

Model Tribal System

**Designed by Tribes,
for Tribes**

Model Tribal System (MTS) Launch Planning

December 12, 2012

Division of State and Tribal Systems
Office of Child Support Enforcement



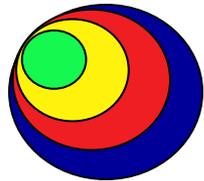
WELCOME



WE ARE PROUD TO ANNOUNCE:

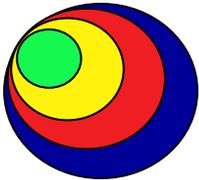
The Modoc Tribe of Oklahoma
has converted all of their cases that are paid by check to the MTS
and they are in full operation on the system.

The Forest County Potawatomi Community
is in the process of converting their final batch of cases into the MTS.



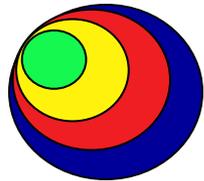
Purpose for the Letter to Tribal Leaders

- To announce that the system is finalized and operational.
- To gather feedback from you prior to making decisions on the allocation of OCSE technical assistance resources and developing the path forward.
- To ensure that the process is very inclusive and to drive success at both the individual tribe and national levels.
- To determine what tools are needed to ensure a successful launch, and so that we can develop new training, etc., materials as-needed.
- To give you an opportunity to think through the available options and determine what is the best fit for you given the long, detailed process needed to implement MTS.
- We are looking forward to receiving your responses by January 15th.



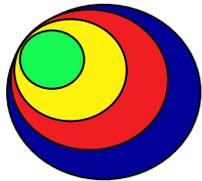
Agenda

- What is the MTS?
- Definitions
- Implementation Options
- Advanced Planning Documents (APD) 101
- Next Steps



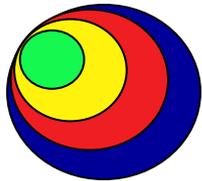
What is the Model Tribal System?

- A child support system, designed and built specifically for tribes by the Office of Child Support Enforcement (OCSE) using tribal requirements.
- One alternative for tribes who are looking to meet tribal child support programs' automation needs. (Other options for federal funding include: implementing a state system, implementing another tribal system, using office automation, or building your own system). *See federal regulations at 45 CFR 310 for more information.*
- A project managed and funded by OCSE, through the Division of State and Tribal Systems (DSTS).



System Overview

- Requires no licensing or purchasing fees because it was built using free and open-source software.
- Supports a wide range of cases and can be scaled based on the size of your specific caseload.
- Provides a flexible and user-friendly system.
- Allows the freedom to choose which modules and functions to use based on your own tribal program and business requirements.
- Highly configurable so it can be adapted to reflect your unique tribal business processes.

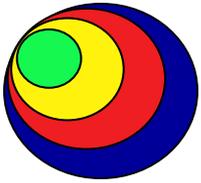


Basic System Functions

- System Administration
 - System Configuration
 - Document Management
- Security Administration
 - Worker Management
- Case Management
 - Participant
 - Locate
 - Paternity
 - Orders and Obligations
 - Enforcement
- Financial Management
 - Account Management
 - Account Summary
 - Payment Posting
 - Recoupments
 - Adjustment
 - Bank Reconciliation
 - Automatic Distribution
 - Disbursement
 - Check Print
- Reports



Now for some technical information to help you interpret your options.



Definitions

Configuration: The MTS has a configuration module that allows the selection of various options in how the system will perform and operate. Examples of configurable items include how the MTS will handle different types of data (automatically update or require the user to confirm they want the data updated), how it will print documents (locally or centrally), choose the interest rate to charge on arrears debts, upload a graphic of the Tribe's logo or seal for use in document generation and to personalize the system, etc.

