

Child Welfare Access to the FPLS State Services Portal



Legal Authority for Data Sharing

- Foster Care Independence Act of 1999
- Fostering Connections to Success and Increasing Adoptions Act of 2008
- Safeguarding Child Support Information Final Rule

Child Support/Child Welfare Case Management

- Automate locate requests and share case information in the best interests of children.
- Coordinate on electronic information interface and exchange efforts.
- Develop good referral policies.
- Use child support services to support the child welfare case goal.

Background - Legal Authority

- Foster Care Independence Act of 1999
- Fostering Connections to Success and Increasing Adoptions Act of 2008
- Social Security Act - 453(c)(4), 453(j)(3), 454(8)
- Safeguarding Child Support Information Final Rule
- [OCSE- IM-12-02: Requests for Locate Services Referrals and Electronic Interface](#)

Who Do We Locate

- Parents
- Siblings
- Children aging out of the child welfare caseload
- Other relatives

Child Welfare Benefits of Accessing Child Support Information

- Locate parents and relatives
 - Placements
 - Participation in case planning
 - Serve as additional resources for children
- Guardianship
- Identify potential adoptive homes
- Initiate termination of parental rights
- Issue Court Summons
- Locate children to provide services, complete NYTD survey
- Investigations

What is the Child Support Portal?

- An optional service for state child welfare agencies to access child support's Federal Parent Locator Service information and other services by accessing the Child Support Portal (CSP)
- Child welfare workers may submit;
 - Requests on:
 - Parents or relatives of child welfare children
 - Children in the child welfare system, and
 - Results are information captured to help locate persons
- CSP access is new for child welfare agencies; they also can obtain information through the state child support system



Child Support Portal Applications

- Locate
 - National Directory of New Hires (NDNH)
 - Approximately 1.4 billion individual records
 - Social Security Administration
 - Department of Veterans Affairs
 - Federal Bureau of Investigations
 - Department of Defense
- Federal Case Registry Query (FCR)
 - Approximately 20 million records

Authorized NDNH Information

- Person's name
- Person's SSN
- Person's address
- Employer's name
- Employer's address
- Employer ID number
- Wages, income, and benefits of employment, including health care coverage
 - Not for relatives
- Types, status, location, and amount of assets to, or debts owed by or to the individual
 - Not for relatives

Authorized FCR Information

- Case ID #
- Case type (IV-D, Non IV-D)
- Order Indicator
- FIPS code
- Participant name
- Participant SSN
- Participant type (CP, NCP, PF, CH)
- Date of birth
- Gender
- Family Violence Indicator
- Member ID #

This information may provide a lead by identifying where there is an open child support case which could contain additional person(s) information



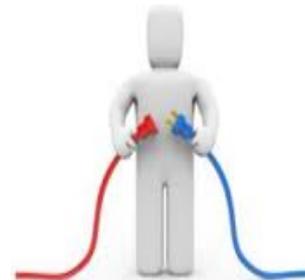
Training



- **Navigation Guide**
 - Contains instructions on how to navigate each application
- **Webinar**
 - Provides users with an actual screen-by-screen demonstration of each application

Connectivity

- State determines who should have access to CSP
- Same network as Child Support - connect through existing CSP Proxy Server
 - Coordinate user roles
- Different network – connect through CSP Proxy that you will set up
 - CSP Remote Access Compliance Checklist
 - State Profile Form
 - Set up VPN connectivity
 - Set up and deploy proxy server
- We will work with you to get connected



Memorandum of Understanding (MOU)

- Purpose and Legal Authority
- Justification for Access and Disclosure
- Description of FPLS data and Locate Sources
- Data Elements and State Record Volumes
- Method of Access
- Data Retention and Disposition
- Evaluation Criteria
- Security Requirements



User Fees

- OCSE Fee Methodology
- Based on Federal Fiscal Year (Oct 1 through Sept 30)
- Based on size of child welfare caseload
- Varies by state

Next Steps

- Submit Independent Security Assessment
- Sign and return MOU to OCSE
- Sign Reimbursement Agreement
- Obtain Access to FPLS information via CSP

Reporting Automated Functions for CCWIS



May 16, 2017

Reporting automated functions

The purpose of this webinar is to provide states that choose to develop a CCWIS with information on defining and reporting automated functions as part of their APD submissions or Notice of Intent

We will briefly review the submission requirements, and discuss the level of detail appropriate for reporting automated functions to ACF

Relevant submission requirements

- Section 1355.52(i) of the CCWIS regulations defines the submission requirements that enable a title IV-E agency to request federal funding to build a CCWIS ...

Section 1355.52(i):

- (i) *Submission requirements.*
 - (1) Before claiming funding in accordance with a CCWIS cost allocation, a title IV-E agency must submit an APD or, if below the APD submission thresholds defined at 45 CFR 95.611, a Notice of Intent that includes:
 - (i) A description of how the CCWIS will meet the requirements in paragraphs (a) through (h) of this section and, if applicable § 1355.54;
 - (ii) A list of all automated functions included in the CCWIS; and
 - (iii) A notation of whether each automated function listed in paragraph (i)(1)(ii) of this section meets, or when implemented will meet, the following requirements:
 - (A) The automated function supports at least one requirement of this section or, if applicable § 1355.54;
 - (B) The automated function is not duplicated within the CCWIS or systems supporting child welfare contributing agencies and is consistently used by all child welfare users responsible for the area supported by the automated function; and
 - (C) The automated function complies with the CCWIS design requirements described under § 1355.53(a), unless exempted in accordance with § 1355.53(b).

