DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814

November 2, 2007

REASON FOR THIS TRANSMITTAL

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

ALL COUNTY INFORMATION NOTICE NO. I-68-07

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD WELFARE SERVICES DIRECTORS

SUBJECT: COUNTY ELECTRONIC DATA PROCESS (EDP) ADVANCE PLANNING DOCUMENT (APD) APPROVAL PROCESS

The purpose of this letter is to inform counties that the Office of Systems Integration (OSI) and the California Department of Social Services (CDSS) have completed their County APD Re-engineering Project, which has resulted in a number of changes in the county APD approval process. County tools and training have been developed to support implementation of these changes. The new county APD processes will become effective in mid-November 2007, immediately following county training scheduled on November 16, 2007. **The deadline for training registration is November 9, 2007** (see page 2 of this letter for further details).

Background

To comply with state and federal regulations at CDSS Manual of Policies and Procedures Division 28 and the Code of Federal Regulations Part 95, CDSS established a process for state review and approval of county EDP expenditures through the submission of APDs. In 1995, responsibility for the County Approvals Process was delegated from CDSS to the Health and Welfare Data Center, Systems Integration Division, now known as the California Health and Human Services Agency, OSI. Counties currently submit APD requests for EDP acquisitions to either the Statewide Automated Welfare System (SAWS) Project County Approvals Unit or the Child Welfare Services/Case Management System (CWS/CMS) Administrative Services Unit, as appropriate. Recently, in an effort to streamline and expedite the review process and ensure that the process complies with state and federal regulations, OSI initiated the County APD Re-engineering Project.

County APD Re-engineering Project

The County APD Re-engineering Project brought together stakeholder representatives from CDSS' Children and Family Services Division, Welfare to Work Division, Fiscal Systems Bureau, and Legal Division; OSI-Administration, OSI-SAWS, and OSI-CWS/CMS; the California Welfare Directors' Association; and several counties. The goals were to increase the counties' ability to receive approval and complete EDP projects in a timely manner and to assess compliance with state and federal regulations to reduce the risk of audit exceptions.

Stakeholder representatives met regularly over a period of several months to analyze all review processes and identify areas where efficiencies could be gained. They also reviewed state and federal regulations to document and clarify APD requirements. Finally, the project analyzed the needs of county APD preparers for training and developed tools to assist them in preparing and submitting APDs to minimize revisions that occur during the state review process.

Changes in the county APD approval process include:

- Use of an APD template
- Greater delegated approval authority for CWS/CMS from both CDSS Children and Family Services Division and Fiscal Systems Bureau
- Self-Certification option for Procurement and Cost Allocation Methodology for EDP acquisitions that meet specific criteria
- Processing timeframes for the review/approval process

All APD resource documents developed to assist counties in preparing APDs will be available on the OSI website at www.osi.ca.gov. Resource documents will include:

- Is an APD Necessary Checklist
- County APD Template
- County APD Examples
- OSI County APD Review Checklist
- State APD Procurement Pre-Review Checklist
- OSI County APD Recommendations and Findings Report
- Cost Allocation Methodology Self-Certification
- Procurement Self-Certification
- Frequently Asked Questions
- Training Materials

Training

Training specifically designed for county APD preparers will be provided by CDSS' Children and Family Services Division, Welfare to Work Division, Fiscal Systems Bureau, Legal Division, OSI-SAWS and OSI-CWS/CMS. Topics will include an overview of the APD Review/Approval Process and the APD Template as well as more in-depth presentations of the APD sections for Business Justification, Cost Allocation, and Procurement. Time will be allotted for questions and answers. The training will be web-assisted, and counties may check the OSI website for further information as the training date draws near. The training date and location is:

DATE:	November 16, 2007
TIME:	9:30 a.m. - 3:30 p.m.
LOCATION:	ISAWS Challenger Room 8810 Cal Center Drive Sacramento, CA 95826

To register, please contact Jerry Cox of OSI-CWS/CMS at (916) 263-1124, or by email at Jerry.Cox@osi.ca.gov by November 9, 2007.

Implementation

Implementation of the changes in the county APD review/approval process will begin immediately following the training. Any APDs prepared after November 16, 2007 will need to be in the template format.

Post-Implementation Evaluation

After implementation of the APD process changes, the OSI-SAWS and OSI-CWS/CMS project approval units will monitor the APD processing times and approval rates to measure the success of the re-engineering effort. Processes and related documents (e.g. templates, checklists, etc.) will continue to be reviewed and revised, as necessary, based on state and county comments on the new processes.

If you have any questions regarding this letter, please contact:

- Kristine Dudley (OSI-SAWS) at (916) 229-4435, or by email at Kristine.Dudley@osi.ca.gov for all SAWS-related APD questions; or

- Joanne Takashima (OSI-CWS/CMS) at (916) 229-1125, or by email at Joanne.Takashima@osi.ca.gov for CWS/CMS or dual ADP questions; or

- Terry Patton (CDSS, CWS/CMS) at (916) 653-6362, or by email at Terry.Patton@dss.ca.gov for CWS/CMS program questions.

Sincerely,

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

MARY L. AULT
Deputy Director
Children and Family Services Division

c: CWDA