



ISAWS Migration Project Kick-Off

August 24, 2006

Call to Order

Ralph M. Brown Act

Because this meeting of the ISAWS Migration Project may result in a quorum of the C-IV JPA Board of Directors, this meeting will follow the Open Meeting Laws for Local Government as defined in Chapter 3 of The Ralph M. Brown Act

- The Public has the opportunity to speak on any item NOT on the Agenda
- The Public may also speak on any item on the Agenda by waiting until that item is read, then requesting recognition from the Chair to speak



Housekeeping

- Facility Accommodations
- Roll Call of Stakeholders
 - Counties
 - State/Federal Partners



Agenda Review

- Consortia Keynote Speakers
- State and Federal Keynote Speakers
- Timeline and Deliverables
- Governance
- Procurement Strategy
- Break
- Project Organizational Structure
- Management Approach
- Requirements Analysis Approach
- Deliverable Review
- Schedule and Budget Management
- Next Steps
- Q & A
- Summary

ISAWS Background

- May 2000 – The ISAWS Strategic Planning Project Report concluded that ISAWS was not a viable solution to meeting the long-term automation needs of the ISAWS counties
- November 2001 – ISAWS counties unanimously agreed to pursue migration and decided each county would choose to join C-IV or CalWIN and then disband the ISAWS Consortium
- July 2002 – ISAWS Consortium submitted an Implementation Advance Planning Document Update (IAPDU) to request funding for the ISAWS Migration Assessment Project (IMAP)
- June 2003 – IMAP activity ended when the state stopped moving forward on the IAPDU funding request
- April 2004 – State officially communicated that migration has been incorporated into the overall SAWS strategy
- November 2004 – Functional and technical reviews of C-IV and CalWIN resulted in all 35 ISAWS counties selecting C-IV
- July 24, 2006 – Migration funding is included in state budget and the formal planning phase starts



Elliott Robinson

*ISAWS Board of Directors Chair
Monterey County*

C-IV Background/Overview

- Consortium IV (C-IV) is one of the four consortia within the Statewide Automated Welfare System (SAWS) project
- The C-IV project is CURRENTLY managed by Merced, Riverside, Stanislaus and San Bernardino counties. The four consortium counties represent approximately 12 percent of the clients statewide based on the State Fiscal Year (SFY) 2003/04 Persons Count
- The C-IV counties have created a Joint Powers Authority (JPA) whose Board of Directors includes the directors of each county's social services department. The C-IV JPA provides a single legal entity for purposes of procurement and contracting for the automated system
- C-IV began system development on March 1, 2001 and has completed implementation in all four counties
 - Merced County became operational in March 2004,
 - Stanislaus County in April 2004,
 - Riverside County in August 2004, and
 - San Bernardino County in late September 2004.
- The C-IV project is in the maintenance and operations (M&O) phase



Linda Haugan

*C-IV Joint Powers Authority Chair
San Bernardino County*



Clark Kelso

*Chief Information Officer
State of California*



Ann Boynton

Undersecretary

California Health and Human

Services Agency



Robert L. Garcia

Chief Deputy Director

California Department of Social Services



Christy Quinlan

Deputy Director

Information Technology Services

California Department of Health Services



George Christie

Deputy Director

Office of Systems Integration

Statewide Automated Welfare Systems



Gregg Saxton

EBT & Automation Officer

Food and Nutrition Services

Timeline and Deliverables

Planning Project Start Date	July 24, 2006
Develop Project Work Plan and Structure	July 2006 - August 2006
Develop Requirements Analysis Document	September 2006 - November 2006
IAPD Development	August 2006 – October 2006
IAPD Review & Comment	November 2006 – April 2007
Final Budget Approval	July 2007
Conduct Sole Source Contract Negotiations	January 2007- February 2007
RFP Development/Approval	December 2006 - June 2007
Conduct Procurement	July 2007 - January 2008
IAPDU Development/Approval	December 2007 - April 2008
ISAWS County Implementation Readiness Plan	February 2008 - May 2008
Planning Project Closeout Report	May 2008

