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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 11, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The high-level project plan for the Department for Children and Families PPS Comprehensive Child Welfare Information Systems (CCWIS) Design, Development, and Implementation (DDI) project is enclosed. Mike Wilkerson is the primary contact for the project and can be reached at (785) 291-3209. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

K.S.A. 75-7209 states all specifications for any competitive acquisition related to an approved information technology project shall be reviewed by the chief information technology officer for the branch of state government of which the agency or agencies are a part. The requirement that agencies obtain CITO approval of proposed IT projects has been adjusted to be in agreement with JCIT suggestions. As a result, all specifications for any competitive acquisition related to an approved IT project shall now be approved by the CITO before release.

If a variance of 10% or more in time or cost to the approved high-level project plan would occur with vendor selection, a revised high-level project plan must be submitted for CITO approval and the CITO's approval shall be received, prior to contract award. The CITO will notify JCIT of such events as per their request.

Once the final contracts are awarded, the high-level project plan will need to be updated with detailed information and receive final CITO approval. As required by statute and reinforced by the JCIT, the detailed project plan must receive CITO approval prior to project execution. This detailed project plan should include information found at the following link: <https://ebit.ks.gov/kito/epmo/proposed-information-technology-project-plans>.

As of July 1, 2013, new CITO-reportable projects are assessed a fee to support KITO operations. The fee will be assessed against the total project cost identified in the agency's detailed project plan. The fee will be billed quarterly until the project's Post Implementation Evaluation Report (PIER) is received. Fees will be based on the following rate structure:

- Projects valued between \$250,000 and \$10,000,000 - .0035 of the Project cost
- Projects valued greater than \$10,000,001 - .0005 of the Project cost
- Infrastructure projects - .00035 of the Project cost

Todd Herman
1/11/2023
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If there is any further assistance I may provide, please contact me.

Respectfully,

DocuSigned by:

Laura Howard

A493AE797CBE47B...
Laura Howard, Secretary
Department for Children and Families

DocuSigned by:

Jeff Maxon

670B8750658F441...
Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Richard Beattie, OPC
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Tom Pagano, HS-EBIT
Mike Wilkerson, HS-EBIT
Stacy Sanders, HS-EBIT
Megan Burton, KSHS
Ethan Anderson, KSHS
Cole Robison, OITS
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Sara Spinks, KITO

Office of the Secretary
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Laura Howard, Secretary



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Laura Kelly, Governor

October 11, 2022

DeAngela Burns-Wallace Ed.D.
Executive Branch CITO
2800 SW Topeka Blvd
Topeka, KS 66611

Dear Ms. Burns-Wallace,

The State of Kansas, Department for Children and Families (DCF), Prevention and Protection Services (PPS) program, is seeking to initiate a design, development and implementation (DDI) project to lead the agency to the acquisition of a Comprehensive Child Welfare Information System (CCWIS) to replace sun-setting legacy systems.

During the CCWIS Planning Project. PPS conducted a Feasibility Study and developed a High Level Plan for the DDI Project. In addition, PPS submitted a Implementation Advance Planning Document (IAPD) to the federal Agency for Children and Families (ACF) to request Federal Financial Participation (FFP) for the DDI project. DCF PPS received approval of the IAPD request on May 11, 2022. Further, DCF PPS has prepared three Requests for Proposal (RFP) for Implementation Services, Quality Assurance Services, and Independent Verification and Validation for their review and approval. These RFPs went through concurrence and were submitted to ACF for review and approval. DCF PPS received ACF approval of the IRFPs request on September 15, 2022.

Attached to this letter are the three RFPs (Implementation RFP, Quality Assurance RFP, and Independent Verification and Validation RFP) State Feasibility Study Report and High Level Plan for this DDI Project. Along with the State Feasibility Study Report and RFPs, the following High Level Plan documents have been attached for your review and approval.

- Agency Checklist for High-Level IT Project Plan
- Letter Requesting Project Approval
- DA 518, IT Project Request Explanation
- DA 519, IT Project Cost Benefit Statement
- Work Breakdown Structure mpp file
- Compliance Statements
- State Archivist Approval Letter
- State ADA Approval Letter
- Risk Identification Summary
- High Level Risk Assessment Model Summary

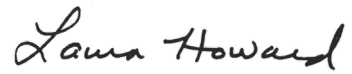
If you need additional information, please contact Michael Wilkerson at w: 785-291-3209 c: 785-231-3953 or by email at michael.wilkerson@ks.gov.

DeAngela Burns-Wallace

October 11, 2022

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Sincerely,

A handwritten signature in black ink that reads "Laura Howard". The script is cursive and fluid, with the first name "Laura" and last name "Howard" clearly distinguishable.

Laura Howard, Secretary

Kansas Department for Children and Families

PPS CCWIS Project: High Level Plan

State of Kansas – Department for Children and Families

v4.0

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Revision History

Revision numbering format:

v[Client Review].[PCG Review]

Version Number	Release Date	Notes
v1.0	02/10/2022	First DRAFT submission to DCF.
v2.0	03/01/2022	DCF APPROVED version that will be submitted to KITO / CITO for review.
v3.0	09/14/2022	At the request of the State Archivist, the following updates were made to this version of the document: - Added task 1.2.1.6 to the WBS in Section 4 - Added task 3.2.6 to Figure 8-2 - Updated the responses to questions 3 & 4 in Section 7.6
v4.0	12/06/2022	Updated the following: - Aligned project phase dates across the DA518, DA519, and WBS - Updated the DA518 and 519 using the most recent version of the forms released on 7/1/2022. Adjusted calculations to be in alignment with instructions. - RAM was resubmitted with this version of the High Level Plan to include the name of the Project Manager.

1 EXECUTIVE SUMMARY

1.1 Project Overview

In response to requirements set forth by the **Administration of Children and Families (ACF)** in the **Comprehensive Child Welfare Information System (CCWIS)** Final Rule, the Kansas **Department for Children and Family (DCF)**, **Prevention and Protection Services (PPS)** has begun the conversation around transitioning their existing child welfare systems to a CCWIS-compliant solution. The first step in achieving this goal was to conduct a comprehensive feasibility study to provide the State with a recommendation and roadmap that describes the most feasible path forward.

The feasibility study was performed by **Public Consulting Group LLC (PCG)** in close partnership with DCF stakeholders (such as executives, deputy directors, field workers, IT, etc.), private agencies, community providers, and other agency partners to identify deficiencies in existing systems and processes and explore areas for policy and procedural change. Upon completion of the feasibility study, we identified the recommended alternative that best fits the Department's needs. The State has determined the best functional solution based on the technical viability and business value.

The feasibility study serves as the foundation for DCF as the agency takes the next steps toward procuring a modularized, platform-based solution that will allow the Department to become CCWIS compliant. The recommended alternative will allow the agency to take advantage of modern technology capabilities to implement a solution specifically designed to enhance the efficiency and effectiveness of the Department's child welfare program practices.

