

# CCWIS Technical Bulletin #5: CCWIS Cost Allocation Part I



February 26, 2019

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- CCWIS Technical Bulletin #5; and
- This slide deck

# Presenters

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# Webinar Scope: Allocating CCWIS Project Costs

- In this webinar series, “cost allocation plan (CAP)” applies to four different plans:
  - State Development CAP: CAM (Cost Allocation Methodology)
  - State Operational CAP: PACAP (Public Assistance Cost Allocation Plan)
  - Tribal Development CAP: Development CAM
  - Tribal Operational CAP: Title IV-E CAM
- Title IV-E agencies submit the development CAMs for CCWIS Projects with their APD
- Title IV-E agencies submit the CCWIS PACAP/operational CAM as part of the agency-wide PACAP/Title IV-E CAM
- The webinar focuses on the special cost allocation rules only applicable to CCWIS projects
- Title IV-E agencies may have multiple CCWIS Projects

# Agenda – Part I

- Cost allocation & technical bulletin overview
- Developing a CCWIS Automated Function Checklist to allocate costs for your CCWIS Project
- Submitting costs using the revised Form CB-496
- Take Aways, Resources, & Questions

# Cost Allocation Overview

Who pays for a human service system?

└───> Each program that benefits from the system.

How much does each program pay?

└───> Programs pay based on the (%) proportional benefits received from the system.

How are (%) proportional benefits assigned?

└───> By a cost allocation plan (CAP).

# Cost Allocation Example: Costs

## System Project Costs

\$ 2 M. - Intake Module

\$ 3 M. - Case Management

\$ 3 M. - Data Exchanges

\$ 2 M. - Data Quality

\$10M. - **TOTAL**

# Cost Allocation Example: Project Tasks

## System Project Costs

\$ 2 M. - Intake Module

\$ 3 M. - Case Management

\$ 3 M. - Data Exchanges

\$ 2 M. - Data Quality

\$10M. - **TOTAL**

Project Tasks

# Cost Allocation Example: Cost Allocation Plan

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**



# Cost Allocation Example: Benefitting Programs

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**

Benefitting Programs

# Cost Allocation Example: Child Welfare Share

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

\$10 M X 35%

Child Welfare  
\$3.5 Million

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**

Apply CAP %  
to total costs

Benefitting Programs

# Cost Allocation Example: Child Support Share

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

\$10 M X 35%

Child Welfare  
\$3.5 Million

\$10 M X 15%

Child Support  
\$1.5 Million

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**

Apply CAP %  
to total costs

Benefitting Programs

# Cost Allocation Example: Other Program Shares

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**

Apply CAP %  
to total costs

Benefitting Programs

\$10 M X 35%

Child Welfare  
\$3.5 Million

\$10 M X 15%

Child Support  
\$1.5 Million

\$10 M X 10%

Other Fed Programs  
\$1 Million

\$10 M X 40%

State Programs  
\$4 Million

# Cost Allocation Example: Child Welfare Focus

## System Project Costs

\$ 2 M. - Intake Module  
\$ 3 M. - Case Management  
\$ 3 M. - Data Exchanges  
\$ 2 M. - Data Quality  
\$10M. - **TOTAL**

Project Tasks

## Cost Allocation Plan

35% Child Welfare  
15% Child Support  
10% Other Fed Programs  
40% State Programs  
100% - **TOTAL**

Apply CAP %  
to total costs

Benefitting Programs

\$10 M X 35%

Child Welfare  
\$3.5 Million

\$10 M X 15%

Child Support  
\$1.5 Million

\$10 M X 10%

Other Fed Programs  
\$1 Million

\$10 M X 40%

State Programs  
\$4 Million



# Technical Bulletin #5 Overview

- TB electronically distributed on 11/30/2018
- TB available on the CB website here:
  - <https://www.acf.hhs.gov/cb/resource/ccwis-tb5>
- Intended for staff with responsibilities for the following functions:
  - Fiscal (cost allocation, budgeting, & revenue)
  - Information technology
  - CCWIS project management
  - Child welfare program
- The Automated Function Checklist is key to determining cost allocation for a CCWIS project

