



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
*Office of the Commissioner*

S. Duke Storen  
COMMISSIONER

December 20, 2021


**MEMORANDUM**

**TO:** The Honorable Ralph S. Northam  
Governor of Virginia

The Honorable Janet D. Howell  
Chair, Senate Finance Committee

The Honorable Luke E. Torian  
Chair, Senate Finance Committee

Daniel Timberlake, Director  
Department of Planning and Budget

**FROM:** S. Duke Storen 

**SUBJECT:** Semi-annual Progress Report on the Comprehensive Child Welfare Information System

I am pleased to submit the Department of Social Services' semi-annual report on the development of a comprehensive child welfare information system, including implementation status and project expenditures. If you have questions or need additional information, please contact me.

SDS:kc  
Attachment

**Department of Social Services  
Semi-Annual Report on CCWIS  
(January 1, 2021 – June 30, 2021)**

**Background and Report Mandate**

On June 2, 2016, the Administration for Children & Families (ACF), a division of the U.S. Department of Health & Human Services (HHS) published the Comprehensive Child Welfare Information System (CCWIS) final rule, replacing the Statewide and Tribal Automated Child Welfare Information System (S/TACWIS) regulations at 45 CFR 1355.50 – 59. ACF defined CCWIS requirements in 45 CFR 1355.50, which outlines the need for a CCWIS system to ensure the safety and well-being of children and all family members, strengthen and preserve families in order to promote the healthy development of children, and focus on prevention, protection, or other short or long-term interventions to meet the needs of the family. In December 2018, the Joint Legislative Audit Review Committee (JLARC) released the report “Improving Virginia’s Foster Care System” to the Virginia General Assembly. Many of the challenges identified in these reports could be addressed with a comprehensive child welfare information system.

A CCWIS is a case management information system that title IV-E agencies must develop to support their child welfare program needs. The CCWIS final rule: (1) promotes data sharing with other agencies; (2) requires data quality plans; (3) reduces mandatory functional requirements; (4) allows agencies to build systems tailored to their needs; and (5) requires systems to be built modularly.

Specific CCWIS requirements include data to support the efficient, effective, and economical administration of the programs including:

- Data required for ongoing federal child welfare reports;
- Data to support federal child welfare laws, regulations, and policies;
- Case management data to support federal audits and reviews;
- Data to support state or tribal child welfare laws, regulations, policies, practices, reporting requirements, audits, program evaluations, and reviews;
- Data for the National Child Abuse and Neglect Data System.

The General Assembly included the following in the 2018 Appropriation Act (Items 344(M)):

*(1) “Out of this appropriation, \$7,517,668 the first year and \$7,517,668 the second year from the general fund and \$2,500,000 the first year and \$2,500,000 the second year from nongeneral funds shall be available for the reinvestment of adoption general fund savings as authorized in title IV, parts B and E of the federal Social Security Act (P.L. 110-351).”*

*(2) “Of the amounts in paragraph M.1. above, \$3,078,595 the first year and \$3,078,595 the second year from the general fund shall be used to develop a case management module for a comprehensive child welfare information system (CCWIS). In the development of the CCWIS, the department shall not create any future obligation that will require the appropriation of general*

*fund in excess of that provided in this Act. Should additional appropriation, in excess of the amounts identified in this paragraph, be needed to complete development of this or any other module for the CCWIS, the department shall notify the Chairmen of the House Appropriations and Senate Finance Committees, and Director, Department of Planning and Budget.”*

*(3) “Beginning September 1, 2018, the department shall also provide semi-annual progress reports that includes current project summary, implementation status, accounting of project expenditures and future milestones. All reports shall be submitted to the Chairmen of the House Appropriations and Senate Finance Committees, and Director, Department of Planning and Budget.”*

This report is intended to meet the reporting requirement set forth in item (3) above.

### **Current Project Summary**

The Virginia Department of Social Services (VDSS) has been in the planning phase for CCWIS implementation since SFY 2019.

VDSS is actively engaging with The Children’s Bureau to reinstate the Advanced Planning Document (APD) for CCWIS development and implementation. A draft version of the APD is attached. It outlines the project plan and costs associated with building a CCWIS compliant case management system. Once approved, the APD will guide the development of the CCWIS system so that it complies with the federal requirements (final rule) related to data sharing and data quality while allowing the department to develop a modular system that meets the business need. Additional information regarding the planning process, the resources needed, the deliverables, and the plan for the modular delivery of components for the new system can also be found in the attached APD.