Key Deliverables

- Planning Phase Work Plan – Contains tasks, start and end dates, critical path and dependencies
- Requirements Analysis Document – Contains all requirements that will be competitively bid and those that comprise the sole source Statement of Work (SOW)
- Implementation Advance Planning Document (IAPD) – Used to request project approvals from federal and state sponsors. Contains the project schedule, budget, cost allocation plan and cost/benefit analysis
- Request for Proposals (RFP) – Communicates all functional, technical, and management requirements to the vendor community. Indicates procurement process and schedule, proposal submission requirements, evaluation criteria and contract terms and conditions
- Vendor Selection Report – Summary of the findings of all county evaluation teams and justification and recommendation for vendor selection
- IAPD Update – Updated version of the IAPD which will contain all actual costs resulting from sole source contract negotiations and the contract negotiations with the selected vendor from the competitive procurement
- Migration Implementation Readiness Plan – Template to document county-specific information needed for the Development and Implementation phase
- Project Closure Report – Summary of the entire 22-month planning project, including best practices and lessons learned

Governance

- JPA Agreement and Bylaws
- Governance Workgroup
 - Draft JPA Agreement and Bylaws were distributed to all counties in May 2006 for review and comment
 - The Governance Workgroup will reconvene in August 2006 for final approval of JPA Agreement and Bylaws in preparation for submission to 39 County Boards of Supervisors
 - The Governance documents will be piloted with San Joaquin County
 - The ISAWS Migration Project and Legal Support will provide assistance and marketing material to help secure Boards of Supervisors approval of these documents
 - Board of Supervisors approvals from all 39 counties are needed by July 2007

Procurement Strategy

The strategy for obtaining the migration related goods and services will maximize competition and ensure a single version of the C-IV Application software is in production.

- **Application Maintenance services and one-time modifications** to the C-IV software required for the ISAWS counties sole source negotiation with the existing C-IV vendor. Includes interfaces, CMSP, forms, reports and manual and automated conversion.
- **One-time implementation services** including training, change management, local infrastructure, and local site development will be obtained through a competitive procurement process.
- **Ongoing operation for the 35 ISAWS counties** including central data center site(s) development or enhancement; operations and maintenance of an environment that provides all of the resources (people, hardware and software) necessary to meet contractual performance and other requirements will also be obtained through the same competitive procurement process.
- **Quality Assurance services** for the implementation, maintenance and operations phases of the ISAWS Migration Project will be obtained through a separate competitive procurement process.