# Technical Bulletin #5 Overview (continued...)

- TB covers rules for:
  - CCWIS cost allocation
  - Non-CCWIS cost allocation
- TB covers cost allocation plans (CAPs):
  - CCWIS development & operational CAPs
  - Enterprise/multiple program system CAP vs. a stand-alone CCWIS CAP
- TB covers CAP submission procedures:
  - Development & operational CAPs
  - State & tribal CAPs
  - Stand-alone vs. enterprise/multiple program system CAPs

# What is CCWIS & Non-CCWIS?

- May refer to a type of cost allocation:
  - CCWIS cost allocation (a more favorable cost allocation)
  - Non-CCWIS cost allocation (regular cost allocation)
- May refer to an information system project:
  - Non-CCWIS project (a project not meeting CCWIS requirements)
    - May receive *only* non-CCWIS cost allocation
  - CCWIS project (a project meeting CCWIS requirements)
    - May receive *both* CCWIS & non-CCWIS cost allocation



# CCWIS & Non-CCWIS Cost Allocation Approach: CCWIS Projects

## **Allocate CCWIS development costs using CCWIS cost allocation to the title IV-E foster care program that:**

- Support title IV-E eligible cases & services for all title IV-E programs
- Support non-title IV-E child welfare cases & services
- Support the title IV-B program
- Support title IV-E eligible cases & services, and also Juvenile Justice or Adult Protective Services

## **Allocate CCWIS operational costs using CCWIS cost allocation to the title IV-E foster care program that:**

- Support title IV-E eligible cases & services for all title IV-E programs
- Support non-title IV-E eligible cases receiving otherwise title IV-E eligible services (e.g., foster care case management)
- Support activities funded under title IV-B programs for purposes of facilitating the delivery of title IV-B in-home services

## **Allocate Non-CCWIS development & operational costs using Non-CCWIS cost allocation to a title IV-E program costs that:**

- Support title IV-E eligible cases & services for that program

# Development Cost Allocation Plan: Applies to Development Activities

- **Development activities may qualify for:**
  - CCWIS Cost Allocation; or
  - Non-CCWIS Cost Allocation
- **Development – building the system**
  - Development means the definition of system requirements, detailing of system and program specifications, programming and testing. This includes the use of hardware to the extent necessary for the development phase. (45 CFR 95.605)
  - Development includes design and implementation activities.
  - Planning for a new system (including feasibility studies and alternative analysis) is classified as a development activity.

\*Confirm development activities with your Federal Analyst\*

# Operational Cost Allocation Plan: Applies to Operational Activities

- **Operational activities may qualify for:**
  - CCWIS Cost Allocation; or
  - Non-CCWIS Cost Allocation
- **Operations – using the system**
  - Operation means the automated processing of data used in the administration of State plans for titles ... IV-B, IV-D, ... of the Social Security Act. Operation includes the use of supplies, software, hardware, and personnel directly associated with the functioning of the mechanized system. (45 CFR 95.605)

\*Confirm operational activities with your Federal Analyst\*

# Operational Cost Allocation Plan: Applies to Maintenance Activities

- **Maintenance activities may qualify for:**
  - CCWIS Cost Allocation; or
  - Non-CCWIS Cost Allocation
- **Maintenance – system upkeep**
  - Software maintenance means routine support activities that normally include corrective, adaptive, and perfective changes, without introducing additional functional capabilities. Corrective changes are tasks to correct errors or deficiencies in software. Adaptive changes are revisions to existing software to meet changing requirements. Perfective changes are improvements to application software so it will perform in a more efficient, economical, and/or effective manner. Software maintenance can include activities such as revising/creating new reports, making limited data element/data base changes, and making alterations to data input and display screen designs. (45 CFR 95.605)

\*Confirm maintenance activities with your Federal Analyst\*

# Automated Function Checklist

- Key to determining CCWIS cost allocation
- Completed for entire project, not just child welfare portion
- Complete a separate checklist for each CCWIS project
- Take time to fill it in correctly
- The checklist answers three questions related to cost allocation:
  - Is your system a CCWIS?
  - Which automated functions are CCWIS functions?
  - Which automated functions may qualify for CCWIS or non-CCWIS cost allocation?

