| San Diego       | Coexistent |
| San Francisco   | Dedicated  |
| San Joaquin     | Dedicated  |
| San Luis Obispo | Coexistent |
| San Mateo       | Coexistent |
| Santa Barbara   | Coexistent |
| Santa Clara     | Coexistent |
| Santa Cruz      | Coexistent |
| Solano          | Coexistent |
| Sonoma          | Coexistent |
| Stanislaus      | Coexistent |
| Tulare          | Dedicated  |
| Ventura         | Coexistent |

# CWS/CMS Project Office

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## County Annual Planning Estimates (CAPE) Desk Guide

Version 6.0

August 10, 2005

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## Glossary of Terms

**ACF** – Administration for Children and Families

**Acquisition** – The budget line items that make up a project, i.e. workstations, printers and servers would be acquisitions used to support the objective of a project.

**Addendum** – A written document used by the county to justify a change a previously written APD. An addendum is similar to an APDU except the county is only required document the change to the APD not resubmit the entire APD.

**APD** – Advanced Planning Document – APD is used to document all aspects of a planned acquisition the County is requesting to be approved by the State and/or ACF.

**APD-Mini Packet** – If a county were building an annual APD then as a single submission then all of the supporting APDs for that fiscal year would be APD-Mini Packets that support the total estimated expenditures for the year. Essentially it just means the APD is not a stand-alone document.

**APDU** – Advance Planning Document Update

**CAPE** – County Annual Planning Estimates Document – Document is used to collect county planned Projects for the fiscal year being reported to the CWS/CMS Project Office

**CAPE-APD** – County Annual Planning Estimates Advance Planning Document  
The CAPE-APD is a compilation of all planned Projects in the fiscal year being reported. The County uses the CAPE to capture the fiscal data and submit the information to CWS/CMS. An APD for each Project over \$10,000 are attached to the CAPE. The CAPE-APD Packet is used as an Annual APD for the County.

**CCAP-A** – County Cost Allocation Plan Attachment – The CCAP-A is used to identify which programs will benefit by completing a Project. The CCAP-A also shows the percentage of the cost of the Project that is applied to each benefiting program and the SACWIS & Non-SACWIS share of the cost. The CCAP-A is an attachment to the APD for Projects over \$10,000 and to the CAPE for Projects greater than \$ 100,000.

**CDSS** – California Department of Social Services

**CWS/CMS** – Child Welfare Services/Case Management System

**CEC** – County Expense Claims system

**Co-Existent County** – A Co-Existent County does not have dedicated infrastructure for the CWS/CMS Program. The CWS/CMS System is co-exists with other programs used by the county.

**Completion Report** – A report used by the county to validate that an APD have been completed as planned and the vendor has been paid for the equipment or service. The CWS/CMS Project Office as part of their oversight responsibility reviews and approves completion reports prior to counties claiming expended funds through the CEC.

**Contract** – An agreement between the county and a vendor to supply hardware, software or services. This agreement may include installation or implementation services.

**Contracted Staffing** – Staff that are not merit system employees and have a contract to work in for the county, but are not a county employee.

**County Master Service Agreement** – An Agreement entered into between the county and multiple vendors to offer Hardware, Software and Service at set rates. County Master Service Agreement Contracts create a list competitive vendor resources that are

used at a future date when the county is ready to purchase Hardware, Software and Services. The County Master Service Agreement Contract is a form of competitive procurement.

**Non-Competitive Bid** – A procurement that is sole sourced and does not allow multiple vendors the ability to bid for a contract.

**DCFS** – Department of Child and Family Services

**Dedicated County** – A Dedicated County only has the CWS/CMS program running on its application servers. The CWS/CMS Project Office normally completes CWS/CMS EDP purchases and updates for the dedicated county.

**EDP** – Electronic Data Processing

**Fiscal Year** – The State fiscal year is July through June each year. The 2005 State fiscal year would be 07/2005-06/2006. The Federal fiscal year is October through September each year. The 2005 Federal fiscal year would be 10/2005-09/2006. We estimate budgets based on the State fiscal year.

**LAN** – Local Area Network

**MAC** – Move, Add and Change of CWS EDP equipment in the county offices.

**Project** – A project is a single specific procurement and activity that is intended to support a particular objective. If a particular objective is identified and subsequently (within a fiscal year) an additional need and objective is identified, the two procurements can be treated as two separate “projects”.

**SACWIS** – Statewide Automated Child Welfare Information System

**Variance Rule** – The APD variance rule applies to each individual project or APD that a county estimates that meet the threshold to be reviewed by the CWS/CMS Project Office and CDSS. If at the time of execution of a project the counties finds that the project will no meet the plus or minus 10% standard then an addendum must be turned into the CWS/CMS Project office for approval of the change prior to the execution of the project. Project that do not meet the variance standard at the time of the completion report must have an addendum on file or the additional moneys will not be approved for claiming.

## **1 Introduction**

The counties must submit an annual budget estimate each Federal fiscal year for Child Welfare Services/ Case Management System (CWS/CMS) IT related purchases and expenditures. The county estimates are based on the State Fiscal Year. The county annual estimates are used as a resource by the CWS/CMS Project Office to complete the Annual Advance Planning Document Update (APDU) that is submitted by the State to Administration for Children and Families (ACF) each year. Once the annual APDU is approved by ACF the county budgets are created for the fiscal year's Projects. It is important the county portion of the budget be established as accurately as possible so there will be no roadblocks for CWS/CMS to fund county Projects for that particular fiscal year. This document specifically deals with the replacement of the County APD Annual Survey by the County Annual Planning Estimates (CAPE) document.

