

# **CCWIS Final Rule Data & Reporting Requirements**



November, 2016

# What requirements are covered in this webinar?

- 1355.50 – Purpose
- 1355.51 – Definitions
- 1355.52 – CCWIS project requirements
  - 1355.52(a) – Efficient, economical, and effective ✓
  - 1355.52(b) – CCWIS data ✓
  - 1355.52(c) – Reporting ✓
    - 1355.52(d) – Data quality
    - 1355.52(e) – Bi-directional data exchanges
    - 1355.52(f) – Data exchange standard
    - 1355.52(g) – Automated eligibility determination
    - 1355.52(h) – Software provision
    - 1355.52(i) – Submission ✓
    - 1355.52(j) – Other applicable requirements
- 1355.53 – CCWIS design requirements
- 1355.54 – CCWIS options
- 1355.55 – CCWIS reviews and assessment
- 1355.56 – Transition period ✓
- 1355.57 – Cost allocation ✓
- 1355.58 – Failure to meet APD conditions
- 1355.56.60 & 45 CFR 95, Subpart F – Conforming regulations

# Previous CCWIS Presentations

Find CCWIS introductory presentations at:

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

Available presentations:

- CCWIS Transition Requirements
- CCWIS Cost Allocation
- CCWIs Submission Requirements

# Agenda

- CCWIS Definitions
- CCWIS Data Requirements
  - Federal Data
  - ICWA Data
  - NCANDS Data
  - State/Tribal Data
- Reporting Requirements
  - Federal Reporting
  - State/Tribal Reporting
- Next Steps
- Take-Aways

# CCWIS Definitions

The following terms are defined at the end of this slide deck:

- Automated function
- Child welfare contributing agency

# CCWIS Data Requirements Overview

- CCWIS data categories are defined at 1355.52(b) and discussed in the following slides.
- The CCWIS must maintain CCWIS data
- By “maintain” we mean:
  - All CCWIS data must be stored in the CCWIS
  - CCWIS data must be shared as needed by other appropriate child welfare automated data processing systems
  - The CCWIS must maintain CCWIS data quality by consistently applying data quality processes and procedures to the CCWIS data

# CCWIS Data Requirements Overview (continued...1 of 2)

- CCWIS data requirements describe categories, not specific data elements.
  - Provides title IV-E agencies with flexibility to support different laws, policies & practices
  - The regulations accommodate changes without the delay of regulatory amendments
  - Categories overlap; the same data element may be covered by different requirements
- A operational S/TACWIS may already collect most CCWIS data

# CCWIS Data Requirements Overview (continued...2 of 2)

- CCWIS data must be efficiently, economically & effectively collected, maintained, & reported. In general:
  - CCWIS data must be precisely defined with specified formats and values
  - CCWIS data must be relevant to child welfare
  - the CCWIS must be able to electronically monitor and analyze CCWIS data
- Exception: narrative CCWIS data (e.g. case notes) such as:
  - documenting observations
  - summarizing interaction with clients
  - consultations with service providers



# Federal CCWIS Data

- Data for *on-going* federal reports
- Data supporting federal expenditures
- Data supporting federal laws, regulations, & policies
- Case management data needed for federal monitoring

# Federal CCWIS Data: Data for On-Going Federal Reports 1 of 3

## Examples:

- AFCARS
  - Regulations at 45 CFR 1355.40
  - AFCARS data includes:
    - Child demographic data
    - Removal data
    - Placement data
    - Other data...
- NYTD (*Only states submit*)
  - Regulations at 45 CFR 1356.80
  - NYTD data includes:
    - Child demographic data
    - Independent living services data
    - Outcomes data

# Federal CCWIS Data: Data for On-Going Federal Reports 2 of 3

## Examples:

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# Federal CCWIS Data: Data for On-Going Federal Reports 3 of 3

## Examples:

- Monthly caseworker visits (Only states submit)
  - Requirements at Program Instruction ACYF-CB-PI-12-01 (issued 1/6/2012) here:  
<http://www.acf.hhs.gov/cb/resource/pi1201>
  - Monthly caseworker visit data includes:
    - Total children
    - Total monthly caseworker visits
- Title IV-E Programs Quarterly Financial Report (CB-496)
- Case management data added to CFSP & APSR