# Automated Function Checklist: What to Include

Are all automated functions of the entire system listed? Include:

- All automated functions of a multiple program/enterprise system
- All functionality described in the project's APD
- Mandatory data exchanges
- Optional automated functions or data exchanges
- Web portals & mobile apps integrated into CCWIS
- Commercial off-the-shelf (COTS) automated functions

# Automated Function Checklist: What not to Include

Components of systems external to CCWIS.

Do not include:

- child welfare contributing agency (CWCA) systems;
- external title IV-E systems collecting CCWIS data;
- other systems supporting other programs (FNS, OCSE, & Medicaid) \*

\*But include data exchanges with CWCAs, external title IV-E systems, & other systems

# Automated Function Checklist Example\*

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
Intake & Screening	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Exempt	<input type="checkbox"/>
Investigations & Initial Assessment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Case Management	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Foster & Adoptive Family Recruitment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Licensing & Placement	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Adoptions	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Reporting	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
NYTD Survey Tool	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Title IV-E Eligibility Determination	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Court Data Exchange	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>

\*Agencies are required to submit this information. This is an optional template agencies may use.\*



# Automated Function Checklist: Is Your System a CCWIS?

- Do all automated functions comply with requirements to:
  - be modularly designed;
  - be documented in plain language;
  - follow a state, tribal, or industry standard; and
  - be capable of being shared, leveraged & reused.
- Unless exempted because the automated function:
  - is part of a system transitioning to CCWIS; or
  - ACF has approved an agency approach that is more efficient, economical & effective.

If one automated function does not comply with CCWIS design requirements:



# Automated Function Checklist Example: CCWIS Design Requirements Column

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
Intake & Screening	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Exempt	<input type="checkbox"/>
Investigations & Initial Assessment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Case Management	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Foster & Adoptive Family Recruitment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Licensing & Placement	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Adoptions	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
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Court Data Exchange	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>

# Automated Function Checklist: Which Automated Functions are CCWIS Functions?

- Does the automated function support the CCWIS project requirements (1355.52). For example:
  - Does it collect, maintain, or report CCWIS data?
  - Is it a mandatory data exchange?
  - Does it automated CCWIS data quality?
- Does the automated function support an optional CCWIS function (1355.54)?
- Is the child welfare functionality described in the APD?
- Include automated functions that support CCWIS and another program (such as CMS, FNS, or OCSE)
- Check 'N' for functions that only support another program

# Automated Function Checklist Example: Supports CCWIS Requirements Column

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
Intake & Screening	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Exempt	<input type="checkbox"/>	
Investigations & Initial Assessment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> E	<input type="checkbox"/>	
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Title IV-E Eligibility Determination	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> E	<input type="checkbox"/>	
Court Data Exchange	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> E	<input type="checkbox"/>	

# Automated Function Checklist: Which functions receive CCWIS cost allocation?

- Are the child welfare tasks the automated function performs duplicated in:
  - CCWIS itself (another automated function performs the task as well)
  - In a county system
  - In a child welfare contributing agency
  - In an external system
- Is the automated function consistently used?
  - All workers use the required software tools the same way
  - Tools are used for the prescribed purpose & tasks

# Automated Function Checklist Example: Duplication & Consistent Use Columns

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
Intake & Screening	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Exempt	<input type="checkbox"/>
Investigations & Initial Assessment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Case Management	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Foster & Adoptive Family Recruitment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Licensing & Placement	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Adoptions	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Reporting	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
NYTD Survey Tool	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Title IV-E Eligibility Determination	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Court Data Exchange	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>

