ACF **Administration for Children and Families**	**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES** **Administration for Children and Families**	
	1. Log No: ACYF-CB-IM-16-04	**2. Issuance Date:** August 8, 2016
	3. Originating Office: Children's Bureau	
	4. Key Words: Comprehensive Child Welfare Information Systems (CCWIS); Notice of Intent (NOI) Checklist	

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 Leadership, and Other Interested Parties

SUBJECT: Comprehensive Child Welfare Information System (CCWIS) Notice of Intent (NOI) requirements, submission instructions and optional checklist

RELATED REFERENCES: Title IV-E of the Social Security Act; 45 CFR 1355.52 paragraphs (a) through (h), 1355.52(i)(1), 1355.54, and 1355.56(d)(1); 45 CFR 1355.57; 45 CFR 95.611

PURPOSE: The purpose of this Information Memorandum (IM) is to provide title IV-E agencies that choose to develop a CCWIS information on the requirements and submission instructions for a NOI as described in regulations at 45 CFR 1355.52(i)(1) and 1355.56(d)(1). This IM also provides an optional NOI checklist that title IV-E agencies may use.

BACKGROUND: Title IV-E agencies may obtain federal financial participation (FFP) for child welfare information technology projects at applicable rates, subject to prior approval conditions described in regulations for Advance Planning Documents (APD) at 45 CFR 95.611. Title IV-E agencies with plans for CCWIS expenditures that meet or exceed thresholds defined in the APD regulations, and that expect FFP, must submit a request for prior approval through the APD process, and must submit APDs and APD Updates when necessary.

If a Title IV-E agency's planned CCWIS expenditures will not meet the APD cost thresholds, and it expects FFP, the agency is required to submit an NOI. The NOI must be submitted to ACF before the IV-E agency incurs expenditures it intends to claim as a CCWIS cost, using the cost allocation methodology described at 45 CFR 1355.57. Like an APD, the NOI allows ACF to plan for and secure resources for funding, technical assistance, and system review activities.

INFORMATION: The NOI must include a brief description of how the system will meet the CCWIS project requirements detailed in 45 CFR 1355.52 paragraphs (a) through (h), and for any options

as defined in 45 CFR 1355.54. The NOI must also include a list of all automated functions to be included in the system, as defined in 45 CFR 1355.52(i).

An optional checklist for the NOI is appended to this document. The checklist may also be found on the Children's Bureau website, or obtained from your federal analyst. The use of the checklist is voluntary; agencies may use a format that fits their business needs to provide ACF with the information required for the NOI.

The NOI must include the following:

- Basic contact information for the agency:
    - The name of the title IV-E agency;
    - The name of the designated project representative;
    - The title of the designated project representative; and
    - The mailing address, telephone number, and email address of the designated project representative.

- Information about the project schedule and budget:
    - The name of the project;
    - The estimated start and end date of the project; and
    - The estimated total cost of the project, including:
        - planning costs;
        - IV-E agency staff costs;
        - contractor costs;
        - licensing costs;
        - hardware and software costs; and
        - any other costs that the IV-E agency will include in the CCWIS project.

- A brief description of the project, including a summary statement of the needs and problems this project addresses, the objectives for the project, the agency's approach to managing the project, and the technology to be used.

- An indication that the resulting system <u>will</u> or <u>will not</u> conform with the following CCWIS requirements:
    - the efficient, economical, and effective requirement outlined at 1355.52(a);
    - the data requirements defined at 1355.52(b);
    - the reporting requirements defined at 1355.52(c);
    - the CCWIS data quality requirements identified at 1355.52(d);
    - the bi-directional data exchanges required with:
        - the agency's financial system; and
        - each system used to calculate one or more components of title IV-E eligibility, if these financial and eligibility functions are not included in the core functionality of the CCWIS.
    - the bi-directional data exchanges required, if applicable, with:

- child welfare contributing agencies; and
- other title IV-E agency systems.
  - the bi-directional data exchanges required, to the extent practicable, with the following state or tribal systems:
    - child abuse and neglect systems;
    - title IV-A systems;
    - systems used to determine title XIX Eligibility;
    - title XIX Claims (MMIS) systems as defined at 42 CFR 433.111(b);
    - title IV-D systems;
    - systems operated by courts with jurisdiction over foster care, adoption and guardianship programs; and
    - systems operated by state or tribal education agencies or school districts;
    - any other exchanges included in the design of the CCWIS; or
    - a statement that one or more of the programs to which these exchanges are required are included in the CCWIS core functionality.
  - the data exchange standard requirements at 1355.52(f);
  - the automated IV-E eligibility determination requirements as defined at 13555.52(g);
  - the software provision requirement as defined at 1355.52(h);
  - the APD provisions defined at 1355.52(j); and
  - the design requirement as defined at 1355.53(a), or an indication that the CCWIS is exempt from the design requirement because the system meets one of the conditions defined at 1355.53(b).

- A list of all automated functions to be included in the CCWIS, and an indication <u>whether or not</u> each function will:
  - support at least one requirement as described in 1355.52 or 1355.54;
  - 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).

The NOI must be signed by an agency representative with the authority to sign documents submitted to the federal government.

INQUIRIES: Director, Division of State Systems, CB/ACYF/ACF/DHHS

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

Attachment: Notice of Intent checklist