

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



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 11, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

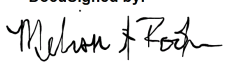
The detailed project plan for the Children's Cabinet and Trust Fund Professional Development Workforce Registry project is enclosed. Ethan Moses is the primary contact for the project and can be reached at (463) 271-1084.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$811,586. The quarterly KITO fee for the project will be \$2,811 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

D96758C6C26C4BE...
Melissa Rooker, Executive Director
Children's Cabinet and Trust Fund

DocuSigned by:

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
Hannah White, KCCTF
Ethan Moses, Resultant
Sara Gardner, KU-CPPR
Megan Burton, KSHS
Ethan Anderson, KSHS

Cole Robison, OITS
Alex Wong, CITA
Sash Smith, OITS
Sara Spinks, KITO

Landon State Office Building
900 SW Jackson St., Room 152
Topeka, KS 66612-1221



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www.kschildrenscabinet.org

Melissa A. Rooker, Executive Director

Laura J. Kelly, Governor

Jeff Maxon
Interim Chief Information Technology Officer (CITO)
Kansas Executive Branch Information Technology
2800 SW Topeka Blvd, Building 100
Topeka, Kansas 66612

Dear Mr. Maxon,

The Kansas Children's Cabinet and Trust Fund (KCCTF) is requesting your review and consideration for approval of the Detailed Plan for the KCCTF Professional Development Workforce Registry

We have selected a vendor (BridgeCare) to develop the *Professional Development Workforce Registry* and are submitting a Detailed Project Plan alongside all other required documents to begin work on the project. Successful implementation of said solution will promote the recruitment, training, advancement, and retention of early care and education labor with the goal of improving workforce quality to positively impact child outcomes.

The desired system is a critical component in the State's efforts and plans to coordinate ECCE data and ensure strategic alignment of the entire child care mixed delivery system.

KCCTF is requesting this contract begin in January '23 with implementation to complete by the end of 2023. The following Detailed Level Project Plan documents have been attached for your review and approval:

- Letter Requesting Project Approval
- Agency Checklist for Detailed IT Project Plan
- DA518, IT Project Request Explanation
- DA519, IT Project Cost Benefit Statement
- Work Breakdown Structure
- Compliance Statements
- Risk Identification Summary
- Detailed Plan Risk Assessment Model (RAM) Summary
- Approval Letter from State Director of IT Accessibility
- Approval Letter from State Archivist

If you need any additional information, please contact emoses@resultant.com

Sincerely,

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

Melissa Rooker
Executive Director
Kansas Children's Cabinet and Trust Fund

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State Entity: Kansas Children's Cabinet & Trust Fund	Included
Project Name: KCCTF Professional Development Workforce Registry	(Y/N)
Greater than \$250,000/ less than \$1,000,000 (Y/N):	Y
Greater than \$1,000,000 (Y/N):	N
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	Y
<u>Work Product Identification (Form ITEC PM02-6)</u>	Y
<u>Architectural Statement (ITEC Policy 4010 and 9500)</u> <u>https://ebit.ks.gov/itec/resources/policies</u>	Y
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	
If different, attach CITA waiver	NA
<u>Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)</u> <u>https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf</u>	
Statement of compliance	Y, see compliance Statements
If different, attach CITO waiver	NA
<u>Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)</u> <u>https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition</u>	Y, see compliance Statements
<u>https://www.hhs.gov/hipaa/index.html</u>	Y, see compliance Statements
1. What information is included	Y, see compliance Statements
2. Why is it collected	Y, see compliance Statements
3. How will it be used	Y, see compliance Statements
4. Exclusion opportunities	Y, see compliance Statements
5. 1974 Act implementation	Y, see compliance Statements
6. Other privacy requirements	Y, see compliance Statements
7. Total privacy cost estimate	Y, see compliance Statements
<u>Security Statement (ITEC Policies 7230, 9500, 7300)</u> <u>https://ebit.ks.gov/itec/resources/policies</u>	Y, see compliance Statements
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y, see compliance Statements
If different, explain	Y, see compliance Statements
<u>Accessibility Statement (ITEC Policy 1210)</u> <u>https://ebit.ks.gov/itec/resources/policies/policy-1210</u>	Y, see compliance Statements
<u>Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be</u>	Y, see compliance Statements

