

# CA - PMM

**Project Name:** ICPC Paperless into the 21st Century

**OCIO Project #:**

**Department:** California Department of Social Services

**Revision Date:**

## Concept Statement

### Description

**Brief description of the proposed project:**

Electronic document scanning of all Interstate Compact on the Placement of Children (ICPC) packets, behind a firewall, with search capability and secure sending and access for involved parties, including counties, CDSS staff, and possibly courts (anyone necessary and identified by CDSS). Provides transparency of process to parties, including 52 sending and receiving states/jurisdictions and their local agencies, promotes accountability, expedites placement of children, and facilitates process with those states already using electronic scanning.

### Need Statement

**High Level Functional Requirements:**

Scanner

**What is Driving This Need?**

Current mail-based process doesn't provide for accountability, expediency and need to identify where interstate placement holdups occur. Current process involves mailing multiple copies of paper packets containing children's confidential history information (including court, medical, and school records, etc.) back and forth between sending and receiving states/jurisdictions and local agencies and storage/archiving at each level. The parties are unable to instantly see status of packets, where and why delays occur, thus causing placement delays.

**Risk to the Organization if This Work is Not Done:**

Paper procedure continues processing packets delays - months of delayed placements of children because of lost paperwork, items lost or crossing in the mail, misplaced/lost forms, inability to locate packets and documents for placements, and confusion and impatience resulting in courts/jurisdictions closing cases when paperwork is not produced. Paper process delays instantaneous access to paperwork and placement status and does not promote expedient placement of children across state lines, nor does it provide transparency of process.

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### Benefit Statement

#### Intangible Benefits

**Process Improvements** (describe the nature of the process improvement):

Scanning documents eliminates the need for a hard-copy mail process. It eliminates the need for paper copies, storage and archiving. It provides transparent electronic processing, giving instantaneous access to ICPC placement packet information and status to those identified by CDSS on an as-needed basis, and identifies holdups to eliminate unnecessary delays.

**Other Intangible Benefits:**

The electronic processing promotes the well being of children by ensuring they are expediently placed, appropriately and safely with services, in a transparent manner with accountability by all parties.

#### Tangible Benefits

**Revenue Generation** (describe how revenue will be generated):

N/A

**Cost Savings** (describe how cost will be reduced):

This process reduces postage (approximately \$85,000 in Florida for one year) and copying, mailing and storage/archive supplies and storage and archiving space. [Florida has already instituted the system/process and is willing to assist, for free, other states/jurisdictions and provide TA in helping them get the process up and running.]

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

There is no longer any need for hard-copy mail, or overnight mailings. The process reduces paper and toner costs and eliminates storage and archiving space and supplies.

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

Expedited processing meets the intent of, and avoids the possibility of, federal audit issues for Safe and Timely Interstate Placement of Foster Children Act for untimely placements and complies with state law, SB 703. Quick processing avoids mishaps with children who are not placed in a timely manner, such as courts and other jurisdictions closing cases because of the untimely processing.

**Improved Services:**

This process expedites placement of dependent foster and adoptive children across state lines into relative and other foster placements, complying with the intent of the Safe and Timely Interstate Placements of Foster Children Act and SB 703. It also provides accountability and transparency in the actual process of placing the children, speeds up the processing and reduces associated costs of paper packets when providing permanent, safe and appropriate placements for children leaving and coming into CA.

### Consistency

→		Rationale	Action Required
Enterprise Architecture			
Business Plan			
Strategic Plan			

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### Impact to Other Agencies

#### Nature of Impact to Other Agencies

**Agency:** Other 51 member states/jurisdictions and CA counties

*Describe the nature of the impact:*

Other states currently use electronic processing. This puts CA at a disadvantage in expedient placements through a transparent, accountable process. CA counties have to tell states/jurisdictions we can not and do not accept electronic submissions.

**Agency:** County Child Welfare Services and Probation Placing Agencies

*Describe the nature of the impact:*

CA counties are being asked to accept packets electronically; this would ensure that it is done in a transparent, expedient and consistent manner for all CA counties.

**Agency:** Courts

*Describe the nature of the impact:*

Courts issue placement orders, attach compliance dates, check status. Transparent process expedites the placement, gives parties, including courts if chosen, access to see where delays occur, allowing placing agencies to focus on meeting the court deadlines, including transportation.

**Agency:**

*Describe the nature of the impact:*

N/A

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### Impact to Other Programs

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#### Nature of Impact to Other Programs

<b>Program:</b>	Seriously Emotionally Disturbed Children
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*Describe the nature of the impact:*

This would expedite processing of Seriously Emotionally Disturbed (SED) children placed by mental health agencies through an Individual Education Plan under ICPC. These children often harm themselves while waiting to get into a program structured for their specific needs.

<b>Program:</b>	Probation Youth
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*Describe the nature of the impact:*

The process expedites ICPC processing and placement of wards adjudicated delinquent, getting them needed services in appropriate facilities. It would avoid their languishing in juvenile hall placements and judges releasing them because of their age and process delays.

<b>Program:</b>	
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*Describe the nature of the impact:*

<b>Program:</b>	
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*Describe the nature of the impact:*

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### Solution Alternatives

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<b>Alternative 1:</b>
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None

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Technical Considerations for Alternative 1:	
ROM Cost:	Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:	
ROM Cost:	Note: high end of range must not exceed 200% of low end of range



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**Recommendation:**

### Project Approach *(if known)*

<b>System Complexity:</b>			System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :	
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input type="checkbox"/> Web Based	Num. of New Databases:
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience	Interfaces:
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out		Num. of Sites:
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input type="checkbox"/> Returned to Sponsor
Procurement Approach: <i>(consult with OSI Procurement Center)</i>				Number of Procurements:
Open Procurement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Delegated Procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scope of Contract	<input type="checkbox"/> Development	<input type="checkbox"/> Implementation	<input type="checkbox"/> M & O	<input type="checkbox"/> Other:
Anticipated Length of Contract:	Years /		extensions for	years