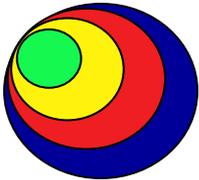
Configuration Options

Application | System Agencies | Documents | Ticklers | Printers | Check Configuration

Category: FINANCIAL (selected)

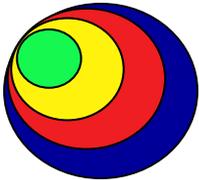
- ENFORCEMENT
- FINANCIAL
- TIMEFRAMES
- TRIBAL
- TRIBAL POLICY

Category		Value	Description
FINANCIAL	Account Charging Frequency	Daily	Account Charging Frequenc
FINANCIAL	Account Charging Time	14:00:00	Account Charging Time
FINANCIAL	Approval Required for Obligation Entry/Updates	False	Approved Required for Oblig
FINANCIAL	Automatic IWO Authorized (No / Per Case)	Per Case	Automatic IWO Authorized
FINANCIAL	Case Conversion Account in use	False	When True, the case conver
FINANCIAL	Dormancy Period for Escheating Checks (Month	0	Dormancy Period for Eschea



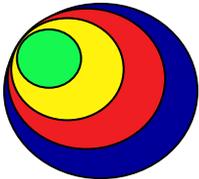
Definitions

- Development: Any defect fixes or design changes resulting in modification of the existing MTS source code or database.
- Installation: All activities needed to install computer hardware and software, clean-up and enter case data, and train IT and program staff to operate and use a Computerized Tribal IV-D System or Office Automation.
- Maintenance: All routine activities needed to keep a system in good operation, such as upgrading hardware and system software, creating new reports, making backup copies of the data and software, etc.



Definitions

- System Update: Replacing the software of an existing installation with a new version. This may include running database scripts and deploying new code. The database scripts and new code will be obtained from OCSE.
- Advanced Planning Document (APD): A document submitted by a tribe seeking funding to install the MTS or a state system, or to make system improvements to their installed copy of the MTS or installed state system, as allowed by regulations at 45 CFR 310.
- Tribal Organization/Consortium Lead: A Tribe approved by OCSE to serve as the leader for a group of member tribes. The Tribal Organization or Consortium Lead will provide services to its members that may include: completion of APDs, training, system customization, case conversion and data entry, and other services.



MTS Implementation Options (Paths)

OCSE-Supported

You may choose to use OCSE's support with your installation, testing, and configuration activities. These resources are limited and will require a phased approach. We anticipate being able to support up to three (3) tribes per year, one at a time.

Independently Supported

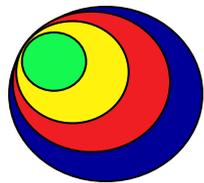
You may choose to receive the MTS system and use your own internal or contracted information technology (IT) resources to manage the installation, configuration, and help desk support.

Tribal Organization Supported

You may choose to join a tribal organization such as an MTS Consortium. We expect there to be several Tribal Organizations/Consortiums which will offer a range of services from training to comprehensive IT support to ongoing operations.

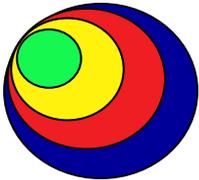
Self-Implementing

You may choose to receive, and install, test, and configure your copy of the MTS using internal or contracted IT resources and then make improvements on your own to enhance it for your tribe's unique business processes.



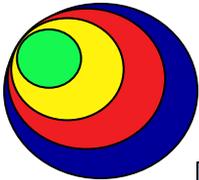
Main Implications of Each Option

	Who provides technical implementation support?	Will we have input on changes to MTS?	Will we be able to obtain new releases?	Will we be able to obtain Help Desk Support from OCSE?
OCSE-Supported	OCSE (based on resources)	Yes	Yes	Yes (during installation, very limited thereafter)
Independently Supported	Tribal Resources (internal or contractual)	Yes	Yes	Very Limited, (based on available resources)
Tribal Organization Supported	Tribal Organization/ Consortium Lead	Yes, (through the Tribal Organization/ Consortia Lead)	Yes, (through the Tribal Organization/ Consortia Lead)	No, (support is provided by the Tribal Organization/ Consortia Lead)
Self-Implementing	Tribal Resources (internal or contractual)	No	Yes, (but you will need to do extensive testing prior to using any new MTS releases)	No, (some limited initial technical support is possible)



Installation Support

- Funding for installation of the MTS or for a state's or another tribe's system, is only available for comprehensive tribes. Having said that, there are now 47 comprehensive tribes eligible to submit Advance Planning Documents (APD's) to use the MTS.
- The level of OCSE direct support will depend on what we hear back from you – our goal is to make maximum use of our limited resources and to ensure the success of every MTS implementation.
- OCSE will provide written resources that will be posted for everyone to use including instructions, user guides, and help files.
- Outside of OCSE, tribes may seek federal funding for training and user support from a variety of sources:
 - Existing contractors who are already familiar with the system
 - Tribal Organizations/Consortium Leads
 - Other tribes who are currently working with MTS
- After installation, OCSE support will generally end, so tribes need to strategically think about and address the long-term support needs of their installed and fully operational MTS.