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developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat .	
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	Y
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.ksks.org/p/electronic-records/11334	Y, see compliance Statements
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	Y, see compliance Statements
1. Identify replaced paper records	Y, see compliance Statements
2. Identify new business functions	Y, see compliance Statements
3. Reasons for business functions	Y, see compliance Statements
4. Records requirements for business function	Y, see compliance Statements
5. Documents in another system?	Y, see compliance Statements
6. Public access requirements	Y, see compliance Statements
7. Access control requirements	Y, see compliance Statements
8. Identify all records with retention period of ten or more years	Y, see compliance Statements
9. Estimate three year cost of addressing records identified in No. 8	Y, see compliance Statements
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	NA
Electronic copy submitted two - four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519							
1. Project Title		2. Estimated Dates		Projected Months from			
KCCTF Professional Development Workforce Registry		Planning Start:	12/14/2022	Execution to Close-Out			
		Execution Start:	1/17/2023	12			
		Close-Out End:	12/29/2023				
3. Agency		4. Project Director/Project Manager					
Kansas Children's Cabinet & Trust Fund (KCCTF)		Melissa Rooker/ Sara Gardner					
5. Qualitative and Quantitative Savings Explanation							
The proposed Early Childhood Education Workforce Registry will fill a gap in Kansas's current Mixed Delivery System (Kansas is part of a minority of states that do not own and use an ECE Workforce Registry solution). The language of the technical requirements indicate that Kansas has a preference for a cloud-based, vendor-managed solution. This is important for two reasons: first, Kansas will not take on the purchasing and maintenance burden of on-premise technical infrastructure. Second, Kansas may potentially benefit from product updates, bug fixes, and other value-added development through the selection of a vendor-managed software as a service [SaaS] product. Technology savings aside, this project is unique in that it affects workflows that span multiple agencies and programs. In some ways, the registry will provide the state with missing functionality (such as features normally solely contained within a Quality Rating and Improvement System [QRIS], a workforce Learning Management System [LMS], and a recruiting pipeline management system). In other cases, current practices will be replaced or enhanced (such as a one-stop shop for ECCE providers to review current labor credentials to match their needs, or built-in feedback loops between the state, provider entities, and the labor force for improved communication and collaboration). As this project is fully federally funded, there are no hard costs/savings to the state of Kansas. Currently, there is an exercise to review actual cost avoidance totals, but because this relies on information gathered post discovery phase, that data is not yet available (the estimation below is based on the low end of cost savings, expectations are considerably higher given experience with other consolidated registries).							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Labor Saving - Improved visibility in ECE Workforce		\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Labor Saving - Improved communication and collaboration with external and internal stakeholders		\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Subtotal		\$400,000	\$0	\$0	\$100,000	\$100,000	\$100,000
Cash Savings (Hard Dollars)							
		\$0	\$0	\$0	\$0	\$0	\$0
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
This is to be reviewed post discovery phase		TBD	TBD	TBD	TBD	TBD	TBD
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$400,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	Total	\$811,586	\$811,586	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	-\$411,586	-\$811,586	\$0	\$100,000	\$100,000	\$100,000
Cost Benefit per Month		\$33,333					
Calendar Months to Break Even		24					
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$0	\$712,992	\$712,992	\$712,992	\$0	\$0

* 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

Revised 2/21

Project Management Plan: Work Product Identification

Project: Professional Development Workforce Registry

Date: 12/23/23

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Project Objectives Statement	1/29/23		Jamee Herbert – jamee@getbridgecare.com
UAT Requirements List	4/30/23		Jamee Herbert – jamee@getbridgecare.com
Development Milestone #1	6/04/23		Jamee Herbert – jamee@getbridgecare.com
Development Milestone #2	7/02/23		Jamee Herbert – jamee@getbridgecare.com
Development Milestone #3	7/23/23		Jamee Herbert – jamee@getbridgecare.com
Data Conversion Milestone	8/13/23		Jamee Herbert – jamee@getbridgecare.com
Data Migration Milestone	9/3/23		Jamee Herbert – jamee@getbridgecare.com
VPAT Review Results	9/17/23		Jamee Herbert – jamee@getbridgecare.com
VPAT Remediation Review	10/15/23		Jamee Herbert – jamee@getbridgecare.com
Final UAT Completed	10/29/23		Jamee Herbert – jamee@getbridgecare.com
Training Completed	11/26/23		Jamee Herbert – jamee@getbridgecare.com
Support Documentation Delivered	12/3/23		Jamee Herbert – jamee@getbridgecare.com
System Launch	12/17/23		Jamee Herbert – jamee@getbridgecare.com

