

<h1>ACF</h1> <p><b>Administration for Children and Families</b></p>	<p align="center"><b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b></p>	
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	<p><b>3. Originating Office:</b> Children's Bureau</p>	
	<p><b>4. Key Words:</b> Title IV-E of the Social Security Act; Comprehensive Child Welfare Information Systems (CCWIS); Final Rule</p>	

**INFORMATION MEMORANDUM**

**TO:** State, Tribal and Territorial Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act, State, Tribal and Territorial Information Technology (IT) Leadership, and Other Interested Parties.

**SUBJECT:** CCWIS final rule authorized under Title IV-E of the Social Security Act.

**RELATED REFERENCES:** Title IV-E of the Social Security Act; 45 CFR 1355

**PURPOSE:** The purpose of this Information Memorandum (IM) is to inform State, Tribal and Territorial Title IV-E agencies of the CCWIS final rule.

**BACKGROUND:** Currently, title IV-E agencies have the option to receive federal financial participation to implement a Statewide or Tribal Automated Child Welfare Information System (S/TACWIS) that supports all child welfare case management activities for public and private child welfare workers in the state or tribe. In the intervening years since the S/TACWIS rules were published in 1993, and amended in 2012 to include Tribal Automated Child Welfare Information Systems, both child welfare practice and information technology (IT) has changed considerably. It became challenging for title IV-E agencies to support practices that may vary within a jurisdiction with a single comprehensive information system. Additionally, IT has advanced and now provides title IV-E agencies with tools to rapidly share data among systems supporting multiple health and human service programs with increased efficiency.

**INFORMATION:** On June 2, 2016, ACF published a final rule for the Comprehensive Child Welfare Information Systems (CCWIS) to address these practice challenges and IT changes (81 FR 35449; link: <http://www.gpo.gov/fdsys/pkg/FR-2016-06-02/pdf/2016-12509.pdf>). The CCWIS final rule replaces the rules for S/TACWIS and provides a transition period of 24 months from the effective date of the rule, which ends on August 1, 2018. The transition period allows title IV-E agencies time to decide if they want to use an existing system as the basis of a CCWIS application or implement a new system.

The CCWIS final rule: (1) promotes data sharing with other agencies; (2) requires data quality plans; (3) reduces mandatory functional requirements; and (4) allows agencies to build systems tailored to their needs.

**1.Promotes Data Sharing with Other Agencies:** The final rule requires that, if practicable, a CCWIS include data exchanges with other health and human service agencies, education, and child welfare courts. Data exchanges will help coordinate services, eliminate redundancies, improve client outcomes, and improve data quality.

**2.Requires Data Quality Plans:** Title IV-E agencies with a CCWIS must develop and implement data quality plans and processes to monitor data quality. The final rule requires agencies with a CCWIS to take corrective action to address identified problems and requires agencies with a CCWIS to submit the data quality plan, including the current status of data quality, to the Children’s Bureau for review.

**3.Reduces Mandatory Functional Requirements:** While the S/TACWIS regulations required that the system supports a minimum of 51 functional requirements, the CCWIS final rule has only 14 functional requirements, including data exchanges, reporting, and the determination of title IV-E eligibility. The reduction in functional requirements allows agencies to build smaller systems at lower cost. The final rule permits agencies with a CCWIS to add additional functionality as needed, or acquire data collected from other systems.

**4.Allows Agencies to Build Systems Tailored to Their Needs:** The CCWIS final rule does not require title IV-E agencies to build an automated comprehensive child welfare case management information system. The final rule allows the title IV-E agency to build systems that align with their unique business needs in the most cost-effective strategy available.

To support title IV-E agencies that wish to transition to a CCWIS or build a new CCWIS, we will provide on-going technical assistance to assist with implementing CCWIS requirements. For example, we intend to collaborate with federal agencies administering human service, health, and education programs to develop technical assistance promoting data sharing. We also intend to offer a series of webinars on CCWIS regulations and publish answers to questions.

We recognize that costs will vary considerably depending upon a title IV-E agency’s decision to either: (1) build a new CCWIS; or (2) transition an existing system to meet CCWIS requirements. Furthermore, the cost of the system will be affected by the optional functions an agency elects to include in the CCWIS.

/s/  
Rafael López  
Commissioner  
Administration on Children, Youth and Families

**Attachments:**

[The Comprehensive Child Welfare Information System Final Rule: Overview](#)  
[The Comprehensive Child Welfare Information System Final Rule Frequently Asked Questions](#)