1.2 Business Objectives and Goals

The scope for CCWIS **Design, Development, and Implementation (DDI)** Project has been defined through a comprehensive requirements collection process, and thorough analysis of the DCF's current software applications based on employee and user feedback. From this information, the project team developed the high-level project requirements documentation, including the requirements traceability matrix for what the CCWIS solution must accomplish. The CCWIS DDI Project is intended to address the following business objectives:

- Promptly receive, document, and assign reports of alleged abuse and neglect, meeting both agency-established and statutorily imposed target turnaround times for report screening.
- Make it simple and straightforward for reporters to initiate a report from wherever they are.
- Ensure the confidentiality of reporters.
- Prevent any victim from suffering additional or continued harm due to incorrect decisions made at the point of intake. With a high degree of confidence, screen in all reports that meet criteria for investigative response.
- Prioritize and escalate reports based on a research-validated, evidence-based safety/risk assessment.
- Use data effectively to increase the likelihood of making sound decisions throughout the intake process and beyond, including decisions that are not biased by factors such as race, ethnicity, and gender identification.
- Capture and transmit to practitioners, in real time, all data necessary to launch a timely, well-informed investigation. Ensure efficiency and future flexibility by routing (automatically) reports based on configurable rules that consider such factors as staff caseloads, acuity, allegation specifics, location, prior case history and work schedules (especially for rapid-response intakes).
- Coordinate promptly with law enforcement and other professionals if there is a reasonable suspicion that an alleged child victim is in imminent danger.

- Protect the safety of staff by gathering and transmitting information that will assist practitioners when they visit the scene. For example, enable hotline/intake workers to document the presence of weapons or dangerous dogs as part of the report.
- Enable supervisory managers to approve or reject screening decisions, track operations, and identify opportunities for practice improvement through a flexible reporting strategy.

1.3 DDI Project Management

The CCWIS DDI Project will be governed by the DDI **Project Management Plan (PMP)** at the close of the Planning phase, beginning with procurement and extending through close-out of the project. Consistent with the Kansas **Human Services - Enterprise Branch Information Technology (HS-EBIT)** Project Management Methodology, the PMP will include the following content:

1. Define the problem, the objectives, and the success factors.
2. Define the approach used to solve the problem.
3. Define and sequence the tasks to be performed.
4. Identify all deliverables associated with the project.
5. Define the dependency relations between tasks.
6. Define the organization used to execute the project.
7. Estimate the resources required to perform each task.
8. Schedule all tasks to be performed.
9. Define a budget for performing the tasks.
10. Identify the known risks and suggested approaches to prevent or mitigate.
11. Define the process used for ensuring quality.
12. Define the process used for configuration management and project requirements.

The PMP will provide a description of how the **Project Management Office (PMO)** processes will be organized and staffed and will describe the project stakeholders and their roles and responsibilities. The PMP will further detail the methodology for project management that will be employed to successfully achieve a CCWIS solution for DCF.

2 IT PROJECT REQUEST FORMS

2.1 State Entity Checklist for High-Level IT Project Plan

Below in **Table 2-1**, is the *State Entity Checklist for High-Level IT Project Plan*.

Table 2-1: State Entity Checklist for High-Level IT Project Plan

State Entity: Department for Children and Families	
Project Name: Comprehensive Child Welfare Information System (CCWIS) Design, Development, and Implementation (DDI)	
Greater than \$250,000 / less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
IT Project Plan Documents	Included (Y/N)
For forms and/or more detailed information on completion of plan: see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure	
Task Name (tasks should be descriptive)	Y
Start	Y
Finish	Y
Milestone	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Statement of products and standards compliance	Y
If different, attach CITA waiver	Not applicable
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
If different, attach CITO waiver	Not applicable
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Statement indicating intent to use Voluntary Product Accessibility Template® (VPAT®) to assess compliance with ITEC 1210 as part of the procurement/development and testing process, or attach exception from State ADA Coordinator. For more information see: https://www.itic.org/policy/accessibility/vpat .	Y
Attach approval letter from State Director of IT Accessibility	Y

State Entity: Department for Children and Families	
Project Name: Comprehensive Child Welfare Information System (CCWIS) Design, Development, and Implementation (DDI)	
Greater than \$250,000 / less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
IT Project Plan Documents	Included (Y/N)
Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) For more information see -- https://www.kshs.org/p/records-management-and-the-law/11348	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Not applicable
7. Access control requirements	Not applicable
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - High Level Plans	Y
Fiscal Note, if appropriate	Not applicable
Electronic copy submitted four weeks prior to contract award and/or project execution	

2.2 IT Project Request Explanation (Form: DA 518)

Below in **Table 2-2**, is the *IT Project Request Explanation (DA 518)*.

Table 2-2: IT Project Request Explanation (Form DA 518)

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518			
1. Project Title:		2. Project Priority	3. Estimated Dates
Comprehensive Child Welfare Information Systems (CCWIS) Design Development and Implementation (DDI)		1	Planning Start: 10/3/2022
Agency:			Execution Start: 1/2/2024
Department for Children and Families			Close-Out End: 6/30/2027
4. Project Description and Justification:		Date Submitted:	11/08/2022
The technology supporting DCF activities includes multiple major and minor systems, with multiple discrete data stores, all of which contribute to an environment that offers considerable challenges in performing the work of DCF, and in managing the technical systems, data, and processes themselves. The high-level project objectives include creating a single system with a modern, modular architecture to provide case management capability, improved data quality, improved user interface and single sign-on security. DCF intends to implement a COTS solution to support core child welfare functionality with a moderate amount of configuration / customization that is necessary to meet the specific needs of DCF. Integrated COTS solution designs and architecture are based on the CCWIS requirements for modularity, interoperability, a separate Business Rules Engine (BRE), and case worker experience. The proposed project is planned for hybrid-agile configuration of functional modules, with a “big bang” rollout.			
Is this an Infrastructure Project? (Y/N)			N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)			Y
Will national and/or industry data standards be used? (Y/N)			Y
If yes, please specify.	The project will use national standards for child welfare data.		
List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.			
N/A			

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

5. Estimated Project Cost

Category	Cost	KITO Rate Structure			Project Quarterly KITO Fee
Internal Cost (Salaries)	\$2,130,939				\$51,693
Contractual Services	\$65,022,017				
Commodities	\$0				
Capital Outlay	\$36,233,389				
Sub-Total Project Costs	\$103,386,345				
Total KITO Rate Fee	\$723,702				
Total Project Costs	\$104,110,047				
		Project Value Range		Quarterly Rate	
		\$250,000	\$10,000,000	0.00350	
		\$10,000,001	Greater	0.00050	
		Infrastructure Projects		0.00035	

6. Project Subprojects (include name, start and end dates, and cost of each Subproject):

Subproject Name	Start Date	End Date	Internal Cost	External Cost	Total Cost
Planning	10/3/2022	12/29/2023	\$133,651	\$9,392,170	\$9,525,821
Execution	1/2/2024	3/31/2027	\$1,901,943	\$89,361,725	\$91,263,668
Close-Out	4/1/2027	6/30/2027	\$95,345	\$3,225,213	\$3,320,558
Grand Internal, External, and Total Costs			\$2,130,939	\$101,979,108	\$104,110,047

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2. FFP	3.	4.	5.	6.	7.	Total
Previous SFY(s)	\$0	\$0						\$0
SFY 2023	\$2,857,746	\$2,857,746						\$5,715,492
SFY 2024	\$6,242,722	\$6,242,722						\$12,485,444
SFY 2025	\$12,400,684	\$12,400,684						\$24,801,368
SFY 2026	\$16,586,978	\$16,586,978						\$33,173,955
SFY 2027	\$13,966,894	\$13,966,894						\$27,933,788
Total Project Costs	\$52,055,024	\$52,055,024						\$104,110,047

Description of funds listed above

Federal Funds Participation (FFP) is available at the rate of 50% for this project if approved. State General Fund is assumed funding source for the State's 50% share.