Task Name	Duration	Work	Start	Finish	Predecessors	Resource	Milestone
Planning	34d	36	12/14/22	01/16/23			
Contract Review and Sign Off	1d	1	12/14/22	12/14/22		Contract Supervisor, Project Manager, Product Design, Eng	
KITO Documentation Review (see WBS 62)	28d	35	12/20/22	01/16/23	65	Contract Supervisor, Project Manager, Product Design, Eng	
Execution Start	335d	1796	01/17/23	12/17/23			
Vendor Kick Off	0		01/17/23	01/17/23		Contract Supervisor, Project Manager, Product Design, Eng	
Phase 1 Define objectives	13d	35	01/17/23	01/29/23	5	Contract Supervisor, Project Manager, Product Design, Eng	
Project Objectives Statement	0		01/29/23	01/29/23	6		Yes
Phase 2: Requirements Gathering and Validation and Design	70d	516	01/30/23	04/09/23			
Sprint 1: Requirements Gathering - Learning Management	14d	80	01/30/23	02/12/23	0	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 2: Requirements Gathering - Professional Development	14d	80	02/13/23	02/26/23	9	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 3: Requirements Gathering - QRIS	14d	80	02/27/23	03/12/23	10	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 4: Requirements Gathering - API Interfaces & Electronic Recording	14d	80	03/13/23	03/26/23	11	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 5: Validation	14d	80	03/27/23	04/09/23	12	Contract Supervisor, Project Manager, Product Design, Eng	
Phase 2.2 Design	21d	116	04/10/23	04/30/23	13		
Sprint 6: Design Phase 1	14d	80	04/10/23	04/23/23	13	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 7: Design Phase 2	7d	36	04/24/23	04/30/23	15	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable - UAT Requirements List	0		04/30/23	04/30/23	88, 16		Yes
Phase 3: Development and Data Conversion and Migration	84d	729	05/01/23	07/23/23			
Sprint 1: Development	14d	67	05/01/23	05/14/23	16	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 2: Development	7d	67	05/15/23	05/21/23	19	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 3: Development	7d	67	05/22/23	05/28/23	20	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 4: Development	7d	67	05/29/23	06/04/23	21	Contract Supervisor, Project Manager, Product Design, Eng	
Dev Milestone 1	0		06/04/23	06/04/23	22	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Sprint 5: Development	7d	67	06/05/23	06/11/23	22	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 6: Development	7d	67	06/12/23	06/18/23	24	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 7: Development	7d	67	06/19/23	06/25/23	25	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 8: Development	7d	67	06/26/23	07/02/23	26	Contract Supervisor, Project Manager, Product Design, Eng	
Dev Milestone 2	0		07/02/23	07/02/23	27	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Sprint 9: Development	7d	59	07/03/23	07/09/23	27	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 10 : Development	7d	67	07/10/23	07/16/23	29	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 11: Development	7d	67	07/17/23	07/23/23	30	Contract Supervisor, Project Manager, Product Design, Eng	
Dev Milestone 3	0		07/23/23	07/23/23	31	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Phase 3.2 Data Conversion and Migration/ API Phase 2 Start	42d	402	07/24/23	09/03/23			
Sprint 12: Data Conversion	7d	67	07/24/23	07/30/23	31	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 13: Data Conversion	7d	67	07/31/23	08/06/23	34	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 14: Data Conversion	7d	67	08/07/23	08/13/23	35	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable - Data Conversion Milestone	0		08/13/23	08/13/23	36		Yes
Sprint 15: Data Migration	7d	67	08/14/23	08/20/23	36	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 16: Data Migration	7d	67	08/21/23	08/27/23	38	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 17: Data Migration	7d	67	08/28/23	09/03/23	39	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable - Data Migration Milestone	0		09/03/23	09/03/23	40		Yes
Phase 4: Testing & UAT	56d	291	09/04/23	10/29/23	40		
Sprint 1: VPAT Review	14d	73	09/04/23	09/17/23	40	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: VPAT Review Results	0		09/17/23	09/17/23	43	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Sprint 2: Testing	14d	73	09/18/23	10/01/23	43	Contract Supervisor, Project Manager, Product Design, Eng	
Sprint 3: VPAT Remediation	14d	80	10/02/23	10/15/23	45	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: VPAT Remediation Review	0		10/15/23	10/15/23	46	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Sprint 4: UAT	14d	65	10/16/23	10/29/23	46	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: Final UAT Completed	0		10/29/23	10/29/23	48	Contract Supervisor, Project Manager, Product Design, Eng	Yes
Phase 5: Staff Onboarding & Enablement	35d	195	10/30/23	12/03/23	49		
Staff Training	14d	75	10/30/23	11/12/23	48	Contract Supervisor, Project Manager, Product Design, Eng	
Provider Training	14d	75	11/13/23	11/26/23	51	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: Training Completed	0		11/26/23	11/26/23	52	Contract Supervisor, Project Manager, Product Design, Eng	Yes