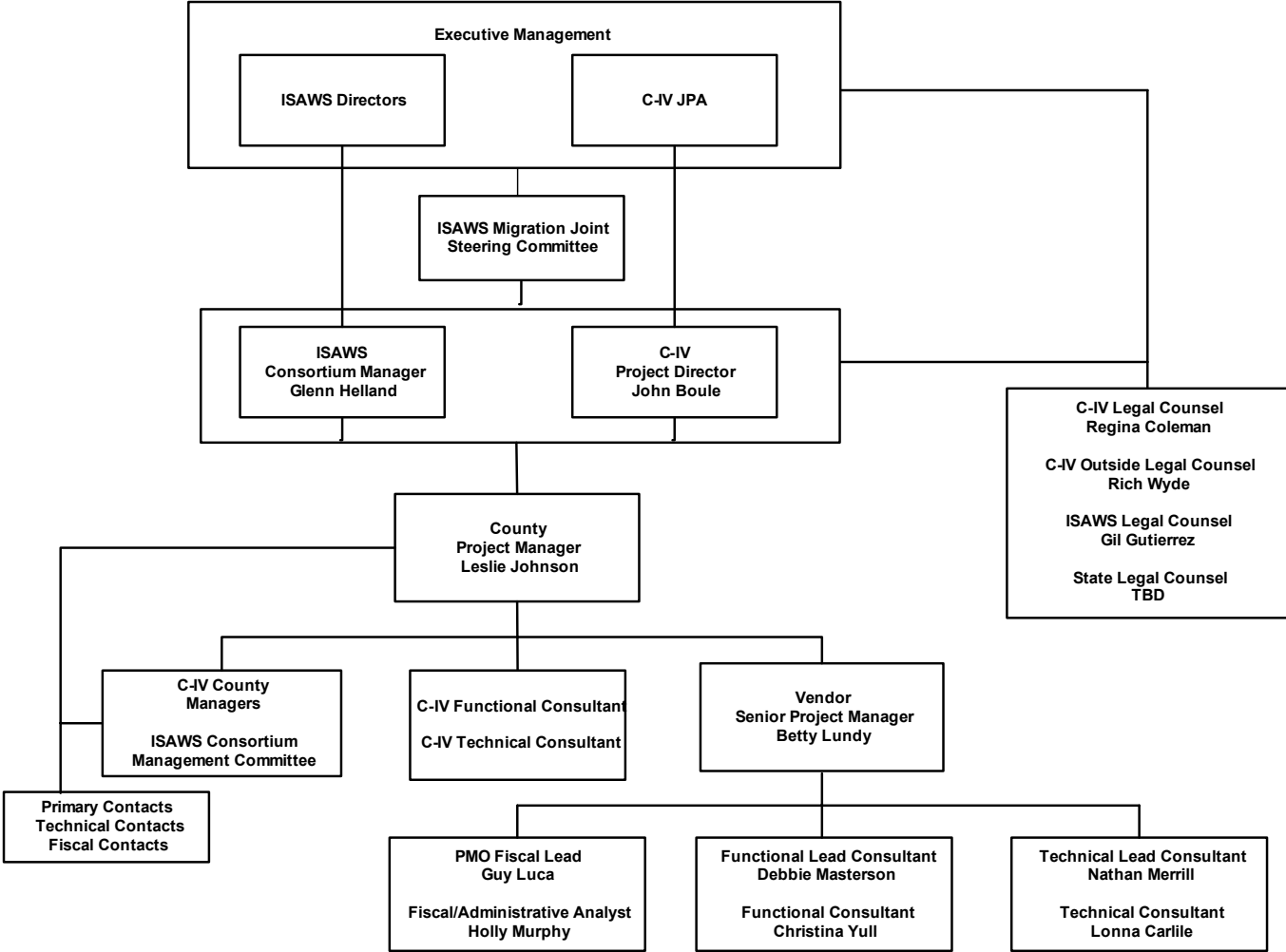


Project Organization Structure

Project Team Introductions

- Project Team
- Integrated Project Team
- County Primary Contacts
- County Technical Contacts
- County Fiscal Contacts

ISAWS Migration Project Organization Chart



ISAWS Migration Project Primary Points of Contact

- Leslie Johnson
ISAWS Migration County Project Manager
Ljohnson@isawsconsortium.org
(916) 784-7537
- Harjit Basi
ISAWS Migration State Project Manager
HARJIT.BASI@osi.ca.gov
(916) 229-4432
- ISAWS Consortium Website
www.isawsconsortium.org

ISAWS Migration Steering Committee Members

- Ana Pagan - Merced
- Cynthia Hinckley - Riverside
- Linda Haugan - San Bernardino
- Ken Patterson - Stanislaus
- Mary Dickey - Butte
- Beverly Beasley Johnson - Kern
- Elliott Robinson - Monterey
- Beverly Yoneshige - San Joaquin
- John Boule - C-IV
- Glenn Helland - ISAWS
- Regina Coleman - C-IV Legal Counsel
- Gil Gutierrez - ISAWS Legal Counsel
- George Christie - State Project Oversight

Management Approach

- Work Plan Management and Assignments
- Communication Plan and Protocols
- Issue Management Plan
- Risk Management Plan
- Requirements Analysis Approach

Requirements Analysis Approach

- Review existing needs assessment documentation and identify unknowns and issues
- Identify “quick hitter” requirement areas
- Prepare and distribute “quick hitter” survey to confirm 2005 decisions and/or document changes
- Update requirements and gap analysis with survey results
- Conduct requirements gathering meetings
- Prepare county Decision Verification Documents
- Obtain approval via county Decision Acceptance Documents

