



Open Session

**WELFARE CLIENT DATA SYSTEMS
BOARD OF DIRECTORS MEETING
AGENDA PACKAGE**

Friday, January 13, 2017
12:00 P.M. – 2:00 P.M.

Library Galleria
East Room
828 I Street
Sacramento, California 95814



Welfare Client Data Systems
Board of Directors' Meeting

Date: Friday, January 13, 2017
Time: 12:00 PM to 2:00 PM
Location: Library Galleria, East Room, 828 I Street, Sacramento, California 95814
Dial-in: (888) 330-1716; Access Code: 422 068 16

- Attendees: County Directors and/or Delegates
Alameda, Lori Cox
Contra Costa, Kathy Gallagher
Fresno, Delfino Neira
Fresno, Esam Abed
Orange, Mike Ryan
Placer, Linda Bridgman
Sacramento, Ann Edwards (Co-Chair)
San Diego, Rick Wanne
San Francisco, Dan Kalamaras
San Francisco, Trent Rhorer
San Luis Obispo, Devin Drake
San Luis Obispo, Amber Adcock
San Mateo, Iliana Rodriguez
Santa Barbara, Daniel Nielson
Santa Clara, Robert Menicocci
Santa Clara, Umesh Pol
Santa Cruz, Ellen Timberlake
Solano, Angela Shing
Sonoma, Karen Fies
Tulare, Juliet Webb
Tulare, Francena Martinez
Ventura, Barry Zimmerman (Co-Chair)
Yolo, Nolan Sullivan
DHCS
Yingjia Huang
Sharon Silvas
Sandy Williams
CWDA
Christiana Smith
First Data Staff
Diane Alexander
Karen Tinucci
Hewlett Packard Enterprise
Michael Cox
Chris Van Vlack
OPAC Co-Chairs
Jesus Gonzalez, Ventura
Julia Sheehan, Santa Cruz
OSI
Kristine Dudley
Kurtis Knapp
WCDS Staff
Lynn Bridwell
Stacey Drohan
Sheila Lossner
Steve Maciel
Jo Anne Osborn
Hali Reyes
Rodain Soto
CDSS
Todd Bland
Raquel Givon



OPEN SESSION

- 12:00 **1. Call Meeting to Order by WCDS Co-Chair and Introductions** (*Barry Zimmerman*)
- 12:02 **2. Agenda Review and Comments by WCDS Co-Chair** (*Barry Zimmerman*)
- 12:03 **3. Meeting Minutes Approval** (*Barry Zimmerman*)
3.1 Board of Directors' Draft Meeting Minutes, 11/18/2016 – Attachment 3.1
- 12:05 **4. OSI Updates** (*Kristine Dudley*)
- 12:15 **5. Approval / Decision / Action Item(s)**
5.1 Approve Data Reporting Policies as Recommended by OPAC (*Hali Reyes*)
5.1.1 Stakeholder Data Reporting Standardization Agreement Policy and Process – Attachment 5.1.1
5.1.2 WCDS Intra-Consortium Data Reporting Standardization Agreement Policy and Process – Attachment 5.1.2
5.1.3 Approve WCDS Governance Framework for State Reports (to support the new data policies and process) – Attachment 5.1.3
5.2 Appoint WCDS Executive Committee Member, Small County – Attachment 5.2 (*Barry Zimmerman*)
5.3 Appoint WCDS Mentors – Attachment 5.3 (*Barry Zimmerman*)
- 6. Discussion Item(s)**
- 12:40 6.1 State Participation in Change Process – Attachment 6.1 (*Lynn Bridwell*)
- 12:55 **7. Governance Framework Steering Committee Monthly Report Out** (*Umesh Pol*)
7.1 WTW 25 State Requirements
- 8. Portfolio Review - None**
- 9. HPE Updates - None**
- 10. Informational Item(s) - None**
- 1:10 **11. Open Session Adjournment by Co-Chair** (*Barry Zimmerman*)

CLOSED SESSION

- 1:15 **12. Discussion**
12.1 CalWIN NextGen – Attachment 12.1 (*Chris Van Vlack, Hali Reyes*)



13. Approval / Decision / Action Item(s) - None

1:50 **14. Informational Item(s)**

- 14.1 DFS Printing Contract Update (*Ann Edwards*)
- 14.2 WCDS Updates – Attachment 14.2 (*Hali Reyes*)

2:00 **15. Closed Session Adjournment and Next Meetings** (*Barry Zimmerman*)

- 15.1 Board & Other Meetings Schedule
 - Board of Directors Meeting, 2/10/2017, Library Galleria

PUBLIC NOTICE

This is a regularly scheduled meeting of the WCDS Board of Directors that generally occurs monthly from 12:00 P.M. to 2:00 P.M. at the address noted above. The meeting dates for 2017 are as follows: January 13, February 10, March 10, April 7, May 12, June 9, August 11, September 15 and November 3; there are no meetings for the months July, October and December.