Relevant submission requirements

- Both the CCWIS submission requirements and APD requirements (45 CFR 95.611) must be met to qualify for federal funding for a CCWIS

[75 FR 66337, Oct. 28, 2010, as amended at 81 FR 35479, June 2, 2016]

§ 95.611 Prior approval conditions.

(a) *General acquisition requirements.* (1) A State shall obtain prior approval from the Department which is reflected in a record, as specified in paragraph (b) of this section, when the State plans to acquire ADP equipment or services with proposed FFP at the regular matching rate that it anticipates will have total acquisition costs of \$5,000,000 or more in Federal and State funds. States will be required to submit an Operational APDU only if they exceed the threshold requiring Federal approval, and only upon the receipt of a submission request, which is reflected in a record, from the Department. See definition of software maintenance under § 95.605.

(2) A State must obtain prior approval from the Department which is reflected in a record, as specified in

APD Cost thresholds apply:

If your total project cost exceeds the APD cost threshold at 45 CFR 95.611, you must submit the appropriate APD documents, with detail about your automated functions. This information must be included in your APD narrative, and summarized on the Automated Function checklist.

If your total project cost falls below the APD funding threshold, your agency is not required to submit an Implementation APD but you must provide ACF with specific information required by CCWIS regulations prior to claiming funding. This may be submitted in narrative, or by using the Notice of Intent (NOI) template meeting the requirements at Section 1355.52 (i)(1).

Optional templates available

State or Tribal IV E Agency: Enter name of agency

CCWIS AUTOMATED FUNCTION CHECKLIST

Please list all automated functions included in the CCWIS as required at §1355.52 (j)(1)(ii) and note whether each automated function meets, or when implemented will meet the requirements at §1355.52 (i) (1) (iii) (A) (B) and (C). You may include this optional checklist in your APD submission.

Function Name <i>List all automated functions that will be part of your CCWIS</i>	Supports at least one requirement section 1355.52 and/or 1355.54	The function is duplicated	Function is consistently used	The function complies with the CCWIS design requirements defined at 1355.53 (a), unless exempt by 1355.53 (b)	Check if update to previous submission
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Has an updated operational cost allocation plan been submitted to Cost Allocation Services? Y N

Date of submission:

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The use of the Automated Function Checklist or the NOI Checklist is optional.

State or Tribal IV E Agency: Enter name of agency

CCWIS NOTICE OF INTENT CHECKLIST

State/Tribe: Enter name of title IV-E agency

CCWIS Project Contact: Enter name of agency representative who can answer questions or is otherwise responsible for NOI content

Title: Enter title or role of agency representative

Address: Enter mailing address of agency representative

Telephone Number: Enter telephone number of agency representative

Email: Enter email address of agency representative

Project name: Enter name of child welfare information technology project that is the subject of this checklist

Project Schedule Estimated Start Date: MM/YYYY

Project Schedule Estimated Completion Date: MM/YYYY

Total estimated cost to design, develop and implement this project:
Enter the amount in dollars of the estimated project budget, including planning costs, IV-E agency staff costs, contractor costs, licensing costs, and hardware and software costs any other costs that the IV E agency deems pertinent to the project

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Both templates are available on the CB website at <https://www.acf.hhs.gov/cb>



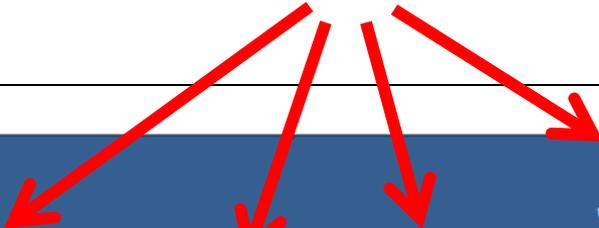
What information is needed:

The information required by CCWIS regulations for an APD or NOI submission includes an overview of the system, a list of the automated functions within the system, and identification of the automated functions that may qualify for CCWIS cost allocation

This information may be submitted in the APD narrative or using the optional Automated Function or NOI checklists

Required information

In the APD, or using a checklist, or the NOI, the title IV-E agency must document whether each automated function does meet, or will meet, the requirements of 45 CFR 1355.52(i)(1)(iii)(A) through (C):



Supports at least one requirement section 1355.52 and/or 1355.54	The function is duplicated	Function is consistently used	The function complies with the CCWIS design requirements defined at 1355.53 (a), unless exempt by 1355.53 (b)
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Required information

In listing automated functions, indicate whether or not each function will:

- support at least one requirement as described in 1355.52 or 1355.54;
- not be duplicated within the CCWIS or systems supporting child welfare contributing agencies;
- be consistently used by all child welfare users responsible for performance of that particular automated function; and
- comply with CCWIS design requirements at 1355.53(a), or that the function is exempt from the design requirement, by meeting conditions defined at 1355.53(b)