## **2 Background**

The County Funding Process has been under review for sometime with attempts to streamline the process and alleviate County concerns. The counties have voiced concerns regarding redundancy in county funding process and the confusing or inadequate tools used to complete the process. At the same time, the federal audit of county expenditures has identified areas requiring modification or redesign. Many issues have created these county concerns from inability to use the process to frustration with an ever-moving target. To alleviate these issues the county funding process is being reviewed, and where necessary, rebuilt.

This portion of the process is the first step in building a comprehensive County Funding Process Desk Guide that includes all the needed processes for each fiscal year. This Guide will only deal with the tools available to build the CAPE for Fiscal Years 2005/2006 and 2006/2007.

## **3 CAPE**

Twenty-Seven Counties will be required to complete a CAPE, Section 4, estimating their planned CWS/CMS IT expenditures greater than \$100,000 per project for the current Fiscal Years being estimated, example 2005/2006 and 2006/2007. The twenty-seven counties are made up of twenty-one co-existent counties and the six largest dedicated counties. The other 31 counties normally have limited expenditures, so the CWS/CMS project office will estimate their needs rather than have them complete a CAPE. Once the CAPE is completed the counties will submit any necessary APDs, MACs and Completion Reports throughout the year as they initiate each of the Projects. The APDs should closely relate to the estimate turned in on the CAPE for each Project.

The county may elect to use this year's CAPE as an annual APD. If the CAPE is being used for this purpose it will be called a "County Annual CAPE-APD." The County Annual CAPE-APD must list all projects greater than \$10,000; however, projects resulting from written State or federal mandate or instruction need only be listed if they

are greater than \$25,000. Each project listed, whether mandated or not, must include an individual completed APD called an APD Mini-Packet. The APD Mini-Packets that support the CAPE-APD must be submitted in softcopy form within 90 days of submittal of the CAPE web-based document. Use the current APD procedures to build all APD Mini-Packets. Once the CAPE-APD is complete the counties will submit Moves, Adds, and Changes (MACs) and Completion Reports throughout the year as they initiate and/or complete each of their Projects.

All APDs are subject to a plus or minus 10% variance factor rule. If the total cost of an APD has a variance of more than plus or minus 10% from the original estimate, an addendum must be submitted prior to execution of the project for additional approval from the CWS/CMS Project Office. The Addendum will be sent to the CAPE/APD Coordinator for review and approval. Note that the rule applies to each individual APD (i.e. APD Mini-Packet), not to the entire CAPE-APD.

The CAPE is a web-based program that will be used to capture all projects that make up each fiscal year estimate for the county. To assist the counties in completing the CAPE many reference tools have been built to help identify the information required for the CAPE. The CAPE automatically calculates and transfers data. In previous years the budget information was gathered by hardware, software etc. on a survey or budget worksheet. This year the information will be gathered by Project using a drop down list to identify what will be purchased for each estimated project. Once a Project has been identified then the estimated amount for that project will be allocated by benefiting program for SACWIS and Non-SACWIS. To assist the counties, the following attachments will be used as reference materials for completion of the CAPE. Each of the following sections and their use is explained within this document:

1. Section 4 – CAPE Instructions & CCAP-A Instructions.
2. Section 5 – The CAPE Input Form – Budget by Project Worksheet – Used to capture the county estimates for a fiscal year by project.
3. Section 6 – CAPE -Input Form - CCAP-A Worksheet – CWS/CMS County Cost Allocation Table- Used to allocate the moneys listed for each APD/Project by benefiting program under SACWIS or Non-SACWIS Categories. The List of benefiting program can be found in the County Welfare Department Cost Allocation Plan, attachment C, at the web site address [http://www.dss.cahwnet.gov/pdf/CWD\\_CAP.pdf](http://www.dss.cahwnet.gov/pdf/CWD_CAP.pdf)
4. Section 7 – ACF Optional Checklist; Exemption; Prior Approval; Solicitation; Information Technology Dated May 3, 2005.
5. Section 8 – CAPE SACWIS/Non-SACWIS Cross Definitions Table – Used to identify Hardware, Software and Services that are defined as SACWIS only, Non-SACWIS only or SACWIS and/or Non-SACWIS as defined by the SACWIS/Non-SACWIS Definitions Matrix approved by CDSS and ACF. The Cross Reference Table only includes acquisitions relevant to the county.

## 4 CAPE Instructions

The CAPE has been broken down into two distinct Web-based worksheets, which make up one workbook called the CAPE. Each worksheet supplies the needed data requested by ACF in the CWS/CMS Project Office Annual APDU. The first Worksheet is the Budget by Project, which is used to capture all Projects or contracts that the county expects to pursue in a particular fiscal year. The second worksheet is the CCAP-A, which is used to allocate cost of each Project identified by the county to the program under SACWIS or Non-SACWIS that will be benefited.