Agendas and Materials: Agendas and most supporting materials are available on the CalWIN website at <http://www.calwin.org/bod.asp>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Open Session materials that are not posted are available for public inspection between 9:00 A.M. and 5:00 P.M., Monday through Friday, at 8000 Foothills Boulevard, Roseville, CA 95747.

Supplemental Materials: Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in WCDS offices at 8000 Foothills Boulevard, Roseville, CA 95747, during normal business hours.

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Stacey Drohan at (916) 846-7550 as soon as possible to ensure arrangements for accommodation.

Approval of Consent Items: Consent Items include routine financial and administrative actions and are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from Consent.

Public Comment: For any member of the audience desiring to address the Board on a matter on the agenda, please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. Closed session items may be added prior to the Board adjourning to closed session. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcomed to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.



MEETING MEETINGS

Welfare Client Data Systems Board of Directors' Meeting

Date: Friday, November 18, 2016

Time: 12:00 PM to 2:00 PM

Location: Library Galleria, East Room, 828 I Street, Sacramento, California 95814

Dial-in: (888) 330-1716; Access Code: 422 068 16

Attendees:	<i>County Directors and/or Delegates</i>		<i>DHCS</i>	
	Alameda, Lori Cox		Yingjia Huang	T
	Contra Costa, Kathy Gallagher	X	Sharon Silvas	T
	Fresno, Delfino Neira		Sandy Williams	T
	Fresno, Esam Abed	T	Robert Sugawara	T
	Orange, Mike Ryan	X		
	Placer, Linda Patterson	X	<i>CWDA</i>	
	Sacramento, Ann Edwards (Co-Chair)	X	Christiana Smith	X
	San Diego, Rick Wanne	X		
	San Francisco, Dan Kalamaras	X	<i>First Data Staff</i>	
	San Francisco, Trent Rhorer		Diane Alexander	
	San Luis Obispo, Lee Collins		Karen Tinucci	X
	San Luis Obispo, Kevin Smith	T		
	San Mateo, Mike Wentworth for Iliana Rodriguez	X	<i>Hewlett Packard Enterprise</i>	
	Santa Barbara, Daniel Nielson	T	Michael Cox	X
	Santa Clara, Robert Menicocci		Chris Van Vlack	X
	Santa Clara, Umesh Pol	X		
	Santa Cruz, Cecilia Espinola	X	<i>OPAC Co-Chairs</i>	
	Solano, Angela Shing	X	Jesus Gonzalez, Ventura	T
	Sonoma, Karen Fies	X	Julia Sheehan, Santa Cruz	T
	Tulare, Juliet Webb			
	Tulare, Francena Martinez	T	<i>OSI</i>	
	Ventura, Barry Zimmerman (Co-Chair)	X	Kristine Dudley	T
	Yolo, Nolan Sullivan	T	Kurtis Knapp	
			<i>WCDS Staff</i>	
	<i>CDSS</i>		Lynn Bridwell	X
	Todd Bland		Stacey Drohan	X
	Raquel Givon	X	Sheila Lossner	T
			Steve Maciel	X
			Jo Anne Osborn	X
			Hali Reyes	X
			Rodain Soto	X



OPEN SESSION

12:00 **1. Call Meeting to Order by WCDS Co-Chair and Introductions** *(Ann Edwards)*

Meeting was called to order at noon; introductions followed.