# Automated Function Checklist Example: Duplication & Consistent Use Columns (continued...)

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
Intake & Screening	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Exempt	<input type="checkbox"/>
Investigations & Initial Assessment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Case Management	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Foster & Adoptive Family Recruitment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Licensing & Placement	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Adoptions	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Reporting	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
NYTD Survey Tool	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> E	<input type="checkbox"/>
Title IV-E Eligibility Determination	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>
Court Data Exchange	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> E	<input type="checkbox"/>

**Non-CCWIS  
Cost Allocation**



# Reporting CCWIS & non-CCWIS Project Costs on the revised Form CB-496

- March 1, 2019: Due date for reporting title IV-E Foster Care program (including CCWIS) costs for the federal fiscal year 2019, first quarter (October – December 2018)
- Title IV-E agencies report costs on revised Form CB-496, issued 11/30/18 (ACYF-CB-PI-18-12)
- Agencies report costs for multiple projects on different lines



# Form CB-496: Part 1 Changes

## Foster Care

### In-Placement Administrative Costs

- Broken out on Lines 5 – 7 based on the specified activities performed a total calculated on Line 8
- Line 5: Costs for Case Planning and Management
  - No changes from prior version of Form CB-496
- Line 6: Costs for Eligibility Determination
  - No changes from prior version of Form CB-496
- Line 7: Costs for Provider and Agency Management
  - Consolidates reporting in prior version Form CB-496 Part 1 on Lines 7 & 8
  - Excludes agency management for non-CCWIS project costs (now reported on Lines 11a -11b)
- Line 8: Total In-Placement Foster Care Administrative Costs
  - System calculated sum of Lines 5 – 7

# Form CB-496: Overview of New Information System Cost Reporting Lines

Information Technology costs broken out on Lines 11a – 14b based on:

- Project type (CCWIS or Non-CCWIS)
- Project status (Operational or Developmental)
- CCWIS project cost allocation approach (CCWIS vs. non-CCWIS)
- Project number (CCWIS projects with an advanced planning document)

# Form CB-496: Lines 11a & 11b

- Line 11a: Non-CCWIS Project Operational Costs
  - Costs allocated to title IV-E Foster Care program for the operation and maintenance of an automated child welfare information system classified as a non-CCWIS
  - On prior Form CB-496 version reported as part of Part 1, Line 8
- Line 11b: Non-CCWIS Project Developmental Costs
  - Costs allocated to title IV-E Foster Care program for the planning, design, development, implementation or development enhancement of an automated child welfare information system classified as non-CCWIS
  - On prior Form CB-496 version reported as part of Part 1, Line 8

# Form CB-496: Lines 11a & 11b Snapshot

## Non-CCWIS Information Technology Costs

SECTION A: FOSTER CARE PROGRAM										
50% FFP rate for all cost categories, except where noted					Current Quarter Claims		Prior Quarter Adjustment Claims		Next Quarter Estimates	
					(A) Total	(B) Fed Share	(C) Total	(D) Fed Share	(E) Total	(F) Fed Share
11a	Non-CCWIS									
	Project Operational Costs				\$	\$	\$	\$	\$	\$
11b	Non-CCWIS									
	Project Developmental Costs				\$	\$	\$	\$	\$	\$

# Form CB-496: Lines 12a & 12b

- Line 12a: CCWIS Project Operational Costs Using CCWIS Cost Allocation
  - Costs allocated to any title IV-E program for the operation and maintenance of an automated child welfare information system classified as a CCWIS where the involved automated function(s) is eligible for CCWIS cost allocation approach (see CCWIS TB #5)
  - Costs reported on sub-lines by project number (dropdown menu)
  - On prior Form CB-496 version reported on Part 1, Line 11
- Line 12b: CCWIS Project Operational Costs Using Non-CCWIS Cost Allocation
  - Costs allocated to any title IV-E program for the operation and maintenance of an automated child welfare information system classified as a CCWIS where the involved automated function(s) is not eligible for CCWIS cost allocation approach (see CCWIS TB #5)
  - Costs reported on sub-lines by project number (dropdown menu)
  - On prior Form CB-496 version reported on Part 1, Line 11