### Project Budget Line items Description and Drop Down List Table

This table is used in the Budget by Project worksheet to choose commonly acquired Hardware, Software, Services, Contracted Staffing, and LAN costs for automatic completion of budget line item rows. This table shows the name of the possible acquisition and a definition of the item being acquired.

| <b>Project Budget Line items Descriptions and Drop Down List Table</b> |  |
|--|--|
| <b>Name</b>  | <b>Description</b>   |
| <b>General</b>   | <b>Category</b>  |
| ADD  | May apply to all Hardware/Software line items where a data entry cell has been provided. Equipment that will be purchased new that increases the number of that equipment in the County.   |
| Replace  | May apply to all Hardware/Software line items where a data entry cell has been provided. Equipment that will be purchased to replace existing obsolete or outdated equipment in the county.  |
| Warranty Extension   | May apply to all Hardware/Software line items where a data entry cell has been provided. When the original warranty is expiring and/or an extended warranty is available to the county for purchase. New hardware warranties are part of the total hardware cost at the time of purchase and do not belong in this category. |
| <b>Hardware Software</b>   | <b>Category</b>  |
| <b>Personal Computers</b>  | <b>Subcategory</b>   |
| <b>Desktops</b>  | Personal Computer Workstation.   |
| <b>Laptop</b>  | Portable Computer Workstation.   |
| <b>Printers</b>  | Subcategory of goods to be estimated.  |
| <b>Low Speed Printer</b>   | A device that produces a paper copy of the information you create using a computer workstation.  |
| <b>High Speed Printer</b>  | A device that produces a paper copy of the information you create using a computer workstation.  |
| <b>Color Printer</b>   | A device that produces a paper copy of the information you create using a computer workstation.  |
| <b>Telecom Equipment</b>   | <b>Subcategory</b>   |
| <b>Hubs</b>  | A central connection point. This is standard terminology for a device that connects multiple computers in a network.   |
| <b>Switches</b>  | A switch is a network device that limits traffic to specified ports.   |
| <b>Routers</b>   | A router is a network device that routes local area network (LAN) traffic to another network.  |

| <b>Project Budget Line items Descriptions and Drop Down List Table</b> |   |
|--|---|
| <b>Name</b>  | <b>Description</b>  |
| <b>CWS/CMS Related Servers and Software</b>                            | <b>Subcategory</b>  |
| <b>J2 Server</b>   | The first CWS/CMS application server at a site supports up to 125 users.  |
| <b>J1 Server</b>   | Subsequent CWS/CMS application server(s) at a site, each supports an additional 125 users.  |
| <b>Data Mart Server</b>  | A Server dedicated to store a database, or collection of databases, designed to help managers make strategic decisions about their business.  |
| <b>Other Goods</b>   | <b>Category</b>   |
| <b>Other Hardware/Software</b>   | Any Hardware/Software that does not appear in the Table. Choosing this option will allow you to type the name of the Hardware/Software directly into the row.   |
| <b>SERVICES</b>  | <b>Category</b>   |
| <b>Ad Hoc Reporting Costs</b>  | <b>Subcategory</b>  |
| <b>County Access to Data (CAD)</b>                                     | A component of CWS/CMS, hosted on an AIX (RS600) platform, which houses data extracted from CWS/CMS.  |
| <b>SAS</b>   | A commercial off-the-shelf software package used in defining and running statistical queries for CWS/CMS production data.   |
| <b>Oracle Data Mart Server Software</b>                                | A commercial data management tool purchased to query CWS/CMS production data from a data mart for program oversight.  |
| <b>NETWORKS</b>  | <b>Category</b>   |
| <b>LAN</b>   | <p>Total costs incurred for the County's LAN. The percentage of the LAN operations in the county that are attributed to CWS/CMS program work. The LAN costs should be treated as a project and allocated based on the same rules used in the CCAP-A.</p> <p>The County LAN would be a local area network that is used to allow county staff to share data locally. The LAN is often used to communicate and retrieve data from other external networks. The CAPE is used to attribute the cost of the LAN operations in the county that are attributed to CWS/CMS program work.</p> |
| <b>Other Services</b>  | <b>Category</b>   |
| <b>Other Services</b>  | Any Service that does not appear in the Table. Choosing this option will allow you to type the name of the Hardware/Software directly into the row,   |

**Project Budget Line items Descriptions and Drop Down List Table**

| <b>Name</b>                   | <b>Description</b>   |
|-------------------------------|--|
| <b>STAFFING</b>               | <p><b>Category of Resource estimates.</b><br/>                     All counties require staff to provide system support, which falls into three categories:<br/> <b>System Administration;</b><br/> <b>Application Support;</b> and,<br/> <b>Data Administration.</b></p> <p><b>System Administration</b> includes: site assistance, server support, user administration, and configuration management.<br/> <b>Application Support</b>, which is provided through specially trained users and supervisors, includes: end-user assistance to ensure full utilization of the application, on-going end-user ad hoc training, problem identification and reporting, application issues tracking, and assessing the impact of application and system changes.<br/> <b>Data Administration</b> includes: data integrity monitoring and reporting, data correction, and ad hoc reporting (direct access to the CWS/CMS database).<br/>                     These activities may be performed by county merit staff or the county may elect to contract out for these services. If the county decides to procure a contract for these services and the contract exceeds the federal thresholds, the county must submit the contract to the State for state and federal review and approval prior to execution.</p> |
| <b>CWS/CMS Staffing Costs</b> | <b>Subcategory of goods to be estimated.</b>   |
| <b>Contracted Staff</b>       | <p>Total cost of Contracted Staff associated with the county help desk functions dedicated to support CWS/CMS equipment and applications, which include technical support staff assisting with moves and changes. The estimate should be consistent with the allocation authorized for system support staff in the annual county allocation letter.</p>  |

## 1) CAPE Logon Instructions

The county will navigate to the Child Welfare Services website at <http://www.hwcws.cahwnet.gov/>, to access the CAPE documents. The County will:

- ✓ Click on the County Specific Logon Link to access the data base,
- ✓ Enter the county logon on and password into the designated fields,
- ✓ Choose the CAPE option under the Applications Section on the left side of the screen, and
- ✓ Complete the CAPE input forms as instructed below.

