I. Project Identification

Project Title: SACWIS Replacement Project – Planning Phase (2)

Agency Name	**Agency Business Unit**
Department of Children and Families	DCFM1

Your Name (Submitter)	**Phone**	**Email**
Deborah Ennis	860/550-6617	deborah.ennis@ct.gov

Agency Head	**Phone**	**Email**
Joette Katz	860/550-6354	commissioner.dcf@ct.gov

Agency CIO / IT Director	**Phone**	**Email**
Skip Burnham	860/723-7275	skip.burnham@ct.gov

Agency CFO	**Phone**	**Email**
Deborah Ennis	860/550-6617	deborah.ennis@ct.gov

Project Manager (if known)	**Phone**	**Email**
Maria H. Brereton	203/673-5058	mariah.brereton@ct.gov

OPM Budget Analyst	**Phone**	**Email**
Joan Soulsby	860/418-6347	joan.soulsby@ct.gov

II. Project Details

A. Project Dates

Proposed Start Date (MM/DD/YYYY)	**Expected Completion Date** (MM/DD/YYYY)	**Project Duration** (in months)
10/01/2015	06/30/2016	9 months

B. **Project Description -** This information will be used for listings and report to the Governor and General Assembly on capital funded projects.

DCF's SACWIS Replacement Project – Planning Phase, will replace DCF's current child welfare case management and reporting system. The current system has been in operation for 20 years and has been cited as not being federally compliant and in need of replacement. At this time, the Department is requesting to extend the planning phase of the project to develop a Request for Proposal (RFP) and work in collaboration with DAS/BEST on the procurement process.

C. **Summary.**

Summary - Describe the high level summary of this project in plain English without technical jargon
The Department will work with a consulting firm to create a Request for Proposal (RFP) and the required federal planning documents in order to seek reimbursement approval for project costs. An analysis of the current system and functionality is well documented and forms the basis for the 1000+ requirements for the new solution.

Purpose – Describe the purpose of the project
The SAWCIS Project - Planning Phase is required by the federal government and will allow the State to seek federal reimbursement for the project.   The Planning Phase is also essential to the success of the production phase of the SACWIS replacement project to ensure that a compliant SACWIS/CCWISsystem is designed that will meet all the practice and policy needs of the Department.

Importance – Describe why this project is important
State Child Welfare agencies are required to supply to the federal government complex data reporting. The SACWIS system is also the case management system for all child welfare cases in the State of Connecticut and is integral to maintaining the health and safety of children in the care of DCF. The modernization of the SACWIS system will allow for worker mobility, increasing productivity and in turn the safety of the children served by the Department.

Outcomes – What are the expected outcomes of this project
The Planning Phase outcomes will be: 1. The creation of a Request for Proposal (RFP) that will lead to contracting with a qualified vendor to develop a fully compliant SACWIS/CCWIS system. 2. Federal approval to continue with the development of the system.

Approach and Success Evaluation – Provide details of how the success of the project will be evaluated
1. Federal approval of the planning documents. 2. Successful release of a RFP which accurately delineates the CT DCF requirements.

D. **Business Goals**. List up to 10 key business goals you have for this project, when (FY) the goal is expected to be achieved, and how you will measure achievement, Must have at least one. Please use action phrases beginning with a verb to state each goal. Example: "Reduce the Permitting process by 50%". In the Expected Result column, please explain what data you will use to demonstrate the goal is being achieved and any current metrics.

Business Goal (Action Phase)	Target FY for Goal	Current Condition	Expected Result
Approval of the planning documents associated with the replacement of the SACWIS system.	06/30/2016	Beginning planning stages for the development of a RFP.	An approved planning document from the federal government and federal reimbursement of planning costs.

E. **Technology Goals**. From a technical perspective, following the above example, list up to 10 key technology goals you have for this project and in which Fiscal Year (FY) the goal is expected to be achieved. Please use action phrases beginning with a verb to state each goal. Example: "Improve transaction response time by 10%".

Technology Goal	Target FY for Goal	Current Condition	Expected Result
Improve federal reporting	06/30/2018	Non-compliant reporting.	Fully compliant reporting.
Improve worker efficiency and mobility impacting child safety	06/30/2018	Low levels of efficiency and lack of mobility.	Highly efficient, mobile operations improving child welfare outcomes.

F. **Priority Alignment.** The criteria in this table, in concert with other factors, will be used to determine project priorities in the capital funding approval process. Briefly describe how the proposed projects will align with each criterion.

Priority Criterion	Y/N	Explanation
Is this project aligned with the Governor's Key Priorities?	Y	DCF's SACWIS system will improve outcomes for child welfare and integrate the State's Social and Human Services systems for greater efficiencies.
Is this project aligned with business and IT goals of your agency?	Y	The SACWIS system is the cornerstone of the Child Welfare management. Many LEAN event initiatives will be possible with this replacement system.
Does this project reduce or prevent future increases to the agency's operating budget?	N	Difficult to project but will lead to greater worker efficiency.
Will this project result in shared capabilities?	Y	This system will build on the DSS CMS system.
Is this project being Co-developed through participation of multiple agencies?	Y	DCF will work closely with DAS and DAS/BEST, DSS and Judicial Department.
Has the agency demonstrated readiness to manage project of this size and scope?	Y	DCF has assembled a team to implement this project.
Is the agency ready to deliver the business value proposed?	Y	DCF will further refine this plan through the development of the planning document and the RFP.