2.3 IT Cost Benefit Statement (Form: DA 519)

Below in **Table 2-3**, is the *IT Cost Benefit Statement (DA 519)*.

Table 2-3: IT Cost Benefit Statement (Form: DA 519)

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519											
1. Project Title			2. Estimated Dates			Projected Months from Execution to Close-Out					
Comprehensive Child Welfare Information Systems (CCWIS) Design Development and Implementation (DDI)			Planning Start:		10/3/2022		42				
			Execution Start:		1/2/2024						
			Close-Out End:		6/30/2027						
3. Agency			4. Project Director/Project Manager								
Department for Children and Families			Stacy Sanders								
5. Qualitative and Quantitative Savings Explanation											
The proposed solution would yield cost savings in the following quantitative benefits: Mobility, Streamlined System Use, Reporting, Alerts and Notifications, Document Management, and Workforce Turnover. For several quantitative benefits, the measurable benefit is the time efficiency gained through integration of improved functionality. While PCG recognizes that DCF honors the work and value of their employees and therefore will not see a decrease in the number of full-time equivalents (FTEs) staffed based on time efficiencies, PCG presents the following justifications for the inclusion of the quantitative benefit: With improved business processes in place, DCF can develop roles and functions that currently do not exist within the Department. Rather than hiring externally to fill these roles, DCF can repurpose staff to perform a different job role, eliminating the need for additional FTE salary expenses. As the workforce ages and the natural turnover seen in child welfare is realized, remaining staff will have the time available to absorb roles, rather than rehiring to fill a position, eliminating the need for an additional FTE salary. Time efficiency could provide workers with the opportunity to spend more time with families and to carry caseloads that more closely align with national standards. Case documentation could be generated in a more timely and accurate manner, DCF could receive better support in meeting Federal and State reporting requirements, and opportunities could arise for additional funding. Also, staff should see an increase in effectiveness because of an enhanced ability to complete work while in the field. While these functions are likely to provide monetary value to DCF, they are difficult to quantify. There would be additional potential savings from the following qualitative benefits, but financial accounting cannot be placed to these benefits at this time: Improved Child and Family Outcomes, Improved Service Delivery, Compliance with Legislative and Program Changes, Improved Data Quality, Improved Access to Information, and User Satisfaction (Agency-wide).											
6. Qualitative and Quantitative Savings Estimate											
Description of Savings			Previous SFY	SFY 2023	SFY2024	SFY 2025	SFY 2026	SFY 2027	SFY2028	SFY 2029	SFY 2030
Cost Avoidance (Soft Dollars)											
Mobility: A mobile solution will provide workers with access to information contained in the system while they are away from the office serving children and their families increasing efficiency and providing higher level services to the constituency.			\$0	\$0	\$0	\$0	\$0	\$5,622,817	\$5,622,817	\$5,622,817	\$5,622,817
Streamlined System Use: The development of one (1) comprehensive system of use for all functional areas that supports the needs of required business functions within DCF would allow for information to be more easily accessible and decrease the amount of time spent completing duplicative work across system platforms.			\$0	\$0	\$0	\$0	\$0	\$11,191,020	\$11,191,020	\$11,191,020	\$11,191,020
Reporting and Document Management: Reporting. Improved reporting and analytics would enhance DCF’s ability to monitor key performance indicators and improve outcomes for children and families while keeping the public informed of DCF activities and performance. (\$5,595,510) Document Management. The solution will allow workers to upload and store documentation and will not only provide long term cost savings but will also allow for a central repository for case records that is accessible across the state, regardless of location. It will also serve as a tool for capturing electronic signatures in accordance with State policy. (\$4,616,296)			\$0	\$0	\$0	\$0	\$0	\$10,211,806	\$10,211,806	\$10,211,806	\$10,211,806
Alerts and Notifications: The CCWIS solution will have the ability to generate alerts to users when specified actions are taken or need to be taken decreasing wait times and increasing satisfaction.			\$0	\$0	\$0	\$0	\$0	\$4,196,632	\$4,196,632	\$4,196,632	\$4,196,632
Workforce Turnover: By providing staff with a system that decreases the amount of time spent on data entry processes and allows them to access quality information, they have more time to engage and interact with families which will increase morale decreasing turnover.			\$0	\$0	\$0	\$0	\$0	\$1,119,134	\$1,119,134	\$1,119,134	\$1,119,134
Subtotal			\$127,686,980	\$0	\$0	\$0	\$0	\$32,341,409	\$32,341,409	\$32,341,409	\$32,341,409

- * **Project Costs** = Total Cost of Project over all Fiscal Years from all Funding Sources
- * **Net Cost Benefit** = Total Qualitative & Quantitative Savings minus Total Project Costs
- * **Cost Benefit per Month** = Total Qualitative & Quantitative Savings divided by Length of Project in months
- * **Calendar Months to Break Even** = Total Project Costs divided by Cost Benefit per Month

3 WORK BREAKDOWN STRUCTURE

The **Work Breakdown Structure (WBS)** for the CCWIS DDI project is shown below in **Table 3-1**.

Table 3-1: Work Breakdown Structure

WBS	Task Name	Start	Finish	Milestone
1	Planning Phase	Mon 10/3/22	Fri 12/29/23	No
1.1	High Level Plan	Mon 10/3/22	Mon 1/2/23	No
1.1.1	Preparation	Mon 10/3/22	Thu 10/27/22	No
1.1.2	DCF Concurrence	Fri 10/28/22	Mon 11/7/22	No
1.1.3	CITO Review and Approval	Tue 11/8/22	Mon 1/2/23	No
1.2	IRFP, IV&V RFP, and QA RFP	Mon 10/3/22	Mon 1/16/23	No
1.2.1	DCF Concurrence	Mon 10/3/22	Mon 11/7/22	No
1.2.2	CITO Review and Approval	Tue 11/8/22	Mon 12/5/22	No
1.2.3	DofA Review and Posting	Tue 12/6/22	Mon 1/16/23	No
1.3	Vendor Procurement	Tue 1/17/23	Fri 6/30/23	No
1.3.1	Bidder Proposal Preparation and Submission	Tue 1/17/23	Mon 4/10/23	No
1.3.2	Proposal Review	Tue 4/11/23	Fri 4/28/23	No
1.3.3	Best and Finals	Mon 5/1/23	Fri 5/12/23	No
1.3.4	Contract Negotiation	Mon 5/15/23	Fri 5/19/23	No
1.3.5	ACF and DCF Vendor Contract Approval	Mon 5/22/23	Fri 6/2/23	No
1.3.6	CITO Contract Approval	Mon 6/5/23	Fri 6/30/23	No
1.3.7	Contract Execution	Fri 6/30/23	Fri 6/30/23	Yes
1.4	Detailed Planning	Mon 7/3/23	Thu 12/21/23	No
1.4.1	Detailed Plan	Mon 7/3/23	Thu 12/21/23	No
1.4.1.1	Detail Plan / Project Management Kick-off Meeting	Mon 7/3/23	Fri 7/7/23	No
1.4.1.2	Prepare	Mon 7/10/23	Mon 10/2/23	No
1.4.1.3	DCF Review	Tue 10/3/23	Mon 10/16/23	No
1.4.1.4	DCF Concurrence	Tue 10/17/23	Mon 11/6/23	No
1.4.1.5	CITO Concurrence	Tue 11/7/23	Thu 12/21/23	No
1.4.1.6	CITO Approval	Thu 12/21/23	Thu 12/21/23	Yes
1.4.2	Project Planning	Mon 7/3/23	Thu 12/21/23	No
1.4.2.1	Preparation of Constituent Plans for PMP	Mon 7/3/23	Mon 11/6/23	No
1.4.2.2	Baselining of PMP	Tue 11/7/23	Thu 12/21/23	No
1.5	Project Start-up Activities	Fri 12/22/23	Fri 12/29/23	No
1.5.1	Baseline of Project Schedule	Fri 12/22/23	Fri 12/29/23	No
1.5.2	Project Execution Kick-off Meeting(s)	Fri 12/22/23	Fri 12/29/23	No
1.5.3	Commitment of Project Resources	Fri 12/22/23	Fri 12/29/23	No
1.5.4	Creation of Project Database	Fri 12/22/23	Fri 12/29/23	No
1.5.5	Completion of Start-up Checklist	Fri 12/22/23	Fri 12/29/23	No
2	Execution Phase	Tue 1/2/24	Wed 3/31/27	No
2.1	Framework Activities	Tue 1/2/24	Wed 3/31/27	No
2.1.1	Vendor / Contract Management	Tue 1/2/24	Wed 3/31/27	No