12:02 **2. Agenda Review and Comments by WCDS Co-Chair** *(Ann Edwards)*

- Add "DFS Printing Contract" as Item 11.2 in Closed Session

12:03 **3. Meeting Minutes Approval** *(Ann Edwards)*

3.1 Board of Directors' Draft Meeting Minutes, 9/9/2016 – Attachment 3.1

Motion: *Umesh Pol/Santa Clara motioned to approve the Board's draft meeting minutes of 9/9/2016 as written. Mike Ryan/Orange seconded. All in favor. Motion carried.*

12:05 **4. OSI Updates** *(Kristine Dudley)*

Primary items from the 11/17/2016 SAWS Executive Steering Committee Meeting:

- SFIS is scheduled to pilot in January with several counties participating.
- Discussed Data requests
- Touched on how we will need to strategize moving forward once the new administration is in place
- CalHEERS - Phase 2 Planning for SB1341

There is a need to look at governance for State IT projects, in general, to be strategic. A good topic for the SAWS Steering Committee meeting.

12:15 **5. Approval / Decision / Action Item(s)**

5.1 Approve Data Reporting Policies *(Hali Reyes)*

5.1.1 WCDS Intra-Consortium Data Reporting Standardization Agreement Policy and Process – Attachment 5.1.1

5.1.2 Stakeholder Data Reporting Standardization Agreement Policy and Process – Attachment 5.1.2

An overview was provided of the developing strategies across SAWS for providing data to the State on behalf of Counties.

WCDS began discussions earlier this year with DHCS, OSI and CWDA to determine the application and renewal data required for CMS. WCDS has been providing the data on behalf of counties for over two years, however CMS needs have grown and a formalized process is needed. WCDS developed the attached policies and agreements to support State requests. Several sessions were



held with all involved parties to define the data elements. The policies will be bolstered by C-IV/LRS and OSI with their input; WCDS seeks the Board's approval on its approach in the meantime.

Comments:

- Ensure that the county validation steps are clear and include timeframes (1. Initial sign-off - Can counties stand behind the data and 2. Ongoing - County has 'X' days to validate data; express urgency to "Schedule Promptly" rather than list a finite number of days)
- Counties would access all data reports through Business Intelligence (Add this step to the policies/procedures document). WCDS will work out details with OPAC. Directors and OPAC would be notified when reports are processing.
- Consortia will be creating the CF296 and CF256 for DHCS using this methodology to get data to them ASAP.
- Call out "aggregate data" in documents where appropriate.

WCDS will make revisions and bring back to the BOD for approval at a later date. WCDS will be exercising the steps in the meantime.

5.2 Approve WCDS Governance Framework for State Reports (to support the new data policies and process) – Attachment 5.2

This document covers how WCDS are to manage the data requests. Project teams will work the requests and report to an Executive Steering Committee. Directors agreed that the BI Steering Committee members will serve as the Executive Steering Committee for State Reports.

Comment: Some County Directors do not oversee their Fiscal Departments and will need sufficient time to coordinate efforts with their Fiscal Directors.

Vote at next meeting after relating documents have been updated.

5.3 Approve OPAC Bylaws – Attachments 5.3 (Lynn Bridwell)

Motion: Dan Kalamaras/San Francisco motioned to approve the updated OPAC Bylaws as presented. Umesh Pol/Santa Clara seconded. All in favor. Motion carried.

12:45 **6. Discussion Item(s)**

6.1 C-IV / LRS Retreat Update (Hali Reyes)

CalACES (C-IV and LRS) held their first Strategic Planning Event. It was a 1-1/2 day session and a lot of information was shared with the merger. State representatives and Hali Reyes were also in attendance. CalWIN was allotted over an hour to present Advanced Analytics. With much co-development happening, it was proposed to hold a Consortia-wide Strategic Planning meeting in



the future. Topics could be FCED and OCAT planning. Funding is available through our HPE contract. Perhaps a WCDS County could host. The event could be structured to allow time for WCDS to meet solely, and time for the joint meeting. Directors would like to move forward with arranging. **Action Item:** *Hali Reyes will contact Tom Hartman to discuss arranging a joint Strategic Planning Session.*

1:00 **7. Portfolio Review**

7.1 Strategic Updates - Attachment 7.1 (*Rodain Soto*)

Business Intelligence, Phase 1 (Foundation) went live on 11/10/2016. Phase 2 is the expansion project; Fiscal reports are of focus.

Advanced Analytics close-out activities are completed. WCDS is discussing the delivering method of the data we do have in place for Counties with HPE. No additional money is being spent on AA. The change budget would be used for any future needs.

A steering committee, including Roseville site and County representation, has been formed for Business Rules Engine that meets regularly. Delivery options will be proposed to the Board.