The timeline in the draft APD reflects an extended build using only the funds appropriated in item (2) above. VDSS is seeking additional one-time funding in the FY23/24 budget which will facilitate the design, development and implementation of an updated system within three years, rather than five to six. Building the system will require that staff work in three systems (OASIS, COMPASS|Mobile and CCWIS) to manage their cases for the duration of the build. Using only the funds in item (2) above will require staff accommodation for at least five years, which is less than ideal. Additionally, this project is eligible for federal funding, but adoption general fund savings is not an allowable state match source. If no General Fund dollars are available, the timeline in the draft APD will be extended to 10 years.

#### *COMPASS|Mobile: Transitioning Front Line Workers to CCWIS*

COMPASS|Mobile is a modern technical solution being used to prepare front line workers for the transition to CCWIS. From January to June of 2021, VDSS continued to focus on the COMPASS|Mobile project with the implementation of Phase II, continued to support Family Services Specialists (FSS) with crisis resources in response to COVID-19, and continued to provide virtual capacity-building opportunities. Throughout this period, VDSS continued to use the COVID-19 icon in COMPASS|Mobile to release pandemic-related resources for local workers. VDSS also managed access for doxy.me, a secure web-based platform (compliant with

the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), providing FSS the ability to conduct virtual worker visits, family time, and visitation through the use of video conferencing. VDSS has provided 10 virtual demonstrations and training and 39 learning labs for local departments.

**Implementation Status**

VDSS will be requesting funding to develop and implement CCWIS in the FY2023/2024 budget. The new CCWIS system will adhere to the agency established enterprise architecture which is built to leverage a low code application platform (LCAP) and reuse of components. The automated system will meet the new federal Family First requirements, allowing the system to manage the requirements of the program, interface with the courts and mandated court processes, interface with the licensing process for foster homes and licensed facilities, and manage expenditures.

The new CCWIS system will also adhere to the Governor’s Executive Order 19, Cloud Service Utilization and Readiness, which requires all Agencies to ensure all new IT solutions proposed for development are cloud-enabled. The intent of EO-19 is to minimize in-house development of custom IT solutions and applications and instead leverage cloud solutions.

**Accounting of Current and Future Project Expenditures**

As reported previously, monies appropriated for CCWIS have been expended as follows: \$583,333.93 in SFY 2019 for COMPASS|Mobile deliverables and administrative project costs and \$1,770,291.67 in SFY 2020 for COMPASS|Mobile design, testing, implementation and administrative project costs. For SFY 2021, design, testing and administrative project costs totaled \$2,092,767.03.

<b>CCWIS</b>			
	<b>SFY 2019</b>	<b>SFY 2020</b>	<b>SFY 2021</b>
<b>Project Expenditures</b>	\$ 583,334	\$ 1,770,292	\$ 2,092,767

<b>CCWIS Financial Expenditures</b>			
<b>January 1, 2021 to June 30, 2021</b>			
<b>Category</b>	<b>General Fund</b>	<b>Federal Fund</b>	<b>Total</b>
Mobility Vendor	\$ 515,967.28		\$ 515,967.28
<b>Subtotal</b>	<b>\$ 515,967.28</b>	<b>\$ -</b>	<b>\$ 515,967.28</b>

<b>Related Financial Expenditures (not using Item 344 (M) funds)</b>
<b>January 1, 2021 to June 30, 2021</b>

Category	General Fund	Federal Fund	Total
Salaries	\$ 411,403.95	\$ 177,662.41	\$ 589,066.36
Postage	\$ 8,783.76	\$ 3,793.21	\$ 12,576.97
Travel	\$ 11,461.86	\$ 4,949.74	\$ 16,411.60
Office Supplies	\$ 9,110.36	\$ 3,934.26	\$ 13,044.62
Office Rental Share	\$ 13,163.09	\$ 5,684.40	\$ 18,847.49
Organizational Membership	\$ 1,484.10	\$ 640.90	\$ 2,125.00
Clerical Services	\$ 19,046.35	\$ 8,225.05	\$ 27,271.40
Miscellaneous IT Services	\$ 4,171.59	\$ 1,801.47	\$ 5,973.06
<b>Grand total</b>	<b>\$ 994,592.32</b>	<b>\$ 206,691.46</b>	<b>\$ 1,201,283.78</b>

### Future Milestones

The funding that will be requested for SFY 23-24 will cover the one-time expense to support the design, development and implementation of a CCWIS compliant case management system. VDSS is requesting \$36,405,113.00. The requested monies will allow the department to maximize the federal match funding available. VDSS will continue to utilize the appropriation in item (2) above to maintain and operate our current legacy system OASIS (Online Automated Services Information System) and the companion COMPASS|Mobile application.