WBS	Task Name	Start	Finish	Milestone
2.1.2	Project Management Office (PMO)	Tue 1/2/24	Wed 3/31/27	No
2.1.3	Independent Verification and Validation (IV&V)	Tue 1/2/24	Wed 3/31/27	No
2.1.4	Business Process Reengineering (BPR)	Tue 1/2/24	Wed 3/31/27	No
2.1.5	Organizational Change Management (OCM)	Tue 1/2/24	Wed 3/31/27	No
2.1.6	Data Quality Planning (DQP)	Tue 1/2/24	Wed 3/31/27	No
2.1.7	Quality Assurance (QA)	Tue 1/2/24	Wed 3/31/27	No
2.2	Enterprise Architecture Requirements	Tue 1/2/24	Fri 6/28/24	No
2.2.1	CCWIS Requirements	Tue 1/2/24	Fri 6/28/24	No
2.2.2	Systems, Security and Cloud Architecture	Thu 2/1/24	Fri 3/29/24	No
2.2.3	Data Architecture	Fri 3/1/24	Tue 4/30/24	No
2.2.4	Integration Architecture	Fri 3/1/24	Tue 4/30/24	No
2.3	CCWIS Solution Shared Functions	Tue 1/2/24	Wed 3/31/27	No
2.3.1	Module 1 (Intake)	Mon 4/1/24	Mon 9/30/24	No
2.3.2	Module 2 (Investigation)	Tue 4/1/25	Mon 6/30/25	No
2.3.3	Module 3 (Case Management)	Wed 10/1/25	Wed 12/31/25	No
2.3.4	Module 4 (Provider Management)	Wed 4/1/26	Tue 6/30/26	No
2.3.5	Module 5 (Finance Management)	Mon 1/4/27	Fri 2/26/27	No
2.3.6	Ongoing Record Retention Planning	Tue 1/2/24	Wed 3/31/27	No
2.4	Functional Modules	Mon 7/1/24	Fri 1/8/27	No
2.4.1	Module 1 (Intake)	Mon 7/1/24	Mon 4/7/25	No
2.4.1.1	Requirements	Mon 7/1/24	Mon 9/30/24	No
2.4.1.2	Design	Wed 7/31/24	Thu 10/31/24	No
2.4.1.3	Configuration	Tue 9/3/24	Thu 10/31/24	No
2.4.1.4	Integration	Tue 10/1/24	Wed 11/27/24	No
2.4.1.5	Implementation	Fri 11/1/24	Fri 1/31/25	No
2.4.1.6	Conversion	Thu 1/2/25	Fri 2/28/25	No
2.4.1.7	SIT Testing	Mon 2/3/25	Mon 3/31/25	No
2.4.1.8	Sign-off	Tue 4/1/25	Mon 4/7/25	Yes
2.4.2	Module 2 (Investigation)	Tue 4/1/25	Thu 1/8/26	No
2.4.2.1	Requirements	Tue 4/1/25	Fri 5/30/25	No
2.4.2.2	Design	Thu 5/1/25	Thu 7/31/25	No
2.4.2.3	Configuration	Mon 6/2/25	Fri 8/29/25	No
2.4.2.4	Integration	Tue 7/1/25	Tue 9/30/25	No
2.4.2.5	Implementation	Fri 8/1/25	Fri 10/31/25	No
2.4.2.6	Conversion	Wed 10/1/25	Fri 10/31/25	No
2.4.2.7	SIT Testing	Mon 11/3/25	Wed 12/31/25	No
2.4.2.8	Sign-off	Fri 1/2/26	Thu 1/8/26	Yes
2.4.3	Module 3 (Case Management)	Tue 7/1/25	Wed 7/8/26	No
2.4.3.1	Requirements	Tue 7/1/25	Tue 9/30/25	No
2.4.3.2	Design	Fri 8/1/25	Fri 10/31/25	No
2.4.3.3	Configuration	Tue 9/2/25	Wed 11/26/25	No
2.4.3.4	Integration	Wed 10/1/25	Wed 12/31/25	No

WBS	Task Name	Start	Finish	Milestone
2.4.3.5	Implementation	Mon 11/3/25	Tue 3/31/26	No
2.4.3.6	Conversion	Mon 2/2/26	Thu 4/30/26	No
2.4.3.7	SIT Testing	Wed 4/1/26	Tue 6/30/26	No
2.4.3.8	Sign-off	Wed 7/1/26	Wed 7/8/26	Yes
2.4.4	Module 4 (Provider Management)	Wed 10/1/25	Wed 10/7/26	No
2.4.4.1	Requirements	Wed 10/1/25	Wed 11/26/25	No
2.4.4.2	Design	Mon 11/3/25	Wed 12/31/25	No
2.4.4.3	Configuration	Mon 12/1/25	Fri 2/27/26	No
2.4.4.4	Integration	Mon 2/2/26	Thu 4/30/26	No
2.4.4.5	Implementation	Mon 3/2/26	Fri 7/31/26	No
2.4.4.6	Conversion	Mon 6/1/26	Mon 8/31/26	No
2.4.4.7	SIT Testing	Wed 7/1/26	Wed 9/30/26	No
2.4.4.8	Sign-off	Thu 10/1/26	Wed 10/7/26	Yes
2.4.5	Module 5 (Finance Management)	Wed 4/1/26	Fri 1/8/27	No
2.4.5.1	Requirements	Wed 4/1/26	Tue 6/30/26	No
2.4.5.2	Design	Fri 5/1/26	Fri 7/31/26	No
2.4.5.3	Configuration	Mon 6/1/26	Fri 7/31/26	No
2.4.5.4	Integration	Wed 7/1/26	Mon 8/31/26	No
2.4.5.5	Implementation	Wed 7/1/26	Fri 10/30/26	No
2.4.5.6	Conversion	Tue 9/1/26	Fri 10/30/26	No
2.4.5.7	SIT Testing	Mon 11/2/26	Thu 12/31/26	No
2.4.5.8	Sign-off	Mon 1/4/27	Fri 1/8/27	Yes
2.5	Reports, Dashboards, and Outcomes (RDO)	Mon 12/2/24	Thu 12/31/26	No
2.5.1	RDO Set 1 (Intake)	Mon 12/2/24	Fri 3/7/25	No
2.5.1.1	Design	Mon 12/2/24	Tue 12/31/24	No
2.5.1.2	Configuration	Mon 12/2/24	Fri 1/31/25	No
2.5.1.3	Implementation	Thu 1/2/25	Fri 1/31/25	No
2.5.1.4	SIT Testing	Mon 2/3/25	Fri 2/28/25	No
2.5.1.5	Sign-off	Mon 3/3/25	Fri 3/7/25	Yes
2.5.2	RDO Set 2 (Investigation)	Tue 9/2/25	Thu 1/8/26	No
2.5.2.1	Design	Tue 9/2/25	Tue 9/30/25	No
2.5.2.2	Configuration	Tue 9/2/25	Fri 10/31/25	No
2.5.2.3	Implementation	Wed 10/1/25	Wed 11/26/25	No
2.5.2.4	SIT Testing	Mon 12/1/25	Wed 12/31/25	No
2.5.2.5	Sign-off	Fri 1/2/26	Thu 1/8/26	Yes
2.5.3	RDO Set 3 (Case Management)	Mon 2/2/26	Thu 5/7/26	No
2.5.3.1	Design	Mon 2/2/26	Tue 3/31/26	No
2.5.3.2	Configuration	Mon 3/2/26	Tue 3/31/26	No
2.5.3.3	Implementation	Mon 3/2/26	Thu 4/30/26	No
2.5.3.4	SIT Testing	Wed 4/1/26	Thu 4/30/26	No
2.5.3.5	Sign-off	Fri 5/1/26	Thu 5/7/26	Yes
2.5.4	RDO Set 4 (Provider Management)	Mon 6/1/26	Wed 10/7/26	No