Task Name	Duration	Work	Start	Finish	Predecessors	Resource	Milestone
Support Documentation & Enablement	7d	45	11/27/23	12/03/23	53	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: Support Documentation Deliverered	0		12/03/23	12/03/23	54	Contract Supervisor, Project I	Yes
Execution END Phase 6: Implementation & Launch	14d	30	12/04/23	12/17/23	55		
Implementation	14d	30	12/04/23	12/17/23	55	Contract Supervisor, Project Manager, Product Design, Eng	
Deliverable: System Launch	0		12/17/23	12/17/23	57	Contract Supervisor, Project I	Yes
Close Out PIER Post Implementation Evaluation Report (PIER) developm	12d	17	12/17/23	12/29/23	57	Contract Supervisor, Project Manager, Product Design, Eng	
PIER Review Meeting	0	1	12/17/23	12/17/23	57	Contract Supervisor, Project Manager, Product Design, Eng	
Materials Gathering	5d	8	12/18/23	12/22/23	60	Contract Supervisor, Project Manager, Product Design, Eng	
Submission	7d	8	12/23/23	12/29/23	61	Contract Supervisor, Project Manager, Product Design, Eng	
KITO Submission	29d	0	12/19/22	01/16/23			
High Level Handover Brian Banta	1d	1	12/19/22	12/19/22			
KITO submission draft	3d	4	12/20/22	12/22/22	65		
BridgeCare WBS review part 1	1d	4	12/21/22	12/21/22			
BridgeCare WBS review part 2	1d	4	12/22/22	12/22/22			
Final WBS submitted	1d	4	12/23/22	12/23/22			
KITO Submission Final	2d	4	12/26/22	12/27/22			
Archivist Letter	2d	4	12/27/22	12/28/22			
Accessibility Letter	10d	2	12/27/22	01/05/23			
CITO Submission	1d	4	01/06/23	01/06/23	71, 72		
CITO Approval	10d	4	01/07/23	01/16/23	73		
Cabinet Documentation and Meetings	274d		01/13/23	10/13/23			
DCF Quarterly Report Q1	1d	3	01/13/23	01/13/23			
DCF Quarterly Report Q2	1d	3	04/14/23	04/14/23			
DCF Quarterly Report Q3	1d	3	07/14/23	07/14/23			
DCF Quarterly Report Q4	1d	3	10/13/23	10/13/23			
Risk Management							
Risk Review Initial Assessment							
Risk Miitigation 1							
(Insert steps)							
Stakeholder meetings/Approvals	1d	4	03/20/23	03/20/23			
Review with KSHS	1d	4	03/20/23	03/20/23			

State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099



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megan.burton@ks.gov
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Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

December 28, 2022

Melissa Rooker, Executive Director
Kansas Children's Cabinet and Trust Fund
Landon State Office Building
900 SW Jackson Street, Room 152
Topeka, KS 66612

Dear Director Rooker,

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 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, Ethan Moses, Associate Consultant, recently sent to me for review an Electronic Records Retention Statement for the Kansas Children's Cabinet and Trust Fund (KCCTF) Professional Development Workforce Registry detail-level plan. From my review of the project plan materials, I have determined that the project will affect long-term records. Project staff have included records management tasks on the Work Breakdown Structure.