Lynn Bridwell attended the Work Support Strategies (WSS) California Convening in Sacramento attended by Counties and several States and agencies on 11/16. Lynn participated in a working session with DHCS to develop a mechanism for State agencies to work together and gain a better understanding of impacts across programs.

WCDS included NextGen in the IAPDU which is under review at the state and federal levels. We should learn about the status from both at the same time. HPE is engaged, but the project has not officially began. If not approved, alternate plans will be discussed with the Board.

7.2 Upcoming Releases – Attachment 7.2 (*Lynn Bridwell*)

See attached slide - *CalWIN Release Delivery Impact* – highlighting the changes in Releases 48 and 48B scheduled for February 2016. The UAT counties are Fresno, Orange, San Francisco, San Diego, San Luis Obispo and Solano. Mitigation planning is underway in case CalHEERS changes their release date.

8. Informational Item(s)

1:20 **9. Open Session Adjournment by Co-Chair** (*Ann Edwards*)



CLOSED SESSION

1:25 **10. HPE Update** (*Mike Cox, Chris Van Vlack*)

No action.

1:40 **11. Discussion**

11.1 Advanced Analytics (*Hali Reyes, Jung Kim*)

No further discussion.

11.2 DFS Printing Contract (*Ann Edwards*) – *Added item*

No action.

12. Approval / Decision / Action Item(s) - None

1:55 **13. Informational Item(s)**

13.1 WCDS Updates – Attachment 13.1 (*Hali Reyes*)

2:00 **14. Closed Session Adjournment and Next Meetings** (*Ann Edwards*)

14.1 Board & Other Meetings Schedule

- Board of Directors Meeting, 1/13/2017, Library Galleria

Meeting adjourned at 1:45pm.

ACTION ITEMS

ID	Open Date	Description of Action Item	Assigned to	Due	Closed Date
71	9/09/2016	WCDS to develop a policy/process on how data will be setup for reports for the state, including protocol for county validation. In progress; draft brought to BOD 11/18/2016 meeting.	Hali Reyes	ASAP	11/18/2016
72	9/09/2016	WCDS to convene a one-hour special session with Directors to dialogue about financing and variabilities (relating to AA).	Hali Reyes / Stacey Drohan	10/6/2016	11/18/2016
73	11/18/2016	Contact Tom Hartman to discuss arranging a joint Strategic Planning Session.	Hali Reyes	Jan 2017	



WCDS Board of Directors Approval Item

Meeting Date: January 13, 2017
Subject: Statewide and County Data Reporting Policies and Supporting Charter
Presenter: Hali Reyes

Approval Needed

WCDS seeks the Board's approval of the attached Statewide / County Data Reporting Standardization Policies and supporting Charter, as recommended by OPAC.

Supporting Information

To support Statewide Reporting Standardization, the attached Policies were developed to assure all appropriate stakeholders are included from initiation through the agreement process. WCDS took the lead to draft the Statewide Reporting Standardization Policies and accompanying Intra-Consortium Policy.

Background:

WCDS sent CRFI 11-2749 to OPAC on 11/2/2016 for review and feedback. The CRFI included two policies and a charter (described below). The same documents were presented to the Board of Directors on 11/18/2016. The Board provided some input for recommended updates and instructed WCDS to take the packet of documents to the next OPAC meeting for review. At their 12/8/2016 meeting, OPAC reviewed and approved the policies for recommendation to the Board for final approval.

Executive Summary for Statewide County Reporting Documents

1. DG-1609-02 WCDS DG Stakeholder Reporting Policy and Process

The Statewide County Reporting Policy document provides a proposed structure and high-level guide for the development and distribution of ongoing, long-term, repetitive reports requested by a State Agency from all California Counties. If approved, this policy would provide governance for all counties when responding to state reporting requests.

The document includes the proposed step by step instructions and guidelines by which the Consortia and their member counties may implement the reporting policy. The document includes high level meeting and report development recommendations in both table and flowchart format.

2. DG-1610-01 WCDS Intra-Consortium Reporting Policy and Process

The Intra-Consortium Reporting Policy, if adopted, would govern the release of information to the State generated in response to an Ongoing Report Request. It contains the criterion



that must be met prior to the development, gathering, and dissemination of any CalWIN data to the State. The Intra-Consortium Reporting Process document provides a more detailed step by step process for implementing the WCDS part of the Statewide County Reporting Process. It includes WCDS specific processes and programs.