# Form CB-496: Lines 12a & 12b Snapshot

## CCWIS Operational Information Technology Costs

<b>SECTION A: FOSTER CARE PROGRAM</b>									
<i>50% FFP rate for all cost categories, except where noted</i>				<b>Current Quarter Claims</b>		<b>Prior Quarter Adjustment Claims</b>		<b>Next Quarter Estimates</b>	
				<b>(A) Total</b>	<b>(B) Fed Share</b>	<b>(C) Total</b>	<b>(D) Fed Share</b>	<b>(E) Total</b>	<b>(F) Fed Share</b>
12a	CCWIS Project Operational Costs Using CCWIS Cost Allocation								
			<b>Number</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$
12b	CCWIS Project Operational Costs Using Non-CCWIS Cost Allocation								
			<b>Number</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$
Dropdown n	[Project Number (e.g., 01, 02, 03, etc.):			\$	\$	\$	\$	\$	\$

# Form CB-496: Line 13a

- Line 13a: CCWIS Project Developmental Costs Using CCWIS Cost Allocation – APD Required
- Costs allocated to any title IV-E program for the planning, design, development, implementation or development enhancement of an automated child welfare information system that is:
  - Classified as a CCWIS
  - Project is subject to an advanced planning document (APD); and
  - The involved automated function(s) is eligible for a CCWIS cost allocation approach (see CCWIS TB #5: CCWIS Cost Allocation)
- Costs reported on sub-lines by project number (dropdown menu)
- On prior Form CB-496 version reported as part of Part 1, on either Line 12 or Line 13 (based on project number)

# Form CB-496: Line 13b

- Line 13b: CCWIS Project Developmental Costs Using Non-CCWIS Cost Allocation – APD Required
  - Costs allocated to any title IV-E program for the planning, design, development, implementation or development enhancement of an automated child welfare information system that is:
    - Classified as a CCWIS
    - Project is subject to an APD; and
    - The involved automated function(s) is not eligible for a CCWIS cost allocation approach (see CCWIS TB #5)
  - Costs reported on sub-lines by project number (dropdown menu)
  - On prior Form CB-496 version reported as part of Part 1, on either Line 12 or Line 13 (based on project number)



# Form CB-496: Line 14a

- Line 14a: CCWIS Project Developmental Costs Using CCWIS Cost Allocation – No APD Required
- Costs allocated to any title IV-E program for the planning, design, development, implementation or development enhancement of an automated child welfare information system that is:
  - Classified as a CCWIS
  - Project is not subject to an APD; and
  - The involved automated function(s) is eligible for a CCWIS cost allocation approach (see CCWIS TB #5)
- On prior Form CB-496 version reported as part of Part 1, on Line 14

## Form CB-496: Line 14b

- Line 14b: CCWIS Project Developmental Costs Using Non-CCWIS Cost Allocation – No APD Required
- Costs allocated to any title IV-E program for the planning, design, development, implementation or development enhancement of an automated child welfare information system that is:
  - Classified as a CCWIS
  - Project is not subject to an APD; and
  - The involved automated function(s) is not eligible for a CCWIS cost allocation approach (see CCWIS TB #5)
- On prior Form CB-496 version reported as part of Part 1, on Line 14

# Form CB-496: Lines 13a – 14b Snapshot

## CCWIS Developmental Information Technology Costs

<b>SECTION A: FOSTER CARE PROGRAM</b>									
<i>50% FFP rate for all cost categories, except where noted</i>			Current Quarter Claims		Prior Quarter Adjustment Claims		Next Quarter Estimates		
			(A) Total	(B) Fed Share	(C) Total	(D) Fed Share	(E) Total	(F) Fed Share	
13a	CCWIS Project Developmental Costs								
	CCWIS Cost Allocation – APD Required	<b>Number</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
13b	CCWIS Project Developmental Costs Using								
	Non-CCWIS Cost Allocation – APD Required	<b>Number</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
Dropdown	[Project Number (e.g., 01, 02, 03, etc.):		\$	\$	\$	\$	\$	\$	
14a	CCWIS Project Developmental Costs Using								
	CCWIS Cost Allocation – No APD Required		\$	\$	\$	\$	\$	\$	
14b	CCWIS Project Developmental Costs Using								
	Non-CCWIS Cost Allocation – No APD Required		\$	\$	\$	\$	\$	\$	

