

**Project Name:** California Automated Marriage License (CAML)  
**OCIO Project #:**  
**Department:** California Department of Public Health (CDPH)  
**Revision Date:** 9/14/10

# Concept Statement

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## Description

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**Brief description of the proposed project:**  
Funding Source: 100% Health Statistics Special Fund (HSSF 0099)  
Center: Health Information and Strategic Planning (HISP)  
Start Date: 07/01/2013  
End Date: 12/31/2016  
Is BCP Needed: Yes (FY 11/12)  
CDPH 2008-2010 Strategic Plan: 3, 5  
CA IT Strategic Plan: 1 (1, 2, 3, 4, 5), 4 (5)  
AIMS: 1 (1, 2, 4, 5), 2 (1, 2, 3, 4), 3 (1, 2), and 4 (2, 3, 4).  
Project Description: The Health Statistics Branch (HSB) within the Health Information and Strategic Planning (HISP) Division is proposing an automation project to image and index the California marriage certificates. With the passage of AB 102 (Chapter 567, Statutes of 2007), a California marriage certificate can now be used to legally change a person's name. This makes the collection of data from the marriage certificate extremely important in terms of public safety (homeland security) and identify theft prevention.

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## Need Statement

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**High Level Capabilities Needed:**  
Provide for the imaging and indexing of California marriage certificates. A study, using state staff, must be performed to identify the images and electronic indices currently available at both the state and county levels by event year. A gap analysis must then be performed to determine whether county data may be modified to add directly to the HSB system or whether key entry and scanning of paper documents will be needed. This evaluation must be made for both public and confidential marriages.

**What is Driving This Need?**  
As staff reductions and increases in workload have impacted the Branch, the processing of California marriage certificates and indices has been lowered in priority. As a result, the marriage indices have not been modernized in any manner nor have they been automated. This situation has become critical with the passage of AB 102 which allows an individual to legally change their name on a marriage certificate.

**Risk to the Organization if This Work is Not Done:**  
Requests for Marriage Certificates would continue to be a low priority which results in customer frustration and the inability to respond to requests from the Social Security Administration. Passage of AB 102 will allow individuals to legally change their names on marriage certificates and could have a ripple effect on issuance of driver's licenses, homeland security, increased identity theft and problems with birth certificate amendments.

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## Benefit Statement

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### Intangible Benefits

**Process Improvements** (describe the nature of the process improvement):  
The increased availability of marriage data would allow CDPH to respond to inquiries regarding marriages and provide a valuable resource for the department as the current system is time consuming to search. This project will save hours of personnel hours researching paper marriage certificates and provide structured data for analysis. The paper documents will then be imaged onto the Branch image system for storage and the paper documents will be stored offsite.

**Other Intangible Benefits:**  
The ability to provide marriage data electronically to other departments will improve our working relationship with those departments as well as promote the department's goals. This project also supports the statewide concepts and strategies as follows:  
Concept 1: IT as Reliable as Electricity  
Strategy 1: By making the registration, storage and retrieval of marriage license certificates and data more reliable for state customers  
Strategy 2: By making the registration, storage and retrieval of marriage license certificates and data more efficient  
Strategy 3: By creating a secure method to transactions for marriage license certificates and data at the state level  
Strategy 4: Through the creation of the CAML System, meeting a higher standard of service to our customers  
Concept 4: Information as an Asset  
Strategy 5: The branch will organize this strategically important data and information asset around the core business functions using a common data architecture to facilitate the analysis of state data and information assets  
  
The HSB will expend less effort in locating specific marriage licenses and customers will not be delayed in obtaining benefits, driver's licenses. This will also reduce the risk of identity theft.

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## Tangible Benefits

**Revenue Generation** (describe how revenue will be generated):  
The Social Security Administration (SSA) provides many benefits only to a married spouse. The ability to provide electronic verification of marriage will allow CDPH to comply with SSA requests in a timely manner. In addition, CDPH normally charges for providing this type of data to various departments and should realize increased revenue from both departments and individuals who request certified copies. Initial estimates of revenue generation are \$135,000 per year.

**Cost Savings** (describe how cost will be reduced):  
Development and implementation of CAML will enable the HSB to respond to requests for certified copies of Marriage Licenses in a more timely and efficient manner, thus realizing more profit in the fees charged. In addition, the ability to convert the documents to electronic images will allow HSB to store the documents at the State Warehouse and free up valuable floor space. Cost savings are estimated at \$79,000 in search efficiencies, \$18,750 in floor space annually for a total of \$97,750 annually.

**Cost Avoidance** (describe the cost and how avoided):  
N/A

**Risk Avoidance** (describe the risk and how avoided):  
N/A

**Improved Services:**  
N/A

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### Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

### Impact to Other Agencies

#### Nature of Impact to Other Agencies

**Agency:** Department of Finance  
*Describe the nature of the impact:*  
 The development and implementation of this project will have a positive impact on the Department of Finance (DOF) for use in its demographic reports.

**Agency:** Social Security Administration  
*Describe the nature of the impact:*  
 The development and implementation of this project will have a positive impact on the Social Security Administration (SSA) by providing verification of marital status regarding applicants for Social Security benefits.

**Agency:** Department of Motor Vehicle  
*Describe the nature of the impact:*  
 The development and implementation of this project will have a positive impact on the Department of Motor Vehicles (DMV) by allowing verification of name change due to marriage.

**Agency:**  
*Describe the nature of the impact:*  
 N/A

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## Solution Alternatives

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### Alternative 1:

Alternative Description: HSB does not have all marriage licenses and data in CA. Counties have many that are not available at the state level. Much of the data in those counties may not be in the same format as the HSB. Many licenses may be missing. In order to avoid the risk of incompatible records, the project will start by doing a comprehensive study of the available data and documents and a gap analysis. The staff doing this work, will then become the subject matter experts to define the requirements for the rest of the project. HSB will first conduct a comprehensive study to identify and compare current indices and images of marriage certificates held by HSB and counties. Identify gaps. Determine ability to combine data from counties with HSB data. Create images and common indices for all marriage certificates.

### Technical Considerations for Alternative 1:

Hosting Location: CDPH  
 Utilize current HSB systems (FileNET, CRTS 2, UDB). Potential to need additional electronic storage for county data and images during conversion process as well as transmission.

ROM Cost:	\$842,000	to	\$2,526,000	<b>Note: high end of range must not exceed 200% of low end of range</b>
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### Alternative 2:

Other Alternatives will be discussed during the Feasibility Study and documented in the Feasibility Study Report (FSR).

**CA - PMM**

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Technical Considerations for Alternative 2:	
Technical considerations for other Alternatives will be discussed during the Feasibility Study and documented in the FSR.	
ROM Cost: _____ to _____	Note: high end of range must not exceed 200% of low end of range

Alternative 3:
Alternative Description:

Technical Considerations for Alternative 3:	
Hosting Location:	
ROM Cost: _____ to _____	Note: high end of range must not exceed 200% of low end of range

**Recommendation**

Comparison:			
Alternative 1	ROM Cost		Risk
Utilize current HSB systems	\$842,000	-	\$2,526,000
			<i>Delays will decrease with increase in revenue.</i>
Alternative 2	ROM Cost		Risk
	\$0	-	\$0
Alternative 3	ROM Cost		Risk
	\$0	-	\$0