Key Meeting Dates

Meeting ID	Meeting Group	Requirement Areas	Meeting Date	Location
1	Consortia Management	<ul style="list-style-type: none"> ▪Project Management ▪Project Site/Facility ▪Test 	Thursday, 8/24/06 1:30 p.m. – 3:00 p.m.	DTS Training Center Tech Center Drive Sacramento, CA 95826
2	Consortia Management	<ul style="list-style-type: none"> ▪Implementation ▪Pilot ▪Email/Calendaring ▪Help Desk 	Wednesday, 8/30/06 1:00 p.m. – 4:00 p.m.	ISAWS Migration Project Office 1380 Lead Hill Boulevard, Suite 120 Roseville, CA 95661
3	Functional	<ul style="list-style-type: none"> ▪Reports (including Fiscal) ▪CMSP ▪Forms/NOAs/Correspondence ▪Central Print ▪Bar Coding 	Thursday, 9/14/06 9:00 a.m. – 4:00 p.m.	DTS Training Center Tech Center Drive Sacramento, CA 95826
4	Functional/ Technical	<ul style="list-style-type: none"> ▪Interfaces ▪Conversion 	Wednesday, 9/27/06 9:00 a.m. – 4:00 p.m. Thursday, 9/28/06 9:00 a.m. – 4:00 p.m.	DTS Training Center Tech Center Drive Sacramento, CA 95826

Key Meeting Dates, continued

Meeting ID	Meeting Group	Requirement Areas	Meeting Date	Location
5	Consortia Management	<ul style="list-style-type: none"> ▪ Training Development and Delivery ▪ Change Management ▪ Policy Review and Training (Scratch Pad/What if) ▪ Archiving of Data, Forms and Reports 	Thursday, 10/5/06 8:30 a.m. – 12:00 p.m.	ISAWS Migration Project Office 1380 Lead Hill Boulevard, Suite 120 Roseville, CA 95661
6	Technical	<ul style="list-style-type: none"> ▪ Enterprise Infrastructure ▪ County Infrastructure ▪ Service Level Agreements (SLAs) ▪ Site Preparation and Installation ▪ Operations ▪ Disaster Recovery ▪ Security (Physical) ▪ Central Print 	Wednesday, 10/11/06 9:00 a.m. – 4:00 p.m.	DTS Training Center Tech Center Drive Sacramento, CA 95826
7	Functional/ Technical	<ul style="list-style-type: none"> ▪ Imaging/IVR 	Wednesday, 10/18/06 9:00 a.m. – 4:00 p.m.	DTS Training Center Tech Center Drive Sacramento, CA 95826
8	TBD	<ul style="list-style-type: none"> ▪ Reserve Meeting (Placeholder) 	Wednesday, 10/25/06 9:00 a.m. – 4:00 p.m.	TBD

Deliverable Review

- The counties and state will be responsible for reviewing and approving 30 Deliverables over the next 22 months, of which 9 are Key Deliverables
- Formal review and acceptance process for each Deliverable
- Review Turn Around Time
- Feedback Tracking Methodology

Schedule and Budget Management

- Key function of Consortia Project Management
- San Joaquin currently manages the ISAWS Contract and Funding
- San Bernardino County is the fiscal agent for the C-IV JPA
- After San Joaquin County joins the C-IV JPA, the ISAWS contract will be assigned to the C-IV JPA
- Actual task completion dates will be tracked against the PAPD Schedule and Work Plan to insure the project is *ON TIME*
- Actual costs will be tracked against the PAPD budget to insure that the project is *ON BUDGET*

Next Steps & Wrap Up

■ Next Steps

- CMC/CPM Committee – Continue to meet in an effort to define roles, responsibilities and processes in regards to the future C-IV Change Process
- IMP Steering Committee - Establishment of a Procurement Workgroup
- Counties – Complete “Quick hitter” survey
- Counties - Requirements Meetings (See slides 25 and 26 for meeting dates)
- OSI/IMP Team – Complete draft of the IAPD due in late October 2006
- IMP Team/Governance Workgroup – Complete Governance documents, work with San Joaquin County, schedule regional Governance education/briefing meetings
- IMP Team/OSI – Prepare for Sole Source Negotiations

■ Questions



Summation

The State, Federal and County stakeholders are ready to commit the staff and resources needed to insure a timely and successful migration. We all recognize that regular communication and status updates between all stakeholders is vital to the success of this project.