# Form CB-496: New Funding Codes

## Prior Quarter Expenditure Adjustments:

### Foster Care - New Funding Activity Codes (cont'd)

**FNO** – Non-CCWIS Operational Costs (Part 1. Line 11a)

**FND** – Non-CCWIS Developmental Costs (Part 1. Line 11b)

**COC** – CCWIS Operational Costs Using CCWIS Cost Allocation by Project No. (Part 1. Line 12a)

**CON** – CCWIS Operational Costs Using Non-CCWIS Cost Allocation by Project No. (Part 1. Line 12b)

**CDC** – CCWIS Developmental Costs Using CCWIS Cost Allocation by Project No. (Part 1. Line 13a)

**CDN** – CCWIS Developmental Costs Using Non-CCWIS Cost Allocation by Project No. (Part 1. Line 13b)

**CNC** – CCWIS Developmental Costs Using CCWIS Cost Allocation No APD (Part 1. Line 14a)

**CNN** – CCWIS Developmental Costs Using Non-CCWIS Cost Allocation No APD (Part 1. Line 14b)

# Form CB-496: Reporting Pre-CCWIS Project Costs

Use the old CB-496 when reporting prior quarter adjustments for pre-CCWIS projects for periods before FY 2019

Prior quarter adjustment funding category codes:

- Non-S/TACWIS costs reported on previous version of Form CB-496 as:
  - FAA - Now reported as either “FNO” (operational costs) or “FND” (developmental costs)
- S/TACWIS costs reported on previous version of Form CB-496 as:
  - FSO – Now reported as “COC” using project number “01” or “02”
  - FS1 – Now reported as “CDC” using project number “01”
  - FS2 - Now reported as “CDC” using project number “02”
  - FSN - Now reported as “CNC” (no project number needed).

# Cost Allocation Resources

- Technical Bulletin #5: CCWIS Cost Allocation
  - <https://www.acf.hhs.gov/cb/resource/ccwis-tb5>
- Automated Function Checklist guidance:
  - IM 16-04 (under threshold projects):  
<https://www.acf.hhs.gov/cb/resource/im1604>
  - IM 16-07 (above threshold projects):  
<https://www.acf.hhs.gov/cb/resource/im1607>
  - Technical Bulletin:  
<https://www.acf.hhs.gov/cb/resource/ccwis-tb1>
- Form CB-496 Program Instruction: PI-18-12
  - <https://www.acf.hhs.gov/cb/resource/pi1812>

# Cost Allocation Resources (continued...)

- Cost Allocation Methodologies (CAM) Toolkit
  - <https://www.acf.hhs.gov/css/resource/cost-allocation-methodologies-cam-toolkit>
- SACWIS Cost Allocation Program Instruction ACYF-CB-PI-01-05:
  - <https://www.acf.hhs.gov/cb/resource/pi0105>
- APD 101 Presentation:
  - <https://www.acf.hhs.gov/cb/resource/apd101>
- Questions?
  - Contact your Federal Analyst at:  
<https://www.acf.hhs.gov/cb/resource/state-tribe-assignments>
  - [CCWIS.Questions@acf.hhs.gov](mailto:CCWIS.Questions@acf.hhs.gov)

# Questions?



# Agenda – Part II

March 12, 1:30 – 3:00 EDT

- Using the CCWIS Automated Function Checklist to develop a CCWIS cost allocation plan (CAP)
- Applying the CAP to project costs to determine cost allocation for the CCWIS Project
- Submitting costs with the Form CB-496 (*using Part I slides*)
- CCWIS cost allocation exceptions
- When & where to submit CAPs
- Take-Aways, Resources, & Questions