3. WCDS Governance Framework for State Reports

The Governance Framework for State Reports, if adopted, would create a new Executive Steering Committee which will prioritize, manage and recommend to the full board the reports that CalWIN may share with State agencies. This Executive Steering Committee will authorize, if necessary, work groups to be formed to make decision on specific data rules and elements for standardized reports to be delivered to state. The WCDS Governance Framework for State Reports draft document provides the process and roles and responsibilities of different stakeholders.

Decision

TBD

Stakeholder Data Reporting Standardization Agreement Policy and Process

Policy No. DG-1609-02

Document Version 2.0
Revision Date: November 10, 2016





**Stakeholder Data Reporting Standardization
Agreement Policy and Process
DG-1609-02**

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Record of Changes as of November 10, 2016

Version	Brief Description of Change	Date	Changes made by...
1.0	Merged Policy and Process Documents	11/10/16	Andrea Everett
2.0	Changes to text and formatting for consistency and added language to clarify Steps	11/10/16	Hali Reyes and Stacey Drohan



Stakeholder Data Reporting Standardization Agreement Policy and Process DG-1609-02

1 Purpose

Historically, counties have submitted reports directly to the State based on their individual processes and policies. This has sometimes resulted in less than consistent results. To that end, this policy has been developed in order to provide structure and guidance for the development and distribution of ongoing data reports across the Statewide Automated Welfare System (SAWS) Consortia in the State of California. This policy will only apply to long-term, ongoing and repetitive reports. For example - monthly, quarterly, etc.

2 Policy Statement

The SAWS Consortia (C-IV, LRS and WCDS), in conjunction with their governing bodies, have determined that there should be a consistent and standardized reporting policy and process for the 58 counties that comprise the State of California. To that end, it is declared that, from the ratification of this policy forward, the SAWS Consortia shall, when presented with a request for ongoing reports containing data from all counties, cooperate in the method, manner and format by which said data shall be collected, compiled and disseminated. This cooperation shall include and extend to participation in the development process by at least one representative of each stakeholder group and by adherence to the agreements reached during that process. The process by which this cooperation shall be executed is delineated in this document. All stakeholders will sign-off on each completed data request process.

3 Process

Step	Description
1	A request is sent from a State Agency to the SAWS and CWDA for ongoing report data from all California Counties (Statewide Report Request Form sent). The requesting State Agency then coordinates an Initial Collaborative Session (ICS), as further described in Step 3.
2	All SAWS and CWDA receive the request - Each SAWS and CWDA prepares for the ICS as listed below. <ul style="list-style-type: none">A. Communicates with member countiesB. Reviews request documentationC. Identifies appropriate attendees
3	An ICS is called to include, at a minimum, all Consortia, all relevant stakeholders, the requester, OSI and CWDA. The requesting State Agency will identify all stakeholders, schedule and facilitate this initial meeting within 5 business days, or as soon as administratively possible.
4	ICS includes a Decision Point – Is the Report Request for the same or similar data to the existing report? After the decision is made, the meeting continues following the appropriate path.



**Stakeholder Data Reporting Standardization
Agreement Policy and Process
DG-1609-02**

Step	Description
5	NO – If the decision is No, the ICS includes: <ul style="list-style-type: none"> • Definition of elements • Clarification of definitions/elements/rules/criteria (and modify if necessary) • Definition of preliminary requirements • Confirmation of business need • Formatting of criteria
6	YES – If the decision is Yes, the ICS includes: <ul style="list-style-type: none"> • Evaluation of existing report(s) • Clarification of unclear or different elements • Modification of criteria
7	Decision Point - Will additional meetings/information be needed?
8	YES – If the decision is Yes, additional meetings will be conducted and information gathered. All subsequent ICS meeting(s) will be scheduled and facilitated by the requesting agency.
9	NO – If the decision is No, each SAWS will evaluate their ability to deliver and the timeframe.
10	The SAWS will schedule and facilitate a joint meeting to compare and discuss findings and develop a unified strategy for the delivery of the requested report, including confirmation of what is possible, by when and how.
11	Decision point – Is an extension and/or BENDS needed?
12	YES – If the decision is Yes, request an extension, develop the BENDS and communicate the strategy to the State for approval.
13	NO – If the decision is No, communicate the strategy to the State for approval. Continue to next step.
14	The report will be developed by each SAWS following their internal validation process. The internal validation process shall include: <ol style="list-style-type: none"> A. Development of the report B. Documentation of the process by which the report was developed C. User Acceptance Testing (UAT) of process D. Sign-off of process and final product by all member counties UAT shall include: <ol style="list-style-type: none"> A. Testing of the report in the source system



