ACF **Administration for Children and Families**	**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES** **Administration for Children and Families**	
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	3. Originating Office: Children's Bureau	
	4. Key Words: Comprehensive Child Welfare Information Systems (CCWIS); Advance Planning Document (APD); CCWIS Automated Functions 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) optional Advance Planning Document (APD) checklist for automated functions.

RELATED REFERENCES: Title IV-E of the Social Security Act; 45 CFR 1355.52 paragraphs (a) through (i), 1355.53, 1355.54, 1355.56, 1355.57, and 45 CFR 95 Subpart F

PURPOSE: The purpose of this Information Memorandum is to provide title IV-E agencies that choose to develop a CCWIS and expect expenditures to meet or exceed thresholds defined in APD regulations with information on the use of an optional checklist to document automated functions as described in CCWIS regulations at 45 CFR 1355.56.

BACKGROUND: Title IV-E agencies may obtain federal financial participation (FFP) for child welfare information technology projects. Title IV-E agencies with plans for CCWIS expenditures that meet or exceed thresholds defined in the APD regulations at 45 CFR 95.611, and that expect FFP, must submit a request for prior approval through the APD process, and must submit APDs and APD Updates when necessary. CCWIS regulations define specific information that should also be included in an APD, including a list of automated functions incorporated into the CCWIS application per 45 CFR 1355.52(i). The CCWIS regulations define the term automated function as "a computerized process or collection of related processes to achieve a purpose or goal." Examples of automated function are intake, case management and person search.

INFORMATION: A title IV-E agency may use an optional APD checklist to list the automated function included in their CCWIS; that document is appended to this Information Memorandum.

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 and agencies may use a format that fits their business needs to provide ACF with the additional CCWIS information required to be added to the APD.

The APD automated function checklist must include:

- A list of all automated functions included in the CCWIS; and
- An indication of whether or not each automated function meets or when implemented, will –
    o support at least one required as described in 1355.52 or 1355.54;
    o be duplicated within the CCWIS or systems supporting child welfare contributing agencies;
    o be consistently used by all child welfare users responsible for performance of that particular automated function; and
    o comply with CCWIS design requirements at 1355.53(a), or be exempt from the design requirements by meeting conditions defined at 1355.53(b).

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

/s/

Rafael López
Commissioner
Administration on Children, Youth and Families

Attachment: CCWIS Automated Function Checklist