



UNIFY is a modern and responsive solution designed to transform child welfare practice by moving the needle on safety, permanency and well-being. Endorsed by experts, Unify is CCWIS ready, family and child centered, delivers rapid efficiency and significantly improves the quality of care to our nation's most vulnerable population; our children.

For more information visit ebms-hhs.com



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About CITI: Headquartered in Falls Church, Virginia, and with offices throughout the greater Washington, D.C., area as well as in South Asia and Europe, CITI is a global and diversely talented confluence of business professionals working together to provide clients with real-world solutions for healthcare, human services, federal and commercial areas.

CCWIS 101

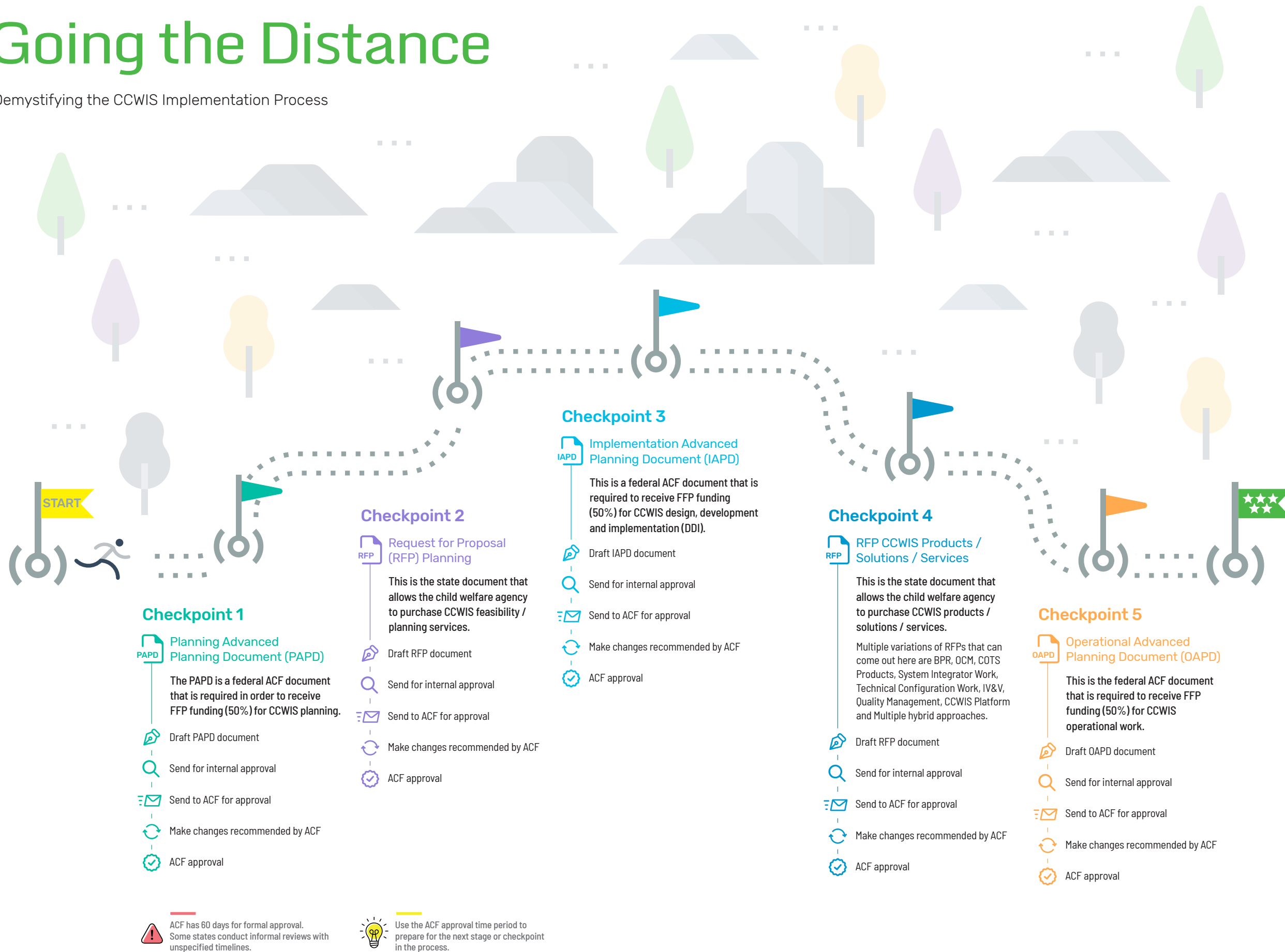
A Guide to Surviving the CCWIS Transition