Cost allocation relevance

This information allows ACF to confirm that:

- the development costs associated with each automated function meets necessary requirements
- the function is not duplicated, and
- it qualifies for CCWIS cost allocation throughout the development and operation of the CCWIS

Checklist guidance:

For the APD Automated Function Checklist and instructions:

- Information Memorandum ACYF-CB-IM-16-07, *Comprehensive Child Welfare Information System (CCWIS) optional Advance Planning Document (APD) checklist for automated functions*, published on November 7, 2016

For the NOI template:

- Information Memorandum ACYF-CB-IM-16-04, *Comprehensive Child Welfare Information System (CCWIS) Notice of Intent (NOI) requirements, submission instructions and optional checklist*, published on August 8, 2016

Both can be found on the Children's Bureau website:

<https://www.acf.hhs.gov/cb/research-data-technology/state-tribal-info-systems>

Defining automated functions

States have requested guidance in defining their automated functions—what level of detail is needed?

- **CCWIS regulations at § 1355.51(a) say:**
***Automated function* means a computerized process or collection of related processes to achieve a purpose or goal**
- An automated function can be practically defined as a collection of related processes and routines, for example, intake, or a case plan component. An automated function may be made up of one or more independent modules, such as person search functionality, a safety assessment, and automated notices

High level reporting

When defining their automated functions, ACF encourages title IV-E agencies to focus on the high level, major business areas that their CCWIS will track and manage

Each automated function should incorporate the system routines and processing that enables the management of one of their agency's major child welfare business areas

The agency should consider modular considerations...

Consider modularity

Background: ACF requires that CCWIS development must follow a modular design-- See 45 CFR 1355.53(a)(1). The development of reusable modules may increase the potential for the re-use of the system's automated functions across state and tribal child welfare agencies.

This means, when reporting an automated function to ACF, consider the automated function's ease of transferability and its value for reusability. The IV-E agency is not required to individually list all of the independent modules that make up the automated function.

Let's consider an example on the next slide...

An example: Intake

The intake automated function could include a number of components or modules that collect intake data or contribute to its availability elsewhere in the system, such as

- an automated search for prior history,
- a process that records voluntary or information-only contacts for workload documentation,
- a referral tracking capability, or
- a window that collects family demographics and relationships

For purposes of cost allocation and to promote reuse, we encourage the title IV-E agency to report these related functions as part of a single, potentially transferrable, CCWIS **intake automated function**

Another example: case management

Similarly, a case plan module may contain multiple components or routines to record and track client goals, manage case plan forms, monitor permanency, and support outcome reporting

Each single component or module here is unlikely to be considered for transfer by another title IV-E agency, but as a whole, these components present a transferable case plan function. They should be identified as a single **case management automated function** on the CCWIS automated function list

Another example: background processes

The designation of automated function could also apply to a less visible automated routine that operates as a background process, such as

- the search protocol that allows the user to search from all CCWIS modules, or
- the application program interface (API) routines and protocols that govern how the CCWIS modules and software components will interact

The agency should report a **search automated function**, or an **API automated function**

A CMS example

Medicaid systems are large and complex: they provide program control and track such diverse actions as administrative costs; service to recipients; providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

Yet CMS defined only eight major functional business areas in its Medicaid Information Technology Architecture

- Member management
- Provider management
- Contractor management
- Operations management
- Program management
- Program integrity management
- Care management
- Business relationship management

Transitioning an existing system

If an agency plans to transition to CCWIS by enhancing an operational system, the list of automated functions must reflect the major functional elements of the agency's existing automated system, such as intake, investigation, case planning, provider licensing or provider payment

Title IV-E agencies may refer to historical guidance listing functional areas defined in SACWIS regulations and available on the CB website when completing the automated functions list for transitioning SACWIS systems:

<https://www.acf.hhs.gov/cb/resource/at9501>

What's NOT an automated function?

The agency's automated function list should not include any automated functions in other systems that exchange data with the CCWIS

Any such systems that are external to the CCWIS are not eligible for CCWIS cost allocation. These include:

- external systems developed by the title IV-E agency,
- systems that support other mandatory CCWIS data exchanges or functions, and
- systems developed and operated by child welfare contributing agencies.

Questions?

Enter your questions into the chat box by clicking the orange arrow in the top right corner of the screen

Press * 1 to alert the operator you wish to ask a question

For further reading:

RELATED REFERENCES:

- Title IV-E of the Social Security Act
- CCWIS regulations at 45 CFR 1355.52 paragraphs (a) through (h), 1355.52(i), 1355.54, and 1355.56; 45 CFR 1355.57
- APD regulations at 45 CFR 95.610, 45 CFR 95.611, and the requirements and submission instructions for an APD, as described in CCWIS regulations at 45 CFR 1355.52(i)(1) and 1355.56(d)(1)

Questions about any aspect of CCWIS or APDs may be referred to your state's assigned federal analyst, or submitted to:

CCWIS.Questions@acf.hhs.gov