# Federal CCWIS Data:

## Data supporting Federal Expenditures

- Data supporting Title IV-E eligibility determinations
  - Court findings
  - Placement, licensing, & background checks
  - Title IV-E financial eligibility rules
- Service authorizations & IV-B and IV-E expenditures
  - service authorization/approval
  - service delivery
  - Payment status
  - Payment allocation

# Federal CCWIS Data: Data Supporting Federal Laws, Regulation & Policies

- Data supporting federal laws, regulations, & policies, for example:
  - Information on sex trafficking victims (471(a)(34)(A))\*
  - Information on missing or abducted children (471(a)(35)(B))\*

\*See ACYF-CB-PI-15-07 at  
<http://www.acf.hhs.gov/cb/resource/pi1507>

# Federal CCWIS Data: Case Management

- Case management data needed for federal audits, reviews, & monitoring, such as:
  - CFSR
  - Title IV-E Reviews
- Does not require CCWIS maintain audit, review, & monitoring data that is not normally part of the agency's ongoing case management practice, such as periodic surveys

# **Federal CCWIS Data: Data to Support ICWA and NCANDS (States only)**

- Only state title IV-E agencies are required to collect data to support:
  - Indian Child Welfare Act (ICWA)
  - National Child Abuse and Neglect Data System (NCANDS)



# Federal CCWIS Data: Indian Child Welfare Act Data (States only – continued...)

- An example of changing federal CCWIS data – a new supplemental notice of proposed rulemaking
  - *Federal Register* (81 FR 20283) published April 7, 2016
  - SNPRM may be accessed at:  
<https://www.gpo.gov/fdsys/pkg/FR-2016-04-07/pdf/2016-07920.pdf>
- What may change? The AFCARS SNPRM proposes additional data elements. Note: ACF has not published a final rule at this time.

# State/Tribal CCWIS Data

Data to support state/tribal child welfare:

- Laws
- Regulations
- Policies
- Practices
- Reporting
- Audits
- Program evaluations
- Reviews

# State/Tribal CCWIS Data: Examples Might Include

- Data required for specific programs such as:
  - Substance abuse treatment
  - Parent training programs
- Data required for reports to the governor or legislature
- Data supporting agency child welfare tools, such as:
  - Assessments
  - Home studies
  - Licensing
  - Health passport

# State/Tribal CCWIS Data: Examples Might Include (continued...)

- Data required by court monitors, such as:
  - Child outcomes
  - Time in care
  - Number of placements
  - Appropriateness of services
- Data needed by state/tribal auditors, such as:
  - Services to non-title IV-E clients
  - Non-IV-E placements
- Data collected by child welfare contributing agencies, such as:
  - Service utilization
  - Home visits
  - Case plans
  - Placements (foster care and pre-adoptive)

# Non-CCWIS Data

- Data not meeting 1355.52(b) is non-CCWIS data
- Non-CCWIS data does not qualify for CCWIS cost allocation
- Removing non-CCWIS data may:
  - streamline CCWIS
  - reduce system & data collection costs
  - improve data quality
- No requirement to purge previously collected non-CCWIS data

# Non-CCWIS Data (continued...1 of 2)

- Non-CCWIS data examples:
  - Data not required by child welfare programs (e.g. enterprise systems data)
  - Data supporting obsolete policies, practices, or reports\*
  - Data collected for terminated pilots, evaluations, or research\*
  - Data needed by a CWCA, but not others.