#TheRealDeal



Going the Distance

Demystifying the CCWIS Implementation Process



Checkpoint 1

- PAPD** Planning Advanced Planning Document (PAPD)
- The PAPD is a federal ACF document that is required in order to receive FFP funding (50%) for CCWIS planning.
- Draft PAPD document
- Send for internal approval
- Send to ACF for approval
- Make changes recommended by ACF
- ACF approval

⚠️ ACF has 60 days for formal approval. Some states conduct informal reviews with unspecified timelines.

Checkpoint 2

- RFP** Request for Proposal (RFP) Planning
- This is the state document that allows the child welfare agency to purchase CCWIS feasibility / planning services.
- Draft RFP document
- Send for internal approval
- Send to ACF for approval
- Make changes recommended by ACF
- ACF approval

💡 Use the ACF approval time period to prepare for the next stage or checkpoint in the process.

Checkpoint 3

- IAPD** Implementation Advanced Planning Document (IAPD)
- This is a federal ACF document that is required to receive FFP funding (50%) for CCWIS design, development and implementation (DDI).
- Draft IAPD document
- Send for internal approval
- Send to ACF for approval
- Make changes recommended by ACF
- ACF approval

Checkpoint 4

- RFP** RFP CCWIS Products / Solutions / Services
- This is the state document that allows the child welfare agency to purchase CCWIS products / solutions / services.
- Multiple variations of RFPs that can come out here are BPR, OCM, COTS Products, System Integrator Work, Technical Configuration Work, IV&V, Quality Management, CCWIS Platform and Multiple hybrid approaches.
- Draft RFP document
- Send for internal approval
- Send to ACF for approval
- Make changes recommended by ACF
- ACF approval

Checkpoint 5

- OAPD** Operational Advanced Planning Document (OAPD)
- This is the federal ACF document that is required to receive FFP funding (50%) for CCWIS operational work.
- Draft OAPD document
- Send for internal approval
- Send to ACF for approval
- Make changes recommended by ACF
- ACF approval

THERE IS NO SUCH THING AS "TOO MUCH PLANNING"

Child welfare project implementation is not for the faint of heart and preparing for CCWIS is yet another opportunity for states to get it right, or an opportunity to get it wrong. Getting it right or wrong ultimately depends on how well you plan and prepare.

There are enormous possibilities offered to states through CCWIS funding which should catapult child welfare practice into a new age - forever changing the way our work is done. The potential for both practice and technology innovation is incredible and provides a pathway to improving our service to children and families. The ultimate goal is to move the needle on safety, permanency and well-being, but first you have to survive the implementation process.

The nuts and bolts of a CCWIS implementation is relatively straightforward. The common thread to each of the project phases, or planning phases is, well... planning. Planning is fundamental to the successful implementation of any size project and CCWIS is a pretty big deal. The success of your state's CCWIS is vital to the future of how your state will do business. These opportunities don't come along every day; about every twenty years or so, but who's counting?

We have become accustomed to implementation failure and "start and stop" projects that ultimately don't bring the intended results or results that are sustainable. Poor planning and project management are the top two reasons projects fail.

This guide intends to demystify the entire CCWIS process, simplify the project phases and make it easier for implementation teams to exercise due diligence in their planning efforts. The time spent "getting it right" matters most to our kids, families and workers... because they can't wait another twenty years.

ACRONYMS

- ACF - Administration for Children and Families
- APD - Advanced Planning Document
- BPR - Business Process Redesign
- CCWIS - Comprehensive Child Welfare Information System
- COTS - Custom off the Shelf
- DDI - Design, Development and Implementation
- FFP - Federal Financial Partner
- IAPD - Implementation Advanced Planned Document
- IV&V - Independent Verification and Validation
- PAPD - Planning Advanced Planning Document
- OAPD - Operational Advanced Planning Document
- OCM - Organizational Change Management
- RFP - Request for Proposal
- SI - System Integrator