**Note:** The county staff that logs on and completes the CAPE will receive all future correspondence about the CAPE to their e-mail address. An example of the approval notification or request for additional information will be sent to the county staff member that was logged in to the system when the CAPE was submitted.

## 2) CAPE - Budget by Project Worksheet

This worksheet is used to capture all CWS/CMS EDP Project costs the county is estimating to be completed during the fiscal year. These costs will be displayed and separated by individual Projects planned during the year. There could be any number of Projects pursued by the county for a particular fiscal year.

### A. Rule:

Projects greater than \$100,000 should be included in the CAPE. Complete this worksheet for each Project the county estimates for the fiscal year being reported. The Web based CAPE will automatically cue up another Project worksheet once all documents are completed for the first Project. The program will continue to cue up the appropriate forms until the county has completed all estimates and is ready to submit the CAPE. Any Project may include multiple budget line items, i.e. workstations, printers and/or servers. All ongoing contract cost that will be paid for this fiscal year must be included. Example Contract for 3 years, this fiscal year's cost greater than \$100,000 include in CAPE.

### B. Optional County Annual APD Rule:

The county may elect to use this year's CAPE as an annual APD. If the CAPE is being used for this purpose it will be called a "County Annual CAPE-APD." The County Annual CAPE-APD must list all projects greater than \$10,000; however, projects resulting from written State or federal mandate or instruction need only be listed if they are greater that \$25,000. Each project listed, whether mandated or not, must include an individual completed APD called an APD Mini-Packet. The APD Mini-Packets that support the CAPE-APD must be submitted in softcopy form within 90 days of submittal of the CAPE web-based document. Use the current APD procedures to build all APD Mini-Packets. Once the CAPE-APD is complete the counties will submit Moves, Adds,

and Changes (MACs) and Completion Reports throughout the year as they initiate and/or complete each of their Projects.

### **C. First Fiscal Year Budget By Project Worksheet Instructions:**

- a) **County Name** – The county name will automatically be captured.
- b) **Fiscal Year** – Place the first fiscal year being reported in the fiscal year field. Example 2005/2006 (Choose from Drop Down List)
- c) **Project # 1 Name** – Place a unique name and number in this field for each project being estimated for this fiscal year, i.e. Contract 1, Contract 2, Desktops, Printers, etc. Each Project for that fiscal year should have a unique name. Since the project is defined by objective, the objective may be a good naming convention.
- d) **Competitive Procurement** – This field is completed with a “Y” or “N”, If completed with a “Y” an ACF Optional Checklist Section 6 must be completed for all Projects greater than 100,000. If “N” the Non-Competitive Bid Explanation field must be completed.
- e) **Non-Competitive Bid Explanation** – If the Project has a cost greater than \$100,000 and is going to be a non-competitive bid, then an explanation must be completed justifying why the competitive bid process is not used.
- f) **Hardware/Software** – Choose the hardware/software being budgeted from the drop down list in the entry row. When this row is completed and added you may choose additional Hardware/Software from the drop down list till all budget items for this project are listed. If you choose Other Hardware/Software you will be able to type the acquisition name into the field. Note: The CWS/CMS Project Office must be contacted to validate an acquisition not listed but should be added to the CAPE.
- g) **Category** - Choose the Category Add, Replacement, or Warranty Extension for each acquisition chosen.
- h) **Quantity and Unit Price** - Complete the quantity and the unit price.
- i) **Calculating Price** - When calculating the unit price of a line item included all costs associated with the budget line item, i.e. workstations may include separate costs for monitors, keyboards and/or warranties.
- j) **Hardware/Software Totals** - Will be automatically calculated.
- k) **Multi-Year Projects** - If the Project is a multi-year contract place the yearly cost on the appropriate fiscal year.
- l) **Services/Contracted Staffing/LAN** - Choose the Service, Contract Staffing and/or LAN being budgeted from the drop down list in the entry row. When this row is completed and added you may choose additional Service, Contracted Staffing and/or LAN from the drop down list till all budget items for this project are listed. If you choose Other Hardware/Software you will be able to type the acquisition name into the field. Note: The CWS/CMS Project Office must be contacted to validate a service not listed but should be added to the CAPE.
- m) **Service Cost** - Type the service estimated cost for each service line item in the cost field.

- n) **Calculating Cost** - When calculating the estimated cost of a service/contracted staff/LAN, include all cost associated with the Project, i.e. a service may have a yearly fee and a per-user fee and these cost should be added together to calculate the total cost of the budget line item.
- o) **Service Totals** - Will be automatically calculated.
- p) **Multi-Year Projects** - If the Project is a multi-year contract place the yearly cost on the appropriate fiscal year.
- q) **Project Total** – The project total will be automatically calculated.
- r) **ACF Optional Checklist Brief Description Field** – If an Project has a Total Project/APD cost greater than \$100,000, the ACF Option Checklist Section 6, must be completed.
- s) **Non-Competitive Bid Explanation** – If the Project has a cost greater than \$100,000 and is going to be a non-competitive bid, then an explanation must be completed justifying why the competitive bid process is not used.

**Note:** Upon completion of the Budget by Project input screen, click on the **Proceed to CCAP Button**.

### 3) CAPE - CCAP-A Worksheet

This worksheet is used to allocate all CWS/CSM EDP Project estimates to the programs they will benefit. The benefiting program list can be found in the County Welfare Department Cost Allocation Plan, attachment C, at the web site address [http://www.dss.cahwnet.gov/pdf/CWD\\_CAP.pdf](http://www.dss.cahwnet.gov/pdf/CWD_CAP.pdf). The Web-Based CAPE will provide a drop down list of benefiting programs to choose from to complete the CCAP-A.