**Stakeholder Data Reporting Standardization
Agreement Policy and Process
DG-1609-02**

Step	Description
	B. Review and validation of Report Specification documents C. Review and validation of Data Architecture documents D. Review and validation of Data Element documents such as a Data Dictionary or Business Glossary
16	Decision point – Are the results consistent across Consortia?
17	NO – If the decision is No, return to Step 11 (Extension/BENDS Decision Point).
18	YES – If the decision is Yes, the SAWS are in agreement that the report is producing consistent results across Consortia and will formally agree to deliver the report as developed.
19	Reports are delivered to the State at expected intervals.

DRAFT



Stakeholder Data Reporting Standardization Agreement Policy and Process DG-1609-02

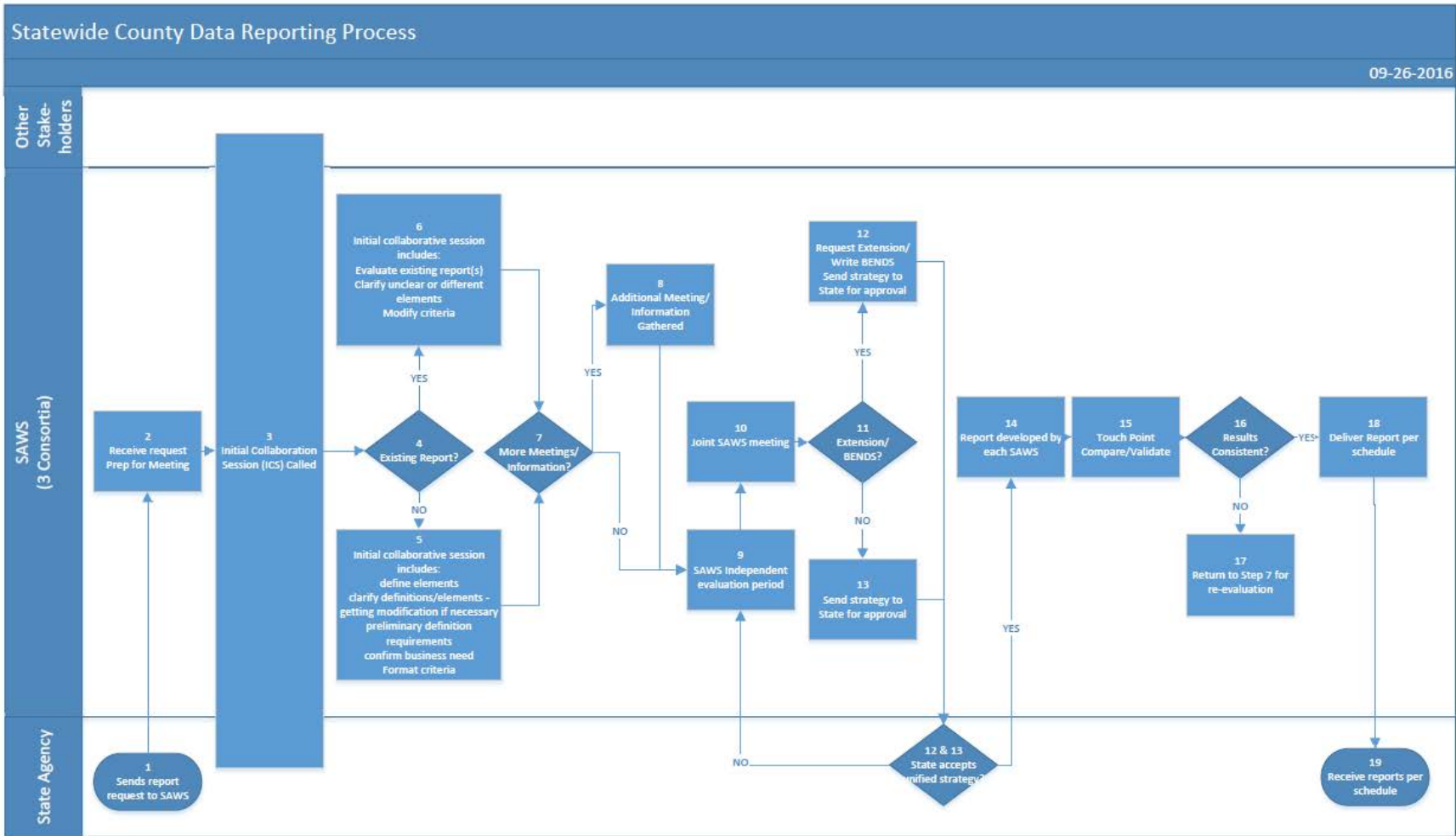


Figure 1 Statewide County Data Reporting Flow



4 Special Instructions

N/A

5 Associated Document(s)

N/A

6 [Approving Body] Process Guidelines

Contained in process steps

DRAFT



**Stakeholder Data Reporting Standardization
Agreement Policy and Process
DG-1609-02**

7 Policy/Process Approvals

[Enter the name of each person signing for that approval level. Click on the check box to indicate whether an approval and signature are needed]

Approval Level	Name	Approval Needed	Signature
Policy/Process Owner		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Working Group		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Data Governance Council		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Decision Committee		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Executive Owners		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Upon receipt of all necessary approvals, the Policy/Process Administrator will finalize the policy by:

- Recording the new policy in the inventory
- Posting the document into SharePoint
- Sending out all relevant communications

Approval Level	Name	Policy Finalized	Signature
Policy/Process Administrator		Yes <input type="checkbox"/> No <input type="checkbox"/>	

WCDS Intra-Consortium Reporting Standardization Agreement Policy and Process

Policy No. DG-1610-01

Document Version 4.0
Revision Date: December 01, 2016





**WCDS Intra-Consortium Reporting
Standardization Agreement Policy and Process**

DG-1610-01

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Record of Changes as of November 10, 2016

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1.0	Merged Policy and Process documents	11/10/16	Andrea Everett		