WBS	Task Name	Start	Finish	Milestone
2.5.4.1	Design	Mon 6/1/26	Fri 7/31/26	No
2.5.4.2	Configuration	Wed 7/1/26	Fri 7/31/26	No
2.5.4.3	Implementation	Wed 7/1/26	Mon 8/31/26	No
2.5.4.4	SIT Testing	Mon 8/3/26	Wed 9/30/26	No
2.5.4.5	Sign-off	Thu 10/1/26	Wed 10/7/26	Yes
2.5.5	Release 5 (Finance Management)	Thu 10/1/26	Thu 12/31/26	No
2.5.5.1	Design	Thu 10/1/26	Fri 10/30/26	No
2.5.5.2	Configuration	Thu 10/1/26	Fri 10/30/26	No
2.5.5.3	Implementation	Thu 10/1/26	Mon 11/30/26	No
2.5.5.4	SIT Testing	Mon 11/2/26	Mon 11/30/26	No
2.5.5.5	Sign-off	Tue 12/1/26	Thu 12/31/26	No
2.6	Rollout Activities	Mon 1/4/27	Wed 3/31/27	No
2.6.1	Rollout Plan	Mon 1/4/27	Wed 3/31/27	No
2.6.2	Data Conversion	Mon 1/4/27	Wed 3/31/27	No
2.6.2.1	Data Conversion Plan	Mon 1/4/27	Mon 3/8/27	Yes
2.6.2.2	Legacy Data Conversion	Mon 1/4/27	Wed 3/31/27	No
2.6.2.3	Conversion Metrics	Mon 1/4/27	Wed 3/31/27	No
2.6.3	Testing	Mon 1/4/27	Wed 3/31/27	No
2.6.3.1	Testing Plan	Mon 1/4/27	Mon 2/15/27	Yes
2.6.3.2	Security Testing	Mon 1/4/27	Wed 3/31/27	No
2.6.3.3	Performance Testing	Mon 1/4/27	Wed 3/31/27	No
2.6.3.4	User Acceptance Testing	Mon 1/4/27	Wed 3/31/27	No
2.6.4	Pre-Rollout Training	Mon 1/4/27	Wed 3/31/27	No
2.6.4.1	Training Plan	Mon 1/4/27	Fri 1/29/27	Yes
2.6.4.2	Training Artifacts	Mon 1/4/27	Wed 3/31/27	No
2.6.4.3	Training Delivery	Mon 1/4/27	Wed 3/31/27	No
2.7	Solution Release	Wed 3/31/27	Wed 3/31/27	Yes
3	Close Out Phase	Thu 4/1/27	Wed 6/30/27	Yes
3.1	Framework Activities	Thu 4/1/27	Wed 6/30/27	No
3.1.1	Vendor / Contract Management	Thu 4/1/27	Wed 6/30/27	No
3.1.2	Project Management Office (PMO)	Thu 4/1/27	Wed 6/30/27	No
3.1.3	Independent Verification and Validation (IV&V)	Thu 4/1/27	Wed 6/30/27	No
3.1.4	Organizational Change Management (OCM)	Thu 4/1/27	Wed 6/30/27	No
3.1.5	Data Quality Planning (DQP)	Thu 4/1/27	Wed 6/30/27	No
3.1.6	Quality Assurance (QA)	Thu 4/1/27	Wed 6/30/27	No
3.2	Post-Rollout Activities	Thu 4/1/27	Mon 6/28/27	No
3.2.1	Post-Rollout Training	Thu 4/1/27	Mon 6/28/27	No
3.2.1.1	Training Artifacts	Thu 4/1/27	Mon 6/28/27	No
3.2.1.2	Training Delivery	Thu 4/1/27	Mon 6/28/27	No
3.2.2	Decommissioning Legacy Systems	Thu 4/1/27	Mon 6/28/27	No
3.3	Close-Out	Mon 5/3/27	Wed 6/30/27	No
3.3.1	Lessons Learned	Mon 5/3/27	Fri 5/7/27	No

WBS	Task Name	Start	Finish	Milestone
3.3.2	PIER Report	Mon 5/10/27	Mon 6/21/27	No
3.3.2.1	Prepare	Mon 5/10/27	Fri 5/14/27	No
3.3.2.2	DCF Review	Mon 5/17/27	Fri 5/21/27	No
3.3.2.3	CITO Review & Approval	Mon 5/24/27	Mon 6/21/27	No
3.3.3	Archive Project	Mon 6/28/27	Tue 6/29/27	No
3.3.4	Release Project Resources	Wed 6/30/27	Wed 6/30/27	No
3.3.5	Project Closure	Wed 6/30/27	Wed 6/30/27	Yes

4 WORK PRODUCT IDENTIFICATION

Within the WBS categories shown in the previous section, tasks are decomposed using a WBS that captures milestones and deliverables. While deliverables are usually always considered milestones, it is not always the case that milestones are considered deliverables. The milestones and deliverables for the CCWIS DDI Project are shown below in **Table 4-1**.