G. **Organizational Preparedness**. Is your agency prepared to undertake this project? Is senior management committed, willing to participate, and willing to allocate the necessary time, energy and staffing resources? How will the project be managed and/or governed and who will make the key project decisions?

> The Commissioner fully supports the replacement of the SACWIS and has assembled a team to develop the new system. The Department has assigned a project manager, and the project is under the direction of the Deputy Commissioner of Administration.

H. **Project Ramp Up**. If capital funds are awarded for this project, how long will it take to ramp up? What are the key ramp-up requirements and have any off these already been started? For example, has a project manager been identified? Has an RFI been issued? Is a major procurement required such as an RFP?

> The Department must develop an RFP for the replacement SACWIS (LINK) system. The Department looks to hire a vendor with RFP development experience. ACF has procured a Proposed Ruling Making for the new (CCWIS) Comprehensive Child Welfare Information System which shall replace the SACWIS regulations.

I. **Organizational Skills**. Do you have the experienced staff with the proper training to sustain this initiative once it's a production system? Do you anticipate having to hire additional staff to sustain this? What training efforts are expected to be needed to maintain this system?

> The Department has been maintaining the current SACWIS system (LINK) for 20+ years. The Department is integrating staff into the production process and will be able to maintain the new system.

J. **Financial Estimates.** From IT Capital Investment Fund Financial Spreadsheet

Estimated Total Development Cost	Estimated total Capital Funding Request	Estimated Annual Operating Cost	One Time Financial Benefit	Recurring Annual Financial Benefit
	$1,800,000		$900,000	
Explanation of Estimates				
1. Consulting fees for the development of the RFP and a revised PAPD. 2. Purchase a HP Application Life Cycle Management Tool to help with Project Management and documentation.				
Assumptions: Please list key assumptions you are using to estimate project development and implementation costs				
Estimated time to complete the planning phase based on State Contract pricing for both consultation and equipment.				

III. **Expanded Business Case**

A. **Project Impact.** Beyond the top business goals identified in Section II, 1) What impacts will this project have, if any, in the targeted areas below, 2) What would be the impact of not doing this project, 3) How will the project demonstrate benefits are achieved.

(1) Impact Area (Vision)	Y/N	Description of Project Impact
Will this project provide efficient and easily accessible services for all constituents?	Y	Worker efficiency will improve from use of the mobility devices and modernization of the SACWIS system.
Will this project promote open and transparent government with the citizens of the state?	Y	The new system will allow for timely and accurate reporting.
Will this project establish efficient and modern business processes?	Y	The new system will allow for the implementation of the several LEAN events.
Will this project increase accuracy and timeliness of data for policy making, service delivery and results evaluation?	Y	This new system will have this capability.

2) What is the expected impact of NOT doing this project?

The Federal government is supportive of this replacement project. The current system is non-compliant. We have been given approval to move forward with the new system. If the state does not move forward with the new system, future federal revenue could potentially be at risk. The system is currently on a mainframe, has time limited functionality and is in danger of failing without replacement, impacting child health and safety.

(3) How will you demonstrate achievement of benefits?

The planning stage of the project is essential to the overall success of the project and will reap multiple benefits in the area of child welfare and resource efficiencies.

B. **Statutory/Regulatory Mandates.** 1) Cite and describe federal and state mandates that this project in intended to address. 2) What would be the impact of non-compliance?

(1) Statutory / Regulatory Mandates:

Federal SACWIS system non-compliance could potentially lead to a lack of revenue due to inaccurate reporting.

(2) Impact of non-compliance:

The Department currently claims $118m/annually in Title IV-E reimbursement. The absence of a non-compliant SACWIS system could potentially jeopardize the Department's ability to properly claim under Title IV-E.

C. **Primary Beneficiaries.** Who will benefit from this project (citizens businesses, municipalities, other state agencies, staff in your agency, other stakeholders) and in what way?

Children and families served by DCF will be served more efficiently and effectively leading to a higher degree of health and safety for the children we serve.   The State's social and human services agencies, employees of those agencies and all stakeholders, will benefit from more efficient operations and reporting by building integrated systems.

Important:

- **If you have any questions or need assistance completing the form please contact Jim Hadfield or John Vittner**
- **Once you have completed the form and the** IT Capital Investment Fund Financial Spreadsheet **please e-mail them to Jim Hadfield and John Vittner**

John Vittner, (860) 418-6432; John.Vittner@ct.gov
Jim Hadfield, (860) 418-6438; Jim.Hadfield@ct.gov