#### A. Rule:

1. All cost allocation must include all Programs benefiting from the activity/ /service/procurement.
2. For SACWIS (CWS/CMS), first determine if the EDP function/service involves the State's SACWIS (CWS/CMS) by using the SACWIS/Non-SACWIS matrix as a guide. If so, can the proportion allocable to SACWIS be easily identified and justified as a direct charge? If the function/service can be easily allocable to Title IV-E SACWIS, counties should use the SACWIS code 536 for these charges.
3. If only a portion of costs can be directly identified and charged to SACWIS and the balance is Non-SACWIS, the Non-SACWIS costs must be identified to the appropriate benefiting Programs with the correct Program codes.
4. If costs cannot be reasonably identified and charged as above and the benefit of the service/procurement is to Social Workers/Child Welfare Services, counties may use a summary of the most recent 4 quarters of Social Workers' time studies to Programs to allocate the EDP cost. Based on this methodology, it can be reasonably assumed that the percentage of those costs allocated to the Title IV-E case management functions requires the use of the application and therefore can be allocated to the SACWIS code 536. All other allocation percentages to Programs must be charged directly to the appropriate Program code.

The above methodology is to be used for both CAPE estimating, APDs, and claiming.

#### B. CCAP Input Screen Instructions:

- a) Fiscal Year - The Fiscal Year will automatically be populated from the Budget by Project Worksheet.
- b) County APD# or Project Name – The County APD# or Project Name will automatically be populated from the Budget by Project Worksheet.
- c) Programs Code and Program Name –Chose appropriate benefiting program from the drop down list by following the Rule above.

- d) Under the Program Share of Cost SACWIS, place the percentage applied to this benefiting program based on the rule narrative in this section. (LAN Cost are allocated the same as any other costs). Note: Costs identified as non-SACWIS cannot be applied to Code 536.
- e) The SACWIS Cost field will be automatically calculated.
- f) Under the Program Share of Cost Non-SACWIS place the percentage applied to this benefiting program based on the rule narrative in this section.
- g) The Non-SACWIS Cost will be automatically calculated.
- h) The Total Project Cost will be automatically populated from the Budget by Project screen
- i) The Total SACWIS & Non-SACWIS fields will be automatically calculated.
- j) The Total Variance Field will be automatically populated if all funds have not been allocated. (If there is a balance in this field reallocate until 100% of the project costs have been allocated).

#### **4) CAPE - Second Fiscal Year**

The CAPE is used to capture all CWS/CSM EDP acquisitions costs the county expects to occur during the second fiscal year. These costs will be displayed and separated by individual Project planned during the year. There could be any number of Projects pursued by the county for a particular fiscal year. The second fiscal year estimates are obviously not as stable as the first year estimates. For the second year estimates, follow the same instructions as the first year estimates but do not complete the ACF Optional Checklist or the ACF Optional Checklist Narrative. The Budget by Project input screen and CCAP input screen are the only screens completed.

#### **5) CAPE - Submittal And Approval**

Once the county has completed their CAPE it must be submitted to the CWS/CMS Project Office for approval. The CAPE will then be reviewed for approval by the CWS/CMS Project Office Staff. If there is an error on the CAPE the CWS/CMS Project Office Staff will advise the county of changes that are needed and will reopen the web-based document for the county for editing and resubmission. After submission, a counties may decide they have left out an important piece of information or feel a modification is needed to their CAPE. Up to the time the CWS/CMS Project Office has placed the information into the State Annual APDU the CAPE can be reopened for correction by request.

The County and the CWS/CMS Project Office Staff will complete the submission and approval process using the following steps.

##### **A. Submittal and Approval Process**

- ✓ Upon completion of the CAPE the county will click on the submission button to send the CAPE to the CWS/CMS Project Office.

- ✓ Once the CAPE is submitted successfully the County will be able to review their CAPE on line or print the CAPE but the submission button will no longer be active and the document will be read only.
- ✓ Upon receipt of the CAPE by the CWS/CMS Project Office staff will review the CAPE for approval and advise the county of their determination.
- ✓ If the CWS/CMS Project Office Staff approves the CAPE as submitted, they will click on the approval button, an automated e-mail will be sent to the county stating the CAPE was reviewed and approved. The approval notice will be sent to the e-mail address that the CAPE was originally received.
- ✓ If the CAPE is not approved, the CWS/CMS Project Staff will click on the Exception Button, a narrative box will be presented to outline the issue with the CAPE. When the Narrative is saved it will be automatically sent to the county for correction and resubmission. The E-mail will be sent to the original sender of the CAPE.
- ✓ Note: Approval of the CAPE does not constitute State or federal approval of the project itself.

## 5 CAPE Workbook – Budget by Project Sample

**Note:** For full instruction and navigational process review CAPE Power Point Training Presentation found on line at the CAPE web-site

- ICI List
- Site List
- County Notes
- Help Desk Info
- CPS Numbers
- CAD User Group
- County Admins

User Admin:  
 Password  
 New/Delete

- Applications:
- CAPE
  - Equipment Relocation
  - Optimistic Concurrency
  - QLAN
  - SAS

View Updated:  
 Update Contact List  
 CPS Numbers  
 Comments

**County Logon**  
*(Password Required)*

**County Specific Logon**  
*(Password Required)*

### County Annual Planning Estimates (CAPE) - Budget By Project

County CAPE Application | View Rules |

Project Information

05/06 FISCAL YEAR (One Fiscal Year Per Survey Page) Need to Allow for Fiscal Year 1 & 2)

12/1/2005 Planned Project Contract Date

CAPE servers Project Name

Yes Competitive Procurement Y-N, If "No" complete summary explanation area below.