Table 4-1: High-Level Activities, Milestones, Deliverables

Activities	Milestones	Deliverables
Pre-Planning and Project Office Initiation		
- Confirm PMO Vendor Statement of Work (SOW) - Establish Project Management Office - Project Management Plan (PMP) and Subordinate plans	- PMO Vendor SOW - Project Charter	- PMO Vendor Contract - PMP Deliverable Expectation Documents (DEDs) - Scope Management Plan - Cost Management Plan - Quality Management Plan - Communications Management Plan - Staff Management Plan - Risk Management Plan - Configuration Management Plan - Contract Management Plan - Stakeholder Management Plan - Project Execution Plan - Project Control Plan - Close Out and Lessons Learned Plan
Project Initiation, Planning, and Control		
- Contract Management - Project Reporting	- DDI Project Kickoff - Project Baseline Schedule	- DDI Vendor Project Plan - IV&V Vendor Project Plan - QA Vendor Project Plan
Project Execution		
Framework Tasks		
- IV&V Tasks - BPR - OCM - Data Quality Management - QA	- BPR Plan - OCM Plan - Data Quality Plan (DQP) Implementation - Annual Data Quality Plans	
CCWIS Solution Shared Functions		
- Shared Functions 1 (Common and Intake) - Shared Functions 2 (Investigation) - Shared Functions 3 (Case Management) - Shared Functions 4 (Provider Management)		Completed Shared Functions - Common and Intake - Investigation - Case Management

Activities	Milestones	Deliverables
Shared Functions 5 (Finance Management)		- Provider Management - Financial Management
CCWIS Functional Modules		
- Module 1 (Intake) - Module 2 (investigation) - Module 3 (Case Management) - Module 4 (Provider Management) - Module 5 (Financial Management)		Completed Functional Modules - Intake - Investigation - Case Management - Provider Management - Financial Management
Reports, Dashboards, and Outcomes (RDO)		
- RDO Set 1 (Intake) - RDO Set 2 (Investigation) - RDO Set 3 (Case Management) - RDO Set 4 (Provider Management) - RDO Set 5 (Financial Management)		Completed RDO Sets - Intake - Investigation - Case Management - Provider Management - Financial Management
Rollout Tasks		
- Training - Data Conversion - Testing - Deployment - Close Out	- Training Plan - Data Conversion Plan - Testing Plan - Deployment Plan	Completed Rollout Tasks - Completed Training - Completed Data Conversion - Completed Testing - Completed Deployment - System Acceptance - Decommissioned Legacy Systems - Lessons Learned - M&O Planning - Project Close Out - Contracts Close Out

5 RISK IDENTIFICATION & ASSESSMENT

5.1 Risk Identification Summary (Form ITEC PM02-11a)

Table 5-1: Risk Identification Summary (Form ITEC PM02-11a)

Risk Identification Summary (Top Five Risks)				
<i>A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.</i>				
Project: CCWIS DDI Project			Last Risk Assessment Date: 02/10/2022	Prepared by: Michelle Fox
Category	Prob	Imp	Risk	Mitigation Approaches
Personnel	4	5	Staff Turnover and Availability: Over the course of the DDI phase, staffing resources may change, requiring onboarding of new staff to be brought up to speed on the project. Staff will also need to be able to support project activities over the course of the DDI phase as they continue to perform their regular day-to-day activities. There is impact to DCF and vendor resources.	The vendor(s), in collaboration with DCF, will track changes in staffing as part of the Project Status Report. This will allow the Project Management team to create a plan of action for onboarding new resources. There will also be a Staff Management Plan within the Project Management Plan that outlines what this process will entail. As part of the Detailed WBS, the DCF project resources will be assigned to the project tasks in such a way to ensure that no activity requires an allocation of more than 49%. This structure will also help resources plan their schedules to accommodate upcoming project activities.
Personnel	4	5	Resources: It is critical that the right resources be identified and included throughout the project. Not having the right resources participating can cause delays in getting the information and answers needed for deliverable development. These delays can impact the quality and deliverable submission timeframes. There is impact to both DCF and vendor resources.	As part of the detailed WBS, project resources will be assigned to the project tasks. The vendor(s) and DCF will work together to identify the roles and responsibilities for the project resources. This collaborative work will be detailed as early as possible in the project in order to make sure the right resources are available. A Communications Management Plan will also be developed within the Project Management Plan.

Risk Identification Summary (Top Five Risks)				
<i>A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.</i>				
Project: CCWIS DDI Project			Last Risk Assessment Date: 02/10/2022	Prepared by: Michelle Fox
Category	Prob	Imp	Risk	Mitigation Approaches
Schedule	4	5	Vendor Compliance and Visibility of Schedule Components The recommended solution includes multiple functional modules that include detailed activities. There is a risk that activities will not be specific enough to monitor.	The vendor(s) will work with DCF to identify sufficient detail for modules that will include entry and exit criteria for each module. Checkpoints and walkthroughs will be scheduled to monitor progress and confirm delivery status.
Governance	3	4	Processes and Tools Project processes and tools assist the project with maintaining a "source of truth" for document versions and capturing review comments, action items and task status. These processes and tools may not be known to all or may not be used/used consistently as designed leading to delay and overlap of activity that impacts schedule and resources.	The vendor(s) and DCF will work together to define and publish the processes and tools for project operations and will on-board project participants to their use as needed. The Project Team will create a folder on the SharePoint site that contains descriptions of the processes and tools used by the project, their purpose, how they are used, when to use them, and how to request additional information on the process or tool.
Documentation	3	5	Documentation Requests In planning for technical and cost-benefit analysis deliverables, documentation requests will be submitted. If delays arise in acquiring this documentation, deliverable development could in turn be delayed further.	The vendor(s) will submit documentation requests that are known at the beginning of the project to help make sure there is enough time for DCF to collect the required documentation. As new documentation is identified, these requests will be submitted as soon as they are identified. Due dates will be established and tracked for documentation requests.

Risk Identification Summary (Top Five Risks)				
A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.				
Project: CCWIS DDI Project			Last Risk Assessment Date: 02/10/2022	Prepared by: Michelle Fox
Category	Prob	Imp	Risk	Mitigation Approaches
Legend • Prob = Probability of Occurrence • Imp = Impact Risk Probability (Probability That Risk Will Occur) 5 Extremely likely occurrence 4 Probable occurrence 3 Possible occurrence 2 Unlikely occurrence 1 Highly improbably occurrence Risk Impact (Impact Of Risk Once It Occurs) 5 Critical Impact Threatens the success of the project. 4 High Impact Significant disruption to project results. 3 Medium Impact Project progress disrupted with impacts to schedule & cost. 2 Moderate Impact Project progress disrupted with manageable impacts. 1 Marginal Impact Project disruption negligible.				

5.2 Risk Assessment Model

The summary report for the initial **risk assessment model (RAM)** for the CCWIS DDI project is shown below in **Table 5-2**:

Table 5-2: RAM Summary

RAM	Score	Rating
Strategic Risk	1.0	LOW
Financial Risk	1.7	LOW
Project Management Risk	3.2	HIGH
Technology Risk	3.7	HIGH
Change Management & Operation Risk	1.0	LOW
OVERALL RISK SCORE	2.12	MEDIUM

This project is projected to exceed \$10 million, exceed a three-year life cycle, and expected to require independent external oversight. DCF is committed to a risk management approach consistent with **Information Technology Executive Council (ITEC) 2510** that includes outsourced project management and oversight services. The CCWIS DDI project budget includes oversight vendors for risk management:

- **Project Management team** to include a **Project Management Institute (PMI)** certified project manager.
- **Independent Verification & Validation (IV&V) services** – The IV&V contractors will assist the project manager in conducting periodic risk assessments at strategic points throughout the life of the project. The IV&V assessment will be submitted directly and simultaneously to the Project Sponsor and the Branch **Chief Information Technology Office (CITO)**. The IV&V assessment will also be made available to the Legislative CITO, entity head and project manager. Those assessments will provide a clear definition and analysis of major problems and issues associated with the ongoing implementation of the project, as outlined in ITEC Policy Guideline 2510A.

