

C-SWAP Access Application

Purpose

The Comprehensive Child Welfare Information System (CCWIS) regulations went into effect August 1, 2016. CCWIS regulations require Title IV-E agencies to provide agency-owned software upon request to the Administration of Children and Families (ACF) so that it may be shared with and re-used by other Title IV-E agencies. In order for Title IV-E agencies to adhere to these regulations, the Children's Bureau's (CB) Division of State Systems (DSS) developed the *C-SWAP* site, a repository for Title IV-E agencies to share: CCWIS and non-CCWIS child welfare-related modules, systems, Advance Planning Documents (APD), procurement documents, and other project documents (such as research materials).

Accessing C-SWAP

The site is located on a closed and protected section of a CB-sponsored web page. Gaining access to, and obtaining data from, this repository is limited to IV-E agency staff only. Membership must be formally requested, and will be vetted by CB/DSS staff and accessible via password only.

Title IV-E Agency Role and Responsibilities in Accessing C-SWAP

- Upload software, documentation, research materials, APDs and procurement documents
 - Name the upload file, provide brief descriptions of the documents using simple language, and enter applicable metadata associated with the file
 - Please keep in mind that other IV-E agencies may not be familiar with your project
- Search for documents within various libraries and download copies of documents for your use or reference

DSS Role and Responsibilities in Managing C-SWAP

- Ensure that documents are uploaded into the appropriate libraries (e.g. APDs, procurement documents, software)
- Make adjustments to the metadata as needed
- Implement upgrades to the C-SWAP Site as needed

C-SWAP Access Application

To apply, please provide responses to the items below, submit this form to C-SWAP.Notifications@acf.hhs.gov and copy your federal analyst.

The C-SWAP site may only be accessed by state or tribal merit employees of the Title IV-E agency since it is agency-owned documentation being shared. The site recognizes email addresses supported by a Microsoft platform, such as Outlook. If there are issues with accessing the site, a C-SWAP systems administrator will be available to resolve problems.

Instructions for Completing and Submitting the Application

Please fully complete Section 1, detailing the requestor's information. Next, please review the *Disclaimer for C-SWAP Access* in Section 2, and mark an 'X' to note whether you accept, or reject the disclaimer terms as stated.

SECTION 1:

TO BE COMPLETED BY THE REQUESTING TITLE IV-E AGENCY PERSONNEL:

1. First Name	
2. Last Name	
3. State or Tribe	
4. Title IV-E Agency	
5. Official Title	
6. Email Address	
7. Phone Number	

SECTION 2:

If you do not agree with this agreement, you will not be granted permission by the Department of Health and Human Services to access the C-SWAP site.

Disclaimer for C-SWAP Access

By requesting access to this site through the submission of this application, I acknowledge that, as a condition of being granted access to C-SWAP, I am bound by the agreement below.

I affirm that I am an employee of a Title IV-E agency ("IV-E agency") and I am authorized by that IV-E agency to submit software to C-SWAP.

I acknowledge and agree that 45 CFR 1355.52(h) requires my agency to provide a copy of any agency-owned software that is designed, developed, or installed with federal financial participation (FFP) and associated documentation to the designated federal repository within the Department of Health and Human Services upon request.

When UPLOADING software to C-SWAP:

- **WARRANTY OF OWNERSHIP:** I warrant that the IV-E agency owns the software that I am submitting free and clear of any encumbrance.

When **DOWNLOADING** software from C-SWAP:

- **LICENSE GRANT:** This agreement provides your agency with a non-transferable, non-exclusive, royalty-free license to use the software available on the C-SWAP.
- **RESTRICTIONS:** The foregoing license is limited. You may only use the software for federal government purposes, which is defined for purposes of this agreement as in connection with a program for which the IV-E/IV-B agency receives federal financial participation. You may not distribute, publish, transfer, or sell the software. You may download the software to use it and to create derivative works based on it. Should you create any derivative works based on the software and funded with Federal financial participation, you must comply with 45 CFR 95.617, which requires that the IV-E agency have all ownership rights of the derivative work and gives HHS a royalty-free, non-exclusive, and irrevocable license to such derivative works.
- **DISCLAIMER:** The software available on C-SWAP is provided “as is” and any expressed or implied warranties, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose are disclaimed. In no event shall HHS or the IV-E agency that provided the software to C-SWAP be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement of substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this software, even if advised of the possibility of such damage. The use of the software downloaded through C-SWAP is done at your own discretion and risk and with agreement that you will be solely responsible for any damage to your computer system or loss of data that results from such activities. No advice or information, whether oral or written, obtained by you from the HHS shall create any warranty for the software.

I have read and understood the foregoing agreement and agree to be bound by all of its terms and conditions. I manifest my assent to this agreement by marking an ‘X’ on the appropriate line below.

_____ I ACCEPT this agreement.

_____ I REJECT this agreement.

TO BE COMPLETED BY DSS STAFF:

Approved	Yes	No
If Not Approved, Provide Reason		
Decision Date		
Reviewer		