---

Hardware/Software

| Acquisition             | Quantity             | Unit Price           | Acquisition Type |                                    |
|-------------------------|----------------------|----------------------|------------------|------------------------------------|
| Color Printer (SNS)     | <input type="text"/> | <input type="text"/> | Add              | <input type="button" value="Add"/> |
| Other Hardware/Software | <input type="text"/> | <input type="text"/> | Add              | <input type="button" value="Add"/> |

---

Services/Contracted Staffing/LAN

| Acquisition          | Cost                 |                                    |
|----------------------|----------------------|------------------------------------|
| Contracted Staff (S) | 50000                | <input type="button" value="Add"/> |
| Other Services       | <input type="text"/> | <input type="button" value="Add"/> |

---

Total Project Cost - \$10000 |

Hardware/Software Total - \$1000 |

| Acquisitions        | Quantity | Unit Price | Acquisition Type |                                       |
|---------------------|----------|------------|------------------|---------------------------------------|
| SPECIAL SERVER      | 2        | \$5000     | Add              | <input type="button" value="Delete"/> |
| Color Printer (SNS) | 10       | \$25000    | Add              | <input type="button" value="Delete"/> |

## 5 CAPE Workbook – Budget by Project Sample (Cont)

**Note:** For full instruction and navigational process review CAPE Power Point Training Presentation found on line at the CAPE web-site

CAD User Group  
 County Admins

User Admin:  
 Password  
 New/Delete

Applications:  
 CAPE  
 Equipment Relocation  
 Optimistic Concurrency  
 QLAN  
 SAS

View Updated:  
 Update Contact List  
 CPS Numbers  
 Comments

**County Logon**  
*(Password Required)*

**County Specific Logon**  
*(Password Required)*

05/06 FISCAL YEAR (One Fiscal Year Per Survey Page) Need to Allow for Fiscal Year 1 & 2)  
12/1/2005 Planned Project Contract Date  
CAPE servers Project Name  
Yes Competitive Procurement Y-N, If "No" complete summary explanation area below.  

Edit Project

| Acquisition   | Quantity                                  | Unit Price                                | Acquisition Type  |   |
|---|---|---|---|---|
| <span style="border: 1px solid black; padding: 2px;">Color Printer (S/NS)</span>    | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <span style="border: 1px solid black; padding: 2px;">Add</span> | <span style="border: 1px solid black; padding: 2px;">Add</span> |
| <span style="border: 1px solid black; padding: 2px;">Other Hardware/Software</span> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <span style="border: 1px solid black; padding: 2px;">Add</span> | <span style="border: 1px solid black; padding: 2px;">Add</span> |

| Acquisition  | Cost                                      |   |
|--|---|---|
| <span style="border: 1px solid black; padding: 2px;">Contracted Staff (S)</span> | <input style="width: 50px;" type="text"/> | <span style="border: 1px solid black; padding: 2px;">Add</span> |
| <span style="border: 1px solid black; padding: 2px;">Other Services</span>       | <input style="width: 50px;" type="text"/> | <span style="border: 1px solid black; padding: 2px;">Add</span> |

| Total Project Cost - \$10000     |          |            |                  |  |
|----------------------------------|----------|------------|------------------|--|
| Hardware/Software Total - \$1000 |          |            |                  |  |
| Acquisitions                     | Quantity | Unit Price | Acquisition Type |  |
| SPECIAL SERVER                   | 2        | \$5000     | Add              | <span style="border: 1px solid black; padding: 2px;">Delete</span> |
| Color Printer (S/NS)             | 10       | \$25000    | Add              | <span style="border: 1px solid black; padding: 2px;">Delete</span> |

| Services - \$1000    |         |  |  |
|----------------------|---------|--|--|
| Acquisitions         | Cost    |  |  |
| Contracted Staff (S) | \$50000 | <span style="border: 1px solid black; padding: 2px;">Delete</span> |  |

Proceed to CCAP Program

# 6 CAPE Workbook – CCAP Sample

State of California - Child Welfare Services/Case Management System - CWS/CMS County Cost Alloc - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Address http://www.hwcws.cahwnet.gov/countyspecific/cape/Cape\_CAP.asp

California Home ... Wednesday, August 3, 2005

Welcome to **California**

CWS/CMS Home

Child Welfare Services/  
Case Management System

Suspect Child Abuse?  
- Choose A County -  
Call A CPS Hotline.

Search

CWS/CMS My CA

**CWS/CMS County Cost Allocation Plan (CCAP-A)**

Save Submit Print

-- Choose a Program to add to the CCAP below --

| Code          | Programs Name                       | SACWIS |                 | Non-SACWIS |                 | Total |                 |
|---------------|-------------------------------------|--------|-----------------|------------|-----------------|-------|-----------------|
|               |                                     | %      | \$              | %          | \$              | %     | \$              |
| 536           | SACWIS                              | 10%    | \$7,500         | 10%        | \$7,500         |       | \$15,000        |
| 1431          | CWS - EMERGENCY RESPONSE SERVICES   | 5%     | \$3,750         | 0%         | \$0             |       | \$3,750         |
| 1432          | CWS - FAMILY REUNIFICATION SERVICES | 0%     | \$0             | 15%        | \$11,250        |       | \$11,250        |
| 1433          | CWS - FAMILY REUNIFICATION PROGRAM  | 7%     | \$5,250         | 0%         | \$0             |       | \$5,250         |
| 1434          | CWS - PERMANENT PLACEMENT           | 0%     | \$0             | 3%         | \$2,250         |       | \$2,250         |
| 1441          | CWS - EMERGENCY RESPONSE PROGRAM    | 25%    | \$18,750        | 25%        | \$18,750        |       | \$37,500        |
| <b>Totals</b> |                                     |        | <b>\$35,250</b> |            | <b>\$39,750</b> |       | <b>\$75,000</b> |