Questions You Need to Answer About Your Child Support Program

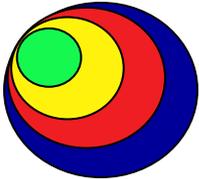
Your answers to these questions will determine the length and overall cost of implementation.

- Do you have an existing child support system, and is it meeting your needs?
- How old and complex is your existing system?
- How long has your program been operating?
- What is your annual child support budget?
- How many staff do you have?
- Do you have multiple offices?
- How many cases do you manage?
- How much is your caseload expected to grow?
- Do you have geographical challenges with getting IT support?
- Are your program processes and procedures sufficiently documented?
- What is the level of expertise of your existing IT support?
- What are your other tribal priorities?



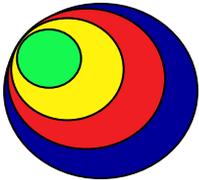


Now for information about federal funding of the options and of various types of system costs.



APD 101

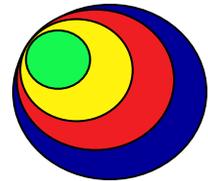




Advanced Planning Document (APD) vs. An Annual Budget

	TAPD	Annual Budget
What costs are allowable?	<p>New equipment and software</p> <p>System <u>installation</u> (MTS, State or another Tribal IV-D System)</p> <p>System <u>enhancement</u> (MTS, State or another Tribal IV-D System)</p> <p>Tribal IT and Program Salaries (clean-up case data, enter case data, work on design changes, test the system, and train users/operators)</p> <p>Operating and other costs charged by a state or another Tribal IV-D program for use of their system</p>	<p>New equipment and software</p> <p>System <u>maintenance</u> (MTS, State or another Tribal IV-D System)</p> <p>Office Automation <u>maintenance</u></p>
What is the Match Rate for FFP?	<p>Installation Costs for MTS (only) = always 90%</p> <p>Installation of a state's system or another tribe's system and maintenance and other costs = your annual budget match rate for the federal fiscal year in which the request is made</p>	<p>1 to 3 years = 90%</p> <p>4 years and more = 80%</p>
How much can I apply for?	<p>Total project amount cannot exceed your program's grant award for the federal fiscal year in which the request is made</p>	<p>No limit, based on your availability to meet the match rate</p>

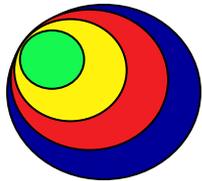




What Goes Into an APD?

- I. A statement that the MTS installation (or State/Tribal IV-D System) project is the **Sole System Effort** being undertaken by the Tribal IV-D Program.
- II. A statement agreeing to use the system for a minimum **Period of Time**.
- III. A description of the effort's **Projected Resource Requirements**, including estimated Tribal IT and program staff, contractors, computer hardware and software, networking, wiring, training, supplies, service contracts, etc.
- IV. A **Proposed Schedule** with sufficient detail to show all of the project's activities and milestones. For each project activity, include a narrative description with start and end times of each task in that activity.
- V. A **Proposed Budget**. The budget should list all line items, e.g., staff, hardware, software, supplies, travel, etc., and include each contract separately, shown by Fiscal Quarter, and summed to the Fiscal Year.

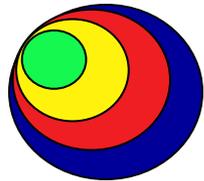




MTS Next Steps

- December
 - Pilot Ends
 - MTS Version 1.0 complete
- 1st Quarter 2013
 - Receive responses from you (REQUESTED BY JANUARY 15)
 - Compile and evaluate responses
 - Determine next steps
 - Release overall Launch Plan
 - Publish all support/training documents





Where Can I Find Additional Help?

Contact Joseph Bodmer, MPM, PMP

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Director, MTS Project

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Phone: 202.690.1234

Visit the DSTS website:

<http://www.acf.hhs.gov/programs/css/tribal-systems>