Minimum IV&V:

- Provide independent review and analysis of the management and technical project activities, verifying and validating that all activities and services conform to program expectations as documented in the requirements analysis document
- Confirm that all intermediate and final application software deliverables strictly adhere to the project's business and technical requirements intent and users' expectations
- Confirm that all system development work products, activities, and processes adhere to industry standards and best practices
- Ensure that the project can be completed within the established schedule and budget
- **Quality Assurance (QA) services** – Using industry standards such as the IEEE Standard 730, Standard for Software Quality Plans; IEEE Standard 1012, IEEE Standard for Software Verification and Validation, and the PMBOK® Guide for project and quality management, the QA vendor will provide QA services to support the successful delivery of the CCWIS DDI project. This will include implementing consistent and efficient processes to ensure project artifacts and deliverables are maintained at the highest possible level of quality and according to relevant and applicable standards. The QA vendor services will also include providing additional technical oversight - verification that the solution(s) are well-engineered and validation that the solution(s) conforms with project requirements.

6 COMPLIANCE STATEMENTS

6.1 Architectural Statement (ITEC Policy 4010 and 9500)

DCF is committed to acquiring a CCWIS that will meet ACF federally prescribed requirements, comply with Kansas ITEC Policies 1500, 4010, 7320, and 9200 and effectively align with the State's child and adult welfare program practice requirements.

6.2 Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)

DCF anticipates licensing a hosted software solution that meets the CCWIS requirements for modularity, interoperability and can facilitate bi-directional data exchanges. Upon approval by CITO, DCF expects to include language in the procurement documents to comply with ITEC Policy 1500 Attachment (Shared Ownership provisions) as described in the text below.

1. All original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, not including Confidential Information as set forth in this Contract ("Materials") herein developed or created by Contractor in the performance of its obligations under this Contract or any Task Order issued under this Contract, shall belong to the state and Contractor, each having the right to use Materials in its business without any obligation to account to the other. The state agrees it shall not advertise or market the Materials. However, Contractor shall be free to sell, market, or transfer the materials outside of this Contract.
2. Nothing in this Contract shall preclude Contractor from developing for itself, or for others, Materials or Deliverables that are competitive with those products as a result of the Services provided under this Contract or any Task Order issued under this Contract. Contractor shall be free to use ideas, concepts, know-how, methodologies, techniques, and the like related to the scope of Contractor's consulting and used in providing its Services to Customer under this Contract or any Task Order issued pursuant to this Contract.
3. In the course of its performance under this Contract or any Task Order issued under this Contract, Contractor may use or deliver products, materials, or methodologies that are proprietary to Contractor or a third party. The state shall not have or obtain any rights in such proprietary products, materials, or methodologies except pursuant to a separate written agreement executed by the state and the Contractor.
4. Work product ownership provisions of any subcontract shall be substantially similar to the provisions of this section.
5. The state owns this Software Code and related Intellectual Property jointly with and is granting Contractor the free use of any and all parts of the software. Use of the software and its Software Code and related Intellectual Property may be used as Contractor sees fit. This Software Code and related Intellectual Property may not be used to develop software, or any derivative works that result in Kansas state government entities being charged compensation for the use of that software or related Intellectual Property or any derivative works.
6. The state is not responsible for any maintenance, upgrade, correct performance, error correction, enhancements, or adaptability of this software to Contractor's programs or processes. The use of this software is entirely Contractor's responsibility, including any maintenance, upgrades and adaptability. The state entity sharing this software may assist with adaptability provided that arrangements are made in advance for such assistance and for compensation of their time. In no event shall the state be liable to the Contractor or any third party for any incidental or consequential damages, including but not limited to indirect, special, punitive, or exemplary damages for loss of business, loss of profits, business interruption, loss of data, or loss of business information, that may arise from the use or implementation of this software in whole or in part, even if the Contractor or third party has been advised of the possibility of such damages.

6.3 Accessibility Statement (ITEC Policy 1210)

DCF expects to include ITEC Policy 1210 Information and Communication Technology Accessibility Standards in the procurement specifications and incorporated into **System Integrator (SI)** vendor contract performance requirements.

6.4 Statement Indicating Intent to Use Web Content Accessibility Template

Portal access for members of the public is expected to be a feature of the proposed solution. DCF expects the proposed solution to use the **Voluntary Product Accessibility Template® (VPAT®)** to assess compliance with ITEC 1210 as part of the procurement/development and testing process or attach exception from the State **Americans with Disabilities Act (ADA)** Coordinator

6.5 State Director of IT Accessibility Approval Letter

The *State Director of IT Accessibility Approval Letter* confirming conformance was included as part of the submission for this document.

6.6 Electronic Record Retention Statement

DCF intends to comply with all applicable Electronic Records Retention policies as outlined in **Kansas Statutes Annotated (KSA)** 45-215-223. and 45-403.

Records related to the Title IV-E and IV-B programs are governed by **Social Security Act (SSA)** - section 471 (a)(8); 45 CFR 205.50, CCWIS rule (45CFR Section 1355.52), **Health Information Portability and Accountability Act (HIPAA)**, and **Federal Education Rights and Privacy Act (FERPA)** and are generally not public information.

The answers to the following questions are provided as needed to request CITO approval of the CCWIS DDI project.

1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form.

Answer: The CCWIS DDI project is replacing existing electronic data collection systems. No changes to existing records retention are required by the project.

2. What new business functions will be implemented?

Answer: No new business functions are planned. The CCWIS DDI project consolidates systems and automates existing business functions.

3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it?

Answer: The current expectation is that the project will not require changes in the data and information collected, or in the requirements for the retention of these records. As the project proceeds, DCF has identified in the WBS that ongoing conversations with the State Archive office will be held to ensure the Department maintains fidelity to policies and procedures. At the beginning of the project, while developing the Detailed Plan, we will work with the State Archive office to plan the progression of identifying and documenting retention requirements over the course of the project. The retention requirements will be documented as part of the detailed JAD sessions that will be held by the DDI vendor.

The following series have been identified as being currently in place for DCF PPS:

- **Series ID: 0050-629** – Abuse/Neglect Investigation Files
- **Series ID: 0712-629** – Child Support Case Files
- **Series ID: 0067-629** – Client Case Files - Adoption Services

- **Series ID: 0093-629** – Foster Care Training Fund Files
- **Series ID: 0695-629** – Guardianship/Adoption Records - State Wards
- **Series ID: 0611-629** – Working Files - Social Worker

4. What legal, regulatory, or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?

Answer: The current expectation is that the project will not require changes in the data and information collected, or in the requirements for the retention of these records. As the project proceeds, DCF has identified in the WBS that ongoing conversations with the State Archive office will be held to ensure the Department maintains fidelity to policies and procedures. At the beginning of the project, while developing the Detailed Plan, we will work with the State Archive office to plan the progression of identifying and documenting retention requirements over the course of the project. The retention requirements will be documented as part of the detailed JAD sessions that will be held by the DDI vendor.