**Total Project Cost** \$75,000  
**SACWIS Total** \$35,250  
**Non-SACWIS Total** \$39,750  
**Combined SACWIS/Non-SACWIS** \$75,000  
**Total Cost Variance** \$0

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Start | Inboxes - Microsoft Outlook | Cape CCAP - Message (H...) | State of California - Ch... | 8:11 AM

## 7 ACF Checklist

### Acquisition Checklist

The Department of Agriculture, Food and Nutrition Service (FNS) and the Department of Health and Human Services (HHS) have developed the following checklist for States to use, at State option, to provide assurances that an acquisition of automated data processing equipment and/or services complies with all Federal regulations and policies. The Federal Department(s), in accordance with the regulations at 45 CFR 95.611, may grant an exemption from prior approval for an acquisition document based on a State's favorable responses to this checklist.

This checklist may be used for Requests for Proposal, Requests for Quote, Invitations to Bid, or similar acquisition documents; however it may not be submitted for contracts or Advance Planning Documents that require Federal prior approval.

A brief paragraph describing the acquisition activity should be included in the checklist. The submission should identify (1) the county agency(s) and stakeholders involved, (2) basic system characteristics, project scope, life span, benefits and all pertinent details, (3) the type of contract or agreement that is expected to result from the acquisition. For each "No" response to the checklist, a full narrative explanation must be provided either directly following the checklist items or on a separate sheet of paper.

**ACF Optional Checklist Identification Table**

|   |  |
|---|--|
| Project Name:   |  |
| Acquisition name:   |  |
| Acquisition and/or reference number:  |  |
| Date the acquisition document will be released to vendors:                        |  |
| Number of Days vendors will have to respond to the proposal or invitation to bid: |  |
| Estimated Cost of acquisition (including all option years):                       |  |
| Brief Description:  |  |

| Description   | Checkbox  |
|---|---|
| 1. Will the acquisition be conducted in a manner that provides, to the maximum extent practicable, open and free competition? (Note 1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 2. Does the acquisition, if funded in whole or part by FNS and/or HHS meet the standards and functional requirements set forth in the Federal program regulations?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 3. Does the acquisition comply with all applicable Federal , State and Territorial acquisition standards, laws, policies and procedures?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 4. Does the acquisition document contain a clause that provides the United States Departments of Agriculture and Health and Human Services and/or their representatives access to State or Territorial agency documents papers, or other records pertinent to the procurement in order to make audits, examinations, excerpts and transcripts?        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 5. Does the acquisition comply with Federal rules relative to State or Territorial ownership rights to all software products, documentation and intellectual property created under this acquisition?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 6. Does the acquisition document contain a clause that grants the Federal Government a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal Government purposes, software, modifications, and documentation developed and/or obtained through this acquisition?     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 7. Does the Statement of Work in the acquisition document convey expectations to be met by the successful contractor including items such as required tasks, deliverables and their schedule of delivery, technical requirements, security, privacy and confidentiality requirements, roles and responsibilities, and project reporting requirements? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 8. Does the acquisition document include clauses covering mandatory contract terms and conditions, order of precedence, compliance with laws, liability, period of performance, Force Majeure, availability of funds, notices, disputes, failure of performance, damages and termination?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 9. Does the acquisition document include information about the evaluation and selection process such as technical and cost scoring and weighting, and proposal ranking and selection?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 10. Has the evaluation and selection process been finalized relative to technical and cost scoring prior to the release of the acquisition document?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 11. Does the acquisition document delineate responsibilities relative to key staff, the change order process, and documentation requirements?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

**Note 1: The acquisition document must be submitted to the appropriate Federal Agency or Agencies if the acquisition is a sole source solicitation and the cost exceeds the thresholds established in the Federal regulations.**

The County Director or their Designee must sign this ACF Option Acquisition Checklist after completion.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 8 CAPE SACWIS/Non-SACWIS Cross Reference Chart

The CAPE SACWIS/NON-SACWIS Cross Reference Chart is used to identify where the budget item identified in the CAPE Budget worksheet is located under the SACWIS/Non-SACWIS Definition Matrix category. The purpose behind the cross-reference chart is to map the SACWIS/Non-SACWIS Definitions Matrix line items to the CAPE Budget worksheet line items. The line items that do not map to a line item on the CAPE are placed on the Other Goods and Services worksheet. The chart only represents what the counties may purchase. SACWIS / Non-SACWIS Matrix line items that will not be used by the counties will not be displayed in the cross-reference chart.