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

Sincerely,

Ethan Anderson
Government Records Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Ethan Moses, Associate Consultant, Resultant/KCCTF

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Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

January 5, 2023

Melissa Rooker, Executive Director
Children's Cabinet and Trust Fund
900 SW Jackson St., Room 152
Topeka, KS 66612-1221

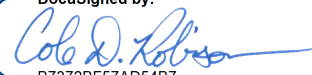
Dear Dir. Rooker:

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 Ethan Moses an Accessibility Statement for the Professional Development Workforce Registry project for review in compliance with this process.

This statement, and the accompanying Accessibility Conformance Reports (ACR), affirm that the project will comply with the requirements of ITEC Policy 1210. Verification of overall compliance, and any necessary remediation, for the project will occur according to WBS tasks 17, 46, and 49.

The Accessibility Statement for the Professional Development Workforce Registry detailed project plan is approved. A copy of this letter should be included with the submittal of the Professional Development Workforce Registry detailed project plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Gardner, The University of Kansas Center for Public Partnerships & Research
Ethan Moses, Resultant
Sara Spinks, Director, Kansas Information Technology Office
Hannah White, Children's Cabinet and Trust Fund

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KCCTF Professional Development Workforce Registry

Detailed Project Plan Compliance Statements

Architectural Statement

The Professional Development Workforce Registry will comply with the ITEC Policy 4010 Revision-1 Kansas Information Technology Architectural Compliance Requirements through inclusion of the policy as a part of the contract with the vendor.

ITEC Policy 9500 Wireless LAN Requirements does not apply.

Ownership of Software Code and Related Intellectual Property

The ownership of the software product is explicitly stated in the contract, as provided for in the KS Information Technology Policy 1500.

As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under the Contract or any Task Order issued under this Contract shall remain the sole property of the Contractor unless specifically developed for the sole and exclusive use by the State of Kansas.

Accessibility Statement

The Kansas Children's Cabinet and Trust Fund (KCCTF) will ensure that the Professional Development Workforce Registry project complies with the Accessibility Requirements ITEC Policy 1210 Revision-3:

- All entity ICT shall be accessible to and usable by individuals with disabilities in accordance with federal and state law

As indicated in ITEC IT Policy 2400A, the state entity has incorporated the Voluntary Product Accessibility Template (VPAT) into any bid specifications and system requirements for all products that are procured, provided as a service, or custom built as part of the project.

The attached VPAT report is based off a preliminary review comparing previous BridgeCare (vendor) projects, their associated VPAT reports and the requirements for the Workforce Registry. The VPAT will be updated (as required) post remediation step in the WBS, in line with vendor process. This ensures that any changes to the system required post discovery/testing phase are in line with accessibility policy.

In the plan, review and remediation can be found at:

UAT Requirements Gathering: *WBS Element 18*

Review: *WBS Element 45*

Remediation: *WBS Element 48*

Security Statement

The Professional Development Workforce Registry will comply with all relevant IT policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

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Melissa A. Rooker, Executive Director

Laura J. Kelly, Governor

Privacy Statement

The Professional Development Workforce Registry will comply with all relevant privacy policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

The Professional Development Workforce Registry will receive selected electronic datasets from sister systems, including but not limited to CLARIS, WLS, FACTS, KEES, and other systems pending Business Process Analysis efforts. The received data extracts will be mapped and converted into the format utilized by the Workforce Registry application. The application is then populated with the datasets. The data will consist of demographic and identifying data, including the names and client IDs of childcare providers, programs, professional development activities, and certifications.

1. What information is included
 - a. The Professional Development Workforce Registry pulls data from already existing databases, of which all are required to comply (when relevant) with Privacy Act of 1974, Health Insurance Portability and Accountability ACT 1996. A review of registry sources.
2. Why is it collected
 - a. Information is pulled from aforementioned databases as a means of consolidating information relevant to workers in ECC fields.
3. How will it be used
 - a. The information is already readily available and will not be used by the registry in a way different from what the current databases allow. It is merely a consolidation of information for the benefit of ECC workers.
4. Exclusion opportunities
 - a. The team does not currently see any necessity for exclusion opportunities. However, upon completion of the discovery phase during the development cycle, such opportunities may be revisited as necessary. This will be reported on via KITO monthly reports.
5. 1974 Act implementation
 - a. The registry will ensure implementation post discovery phase (WBS Element 17 on attached plan)
6. Other privacy requirements
 - a. The registry will review additional privacy requirements as required at (WBS Element 17 on attached plan)
7. Total privacy cost estimate
 - a. Privacy costs are currently wrapped into the development budget and not highlighted as sperate costs due to the nature of the project.