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- **Series ID: 0067-629** – Client Case Files - Adoption Services
- **Series ID: 0093-629** – Foster Care Training Fund Files
- **Series ID: 0695-629** – Guardianship/Adoption Records - State Wards
- **Series ID: 0611-629** – Working Files - Social Worker

5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity?

Answer: No.

6. What are the legal, regulatory, or operational requirements to providing public access to the records?

Answer: Records related to the Title IV-E and IV-B programs are governed by SSA - section 471 (a)(8); 45 CFR 205.50, CCWIS rule (45CFR Section 1355.52), HIPAA and FERPA, and are generally not public information.

7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?

Answer: Records related to the Title IV-E and IV-B programs are governed by SSA - section 471 (a)(8); 45 CFR 205.50, CCWIS rule (45CFR Section 1355.52), HIPAA and FERPA.

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

Answer: Not applicable.

9. Estimate of the three-year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

Answer: Not applicable.

6.7 State Archivist Approval Letter

The State Archivist Approval Letter was included as part of the submission for this document.

7 SECURITY

Security Statement - ITEC Policies 7230, 7300, 9500 <https://ebit.ks.gov/itec/resources/policies>. This element in the information project plan is a written statement of compliance regarding security measures, technologies used, and compliance with policy and standards that will be followed in this project. If different, explain.

DCF intends to comply with all applicable **ITEC policies (ITEC 7230, 7230A, and 9500)** in developing and implementing its CCWIS solution. Additionally, there are number of federal security policies and protocols that must be followed as well. At a minimum, the security of the CCWIS solution must meet requirements for the following standards:

- **National Institute of Standards and Technology (NIST)** 800-171.
- **Federal Risk and Authorization Management Program (FedRAMP)** Medium / Moderate.
- **Internal Revenue Service (IRS)** Publication 1075.
- HIPAA.
- Kansas ITEC.
- DCF standards for collecting, transmitting, and storing Title IV-E data.

These rigorous security standards and protocols are offered to meet the CCWIS requirements of **45 CFR § 1355.52** - CCWIS projects:

1. Title IV-B and Title IV-E data that supports the efficient, effective, and economical administration of the programs including:
 - a. Data required for ongoing federal child welfare reports.
 - b. Data required for Title IV-E eligibility determinations, authorizations of services, and expenditures under Title IV-B and Title IV-E.
 - c. Data to support federal child welfare laws, regulations, and policies.
 - d. Case management data to support federal audits, reviews, and other monitoring activities.
2. Data to support state or tribal child welfare laws, regulations, policies, practices, reporting requirements, audits, program evaluations, and reviews.
3. For states, data to support specific measures taken to comply with the requirements in section 422(b)(9) of the Act regarding the state's compliance with the Indian Child Welfare Act.
4. For each state, data for the **National Child Abuse and Neglect Data System (NCANDS)**.

8 APPENDICES

8.1 Appendix A: Glossary of Acronyms

Table 8-1: Glossary of Acronyms

Acronym	Definition
ACF	Administration for Children and Families
ADA	Americans with Disabilities
BPR	Business Process Reengineering
BRE	Business Rules Engine
CCWIS	Comprehensive Child Welfare Information System
CITO	Chief Information Technology Office
COTS	Commercial-off-the-shelf
DCF	Department for Children and Families
DDI	Design, Development, and Implementation
DQP	Data Quality Plan
EBIT	Enterprise Branch Information Technology
FedRAMP	Federal Risk and Authorization Management Program
FERPA	Federal Education Rights and Privacy Act
FFP	Federal Funds Participation
HIPAA	Health Information Portability and Accountability Act
HS	Human Services
IRS	Internal Revenue Service
IT	Information Technology
ITEC	Information Technology Executive Council
IV&V	Independent Verification & Validation
KSA	Kansas Statutes Annotated
MDM	Master Data Management
NCANDS	National Child Abuse and Neglect Data System
NIST	National Institute of Standards and Technology
O&M	Operations & Maintenance
OCM	Organizational Change Management
PCG	Public Consulting Group LLC
PMI	Project Management Institute
PMO	Project Management Office
PMP	Project Management Plan
PPS	Prevention and Protective Services
Q	Quarter
QA	Quality Assurance
RAM	Risk Assessment Model
SFY	State Fiscal Year
SI	System Integrator

Acronym	Definition
SME	Subject Matter Expert
SSA	Social Security Act
TCO	Total Cost of Ownership
VPAT®	Voluntary Product Accessibility Template®
WBS	Work Breakdown Structure



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Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

September 23, 2022

Secretary Laura Howard
Department of Children and Families
Office of the Secretary
555 S. Kansas Avenue
Topeka, KS 66603

Dear Secretary Howard,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement (ERRS) and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Douglas Burger, Project Manager, recently sent to me for review an ERRS for the Department for Children and Families' CCWIS Development and Implementation high-level project plan. From my review of the project plan materials, it is clear that the project will impact long-term records. As stated in the Work Breakdown Structure, records analysis tasks are included in the high-level project plan related to collaboration with KSHS staff to identify records impacted by the system; determine retention requirements for those records; ensure that all impacted records are reflected in your agency's State Records Board-approved retention and disposition schedule; and develop appropriate measures to ensure the management and preservation of any long-term records in the system.

The Electronic Records Retention Statement for the CCWIS Development and Implementation high-level project plan is approved. A copy of this letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
State Archivist

cc: Douglas Burger, Project Manager, State of Kansas Human Services
Cole Robison, Director of IT Accessibility, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

November 22, 2022

Laura Howard, Secretary
Department for Children and Families
555 S Kansas Ave., 6th Floor
Topeka, KS 66603

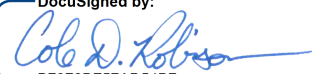
Dear Sec. Howard:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Doug Burger and Mike Wilkerson an Accessibility Statement for the PPS Comprehensive Child Welfare Information Systems (CCWIS) Design, Development, and Implementation (DDI) for review in compliance with this process.

This statement affirms that the project is expected to comply with the requirements of ITEC Policy 1210, that these requirements will be incorporated in the procurement specifications and system integrator vendor contract performance requirements, and that the Voluntary Product Accessibility Template[®] (VPAT[®]) will be used to access compliance.

The Accessibility Statement for the PPS CCWIS DDI high-level project plan is approved. A copy of this letter should be included with the submittal of the PPS CCWIS DDI high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Doug Burger, Human Services Executive Branch Information Technology
Anthony Fadale, State Americans with Disabilities Act Coordinator
Tom Pagano, Human Services Executive Branch Information Technology
Sara Spinks, Director, Kansas Information Technology Office
Mike Wilkerson, Human Services Executive Branch Information Technology

RISK ASSESSMENT MODEL
High Level Plan - Summary Report
Ver. 1.0

Agency Name: Department for Children and Families, Prevention and Protection Service

Project Name: PPS CCWIS Design, Development, and Implementation (DDI) Project

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
1.7	LOW	Financial Risk
3.2	HIGH	Project Management Risk
3.7	HIGH	Technology Risk
1.0	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Stacy Sanders, Project Manager

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3

4 The projected payback period exceeds the project lifecycle.

5

6

7

8 Firm milestones will be solidified following Systems Integrator procurement.

9

10 Given COVID-19, this is unknown at this time. Location will be solidified following Systems Integrator procurement.

11 The plan will be solidified following Systems Integrator procurement.

12 The recommended solution is cloud-based. Measures will be solidified following Systems Integrator procurement.

13

14