\*May have been CCWIS data at one time\*

# Non-CCWIS Data (continued...2 of 2)

- Possible indicators of non-CCWIS data:
  - Data only appears on unused reports
  - Infrequently used fields flagged by data collection reports
  - Modules changed to support new practices may contain data from the obsolete practice or policy
  - Program staff identify data as no longer relevant

# CCWIS Reports Overview

- CCWIS may generate reports (i.e., create a report with all data in the prescribed format):
  - Most common when CCWIS maintains all data needed for the report (e.g. AFCARS )
- CCWIS may contribute to reports (provide data to another system or agency):
  - May contribute all the data to another agency if CCWIS not required to generate the report (e.g. AFCARS)
  - Most common when CCWIS does not maintain all required data (e.g., CB-496, APSR)



# CCWIS Reports Overview (continued...1 of 2)

- Transmit CCWIS data needed for reporting by other systems or agencies efficiently, economically, & effectively; the transmission method will vary by circumstance:

Data & Report Generation	Transmission Method
CCWIS generates AFCARS report	No transmission for report generation; CCWIS generates AFCARS report
Another system generates AFCARS report	CCWIS electronically exchanges AFCARS data with system generating report
Case-level data for analysis by Data & Research Unit	Spreadsheet may be appropriate
Aggregated data for CB-496	Hardcopy may be appropriate

# CCWIS Reports Overview (continued...2 of 2)

- The title IV-E agency is responsible for the CCWIS data, regardless of who submits the federal reports. Reports must:
  - Include all required CCWIS data
  - Meet CCWIS data quality standards
  - Follow required formats
  - Be submitted according to prescribed schedules

# CCWIS Reports: Federal Examples

- Reports to ACF include:
  - AFCARS
  - NYTD
  - CFSP & APSR
  - the quarterly financial report (CB-496)
  - CFSR
  - NCANDS
  - Monthly caseworker visits
- Reports to other entities include:
  - Missing/abducted children (to law enforcement for reporting to FBI & National Center for Missing & Exploited Children )
  - Sex trafficking information (to local law enforcement)

# CCWIS Reports: State/Tribal Examples

- Case worker reports, such as:
  - CPS investigation reports
  - Case review report
  - Court hearing
- Supervisory or management reports, such as:
  - Caseload tracking reports
  - Service utilization
- Research and statistical analysis data, such as:
  - Safety & permanency
  - Placement recruitment/utilization

# CCWIS Reports: State/Tribal Examples (continued...)

- Court settlement agreement monitoring reports
- Outcomes data for continuous quality improvement
- Reports to governor, legislature or tribal leadership, such as:
  - Child welfare population analysis
  - Placement expenses
- Budgetary projections, such as:
  - Preventative services
  - Non IV-E eligible expenses

# Next Steps

- Identify CCWIS data and if a CCWIS automated function or another system will collect it
- Identify needed reports for each automated function
- Consult your federal analyst to discuss CCWIS data and reporting requirements
- Review data and reporting questions at the Child Welfare Policy Manual here:  
[http://www.acf.hhs.gov/cwpm/programs/cb/laws\\_policies/laws/cwpm/policy.jsp?idFlag=6](http://www.acf.hhs.gov/cwpm/programs/cb/laws_policies/laws/cwpm/policy.jsp?idFlag=6)

# Next Steps (continued)

- Participate in upcoming webinars
- Submit questions to [CCWIS.Questions@acf.hhs.gov](mailto:CCWIS.Questions@acf.hhs.gov)
- Sign up for announcements (<https://www.acf.hhs.gov/programs/cb/resource/ccwis-announcements-listserv>) to learn about:
  - Upcoming webinars
  - Updates to the Child Welfare Policy Manual
  - Other technical assistance

# Take-Aways

## CCWIS data requirements:

- CCWIS data requirements list CCWIS data categories
  - not specific data elements
- Federal CCWIS data specified in federal laws, regulations & policies
- State/tribal CCWIS data determined by state/tribal laws, regulations, policies, & practices

## CCWIS reporting requirements:

- CCWIS not required to generate all reports.
- Agency is responsible for CCWIS data reported
- Federal law & policy determines federal reports
- State/tribal needs determine local reports



# Questions?

# CCWIS Definition: Automated Function

*Automated function* is defined in the CCWIS regulations at 45 CFR 1355.51 and means a computerized process or collection of related processes to achieve a purpose or goal.

# CCWIS Definition: Child Welfare Contributing Agency

*Child welfare contributing agency (CWCA)* is defined in the CCWIS regulations at 45 CFR 1355.51 and means an entity that, by contract or agreement with the title IV-E agency, provides child abuse and neglect investigations, placement, or child welfare case management (or any combination of these) to children and families.