Electronic Record Retention Statement

The Professional Development Workforce Registry will comply with all electronic record retention policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

The Professional Development Workforce Registry will receive selected electronic datasets from sister systems, including but not limited to CLARIS, WLS, FACTS, KEES, and other systems pending Business Process Analysis efforts. The received data

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extracts will be mapped and converted into the format utilized by the Workforce Registry application. The application is then populated with the datasets. The data will consist of demographic and identifying data, including the names and client IDs of childcare providers, programs, professional development activities, and certifications.

In the plan, review and remediation (if required) can be found at:

Review: WBS Element 13

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?

a. No records will be replaced at this time. However, an additional review step will occur at the aforementioned WBS element.

2. What new business functions will be implemented?

a. The Workforce Registry will support Learning Management, Professional Development, and Quality Recognition efforts across the early childhood education mixed delivery system.

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

a. N/A; however, anticipated benefits include the standardization of business processes across multiple types of organizations and roles, electronic access to information, and centralization of information.

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

a. KCCTO does not currently have a record retention schedule as the nature of the registry is a consolidation of already available data.

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? If so, please specify.

a. No.

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

a. Yet to be determined, this step occurs at the aforementioned WBS element.

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

a. Yet to be determined, this step occurs at the aforementioned WBS element.

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 record involved.

a. No such records will be involved.

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

a. As of this point, no costs associated with addressing records. However, a review will occur at the aforementioned WBS element.

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.

Last Risk Assessment Date: 3/23/2022

Prepared by: Brian Banta

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Timeline	M	H	Implementation relies on multiple agencies, vendors, etc. Multiple stakeholders increases complexity, and unforeseen needs or circumstances may cause the timeline to shift.	Maintain a centralized registry of project documents, communication, and plans so that issues can be identified early and mitigated as a collective group effort.
Resources	M	M	Implementation relies on multiple agencies, vendors, etc. Multiple stakeholders increases complexity and creates a need for robust project communication and collaboration. Failure to communicate adequately may delay the project.	Enforce weekly or daily communication rituals with key stakeholders (as determined by phase). Record all action items and interactions, to be distributed to involved parties following meetings.
Communication	M	M	Resources will collaborate remotely, increasing the complexity of information transfer between parties. Friction in communication channels may lead to misunderstandings or improper planning, which may delay the project.	Establish early ground rules and communication norms that are standard across all parties.
Scope	L	M	Aspects of the system may require custom configuration in order to adequately interface with Kansas state systems. Unforeseen technical complexity may delay the project.	Include technical subject matter experts in early solution design conversations in order to front-load any custom technical work.
Resources	M	L	Stakeholders related to important tasks (such as business process design and User Acceptance Testing) will need to contribute time to this project in addition to their regular duties. This may strain limited resources and cause delays to the project.	Maintain coordination and early indication of anticipated needs from project stakeholders to ensure the timely completion of project tasks with interlaced dependencies.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: KCCTF

Project Name: Professional Development Workforce Registry

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
1.4	LOW	Strategic Risk
2.2	MEDIUM	Financial Risk
2.3	MEDIUM	Project Management Risk
2.3	MEDIUM	Technology Risk
3.6	HIGH	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.

Melissa Rooker

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3 A framework is in place, but there will be anticipated modifications after discovery phase as module priority is fully realized at that point

4

5 The registry is an optimization of the current system, benefitting operations in the long run.

6

7 An initial cost benefit analysis was completed informally. The next stage will be completed in parallel to vendor discovery phase to insure all potential features are adequately accounted for.

8 As noted in the question above, benefit/payback assumptions will be fully realized once the discovery phase is complete. However, there is an undeniable soft benefit to the system due to the consolidation of resources, allowing for quicker data acquisition and faster application of standards to ECC resources.

9 When it's live, we'll be able to pull data and communicate with professionals in a way that would have taken many manual processes and likely missed people.

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32 once it's fully operational, we would need high up times for licensing and training purposes, which have daily transactions

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36 Benefit is more appropriate in this situation. The system will pull together information from
already available databases, thus consolidating information rather than creating new.

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