| SACWIS & SACWIS/Non-SACWIS Color Code Chart   |  |
|---|--|
| <b>Blue Line Item (S)</b>   | <b>All items listed as SACWIS in the SACWIS/Non-SACWIS Definitions Matrix are color-coded blue for easy recognition.</b>                   |
| <b>Purple Line Items (NS)</b>   | <b>All items listed as Non-SACWIS in the SACWIS/Non-SACWIS Definitions Matrix are color-coded blue for easy recognition.</b>               |
| <b>Green Line Items (S and/or NS)</b>   | <b>All items listed as SACWIS and/or Non-SACWIS in the SACWIS/Non-SACWIS Definitions Matrix are color-coded blue for easy recognition.</b> |
| <b>Note:</b> This chart is just used to ascertain whether ACF and CDSS have agreed that an acquisition item maybe purchased under the SACWIS program. Only items that may be acquired by the county have been included. The CCAP-A allocation form will be used to allocate APD moneys to benefiting programs by SACWIS and Non-SACWIS based Department of Child and Family Services (DCFS) Time Studies. |  |

| <b>Acquisition Title</b>                                    | <b>Acquisition Description</b>  |
|---|---|
| <b>Asset Inventory Services (S)</b>                         | <b>The accounting of and disposal of IT property, hardware and software (for SACWIS equipment). Co-existent county desktops and county printers.</b>  |
| <b>Business Objects (S)</b>                                 | <b>A commercial-off-the-shelf software package used for defining and running ad-hoc queries from CWS/CMS data (within the CAD architecture)</b>       |
| <b>Data Recovery Services (including Data Security) (S)</b> | <b>Making adjustments to data in the database necessitated by conversion, or end-user errors or other sources of corruption to the data. Includes</b> |

|   |   |
|---|---|
|   | related reports.  |
| Input Devices (e.g. workstations, PCs, Laptops) (S) | User interface device used for primary input/interaction with the CWS/CMS application.  |
| Local county help desks (S)                         | Co-existent Counties are required to have Local Help Desks.   |
| MAC-Adds (S)  | Adding equipment to a location  |
| SAS (S)   | A commercial-off-the-shelf software package used for defining and running ad-hoc queries from CWS/CMS data (within the CAD architecture)  |
| Technical Architecture Management (Middle Tier) (S) | The management and maintenance of the system beyond the Boulder facility.<br>(Application Server)   |
| Application Server (S)                              | CWS/CMS application servers, connected to County LAN. Maintain and operate servers.   |
| Co-Existent County LAN (S)                          | A group of computers and peripheral devices connected by a communications channel capable of sharing files and other resources between several users. Some costs allocated to SACWIS and some to Non-SACWIS.                          |
| Co-Existent MAN (S)                                 | A public, high-speed network that usually connects geographically related public LAN's. Some cost allowed to SACWIS and Non-SACWIS.   |
| Asset Inventory (NS)                                | The accounting of and disposal of IT property, hardware and software.   |
| Co-Existent County LAN (NS)                         | A group of computers and peripheral devices connected by a communications channel capable of sharing files and other resources between several users.   |
| Co-Existent MAN (NS)                                | A public, high-speed network that usually connects geographically related public LAN's.   |
| Moves and Changes Services (NS)                     | Moving equipment to a new location, or relocating equipment within a site, closing a site or service to disconnect equipment from a site.   |
| Training Servers (NS)                               | County LAN servers used in the staff training of CWS/CMS.   |
| Program Researchers (Any User of the System) (NS)   | Equipment utilized is appropriately charged to system application accessed.<br>Develop, management, distribution of ad-hoc reports necessitated by Management, Legislature, County Board of Supervisors and Federal Outcome Measures. |

|   |  |
|---|--|
| <b>Providers (Any CWS/CMS User) (NS)</b>                                    | <b>Equipment utilized is appropriately charged to system application accessed.</b><br>Access to CWS/CMS by individuals providing services to CWS children and families, researchers getting data to create reports, etc. |
| <b>Adoption Light (NS)</b>  | <b>LA-developed application running off their CAD extract. Interim system until replacement by statewide system.</b>   |
| <b>County Extracts (NS)</b>   | <b>Weekly batch extracts to counties of their data – L.A. has a nightly batch update out of production</b>   |
| <b>County Licensing Systems (NS)</b>  | <b>Manual or automated systems not connected to CWS/CMS.</b>   |
| <b>County Specific Data Warehouses (NS)</b>                                 | <b>Various Data Warehouses which counties have purchased or utilized to manage CWS/CMS extract data out of production</b>  |
| <b>County Specific Tools &amp; Geographic Information System (GIS) (NS)</b> | <b>Tool that counties have purchased or utilized to enhance management of Child Welfare Services. “Stand Alone Systems”</b>  |
| <b>Probation Light (NS)</b>   | <b>LA-developed application running off their CAD extract. Long-term interim system until replacement by statewide system.</b>   |
| <b>Safe Measures (NS)</b>   | <b>A data management tool purchased and utilized by some entities to query CWS/CMS for program oversight.</b>  |
| <b>SDM (NS)</b>   | <b>A Risk Assessment tool piloted in a limited way in some counties.</b>   |
| <b>E-Mail Servers (NS)</b>  | <b>Servers used in support of Exchange/Outlook E-Mail</b>  |
| <b>Assistive Devices (NS)</b>   | <b>Devices to assist PC use by persons with physical limitations (ADA)</b>   |
| <b>Digital Cameras (Currently Non-SACWIS only) (NS)</b>                     | <b>A camera that utilizes digital computer technology-capable of representing information in a discrete form. Used to transfer photographic information into a computer file.</b>  |
| <b>Printers (S and/or NS)</b>   | <b>A device for putting computer output on paper.</b>  |
| <b>Scanners (Currently Non-SACWIS only) (NS)</b>                            | <b>A device that enables a computer to electronically read a printed/handwritten page.</b>   |
| <b>Voice Recognition (Software &amp; Hardware) (S and/or NS)</b>            | <b>Software or hardware on a computer that is capable of executing from verbal commands.</b>   |