	1.0 Process Document created			10/31/2016	Andrea Everett
	2.0 Updated steps with more detail			11/4/16	Andrea Everett
	1 Policy created			9/28/2016	Andrea Everett
2.0	Changes to text and formatting for consistency and added language to clarify Steps	11/10/2016	Hali Reyes and Stacey Drohan		
3.0	Updated steps	11/23/16	Andrea Everett		
4.0	Additional updates	12/1/16	Andrea Everett		



**WCDS Intra-Consortium Reporting
Standardization Agreement Policy and Process
DG-1610-01**

1 Purpose

To formalize the agreement of all counties in the WCDS Consortium related to the release of report information containing county specific data.

To delineate the internal process by which the WCDS Consortium will develop and implement reporting while participating in a collaborative effort involving the development and distribution of ongoing data reports across the State Automated Welfare System (SAWS) Consortia in the State of California.

2 Policy Statement

The member counties of the WCDS Consortium, in the interest of efficiency and expediency, agree to allow WCDS to release county specific information on their behalf for State requested reports. This agreement is contingent upon the following:

- A. All requests must meet the criterion outlined by the WCDS Consortium as follows:
 - a. The WCDS Consortium recognizes the requester/organization.
 - b. The WCDS Consortium receives and understands the intended use. The intended use will be distributed to the intended counties.
 - c. The WCDS Consortium has the requested data.
 - d. The WCDS Consortium has the authority to share the data.
 - e. The WCDS Consortium understands and can deliver data that meets the specified need.
- B. The report is developed and the data is gathered according to the policy and processes contained in this document. The process includes validation and agreement by WCDS Consortium member counties.



WCDS Intra-Consortium Reporting Standardization Agreement Policy and Process

DG-1610-01

3 Process

Step	Description	Stage
1	WCDS receives a request from the State Agency for the Statewide report and an invitation to the Initial Collaborative Session (ICS). The ICS is a meeting arranged and facilitated by the requesting agency and includes, at a minimum, all Consortia, all relevant Stakeholders, the requester, OSI and CWDA.	Discovery
2	<p>WCDS receives the request and invitation. It is directed to the WCDS Administrative Assistant (AA) with a copy to the Business Analyst (BA).</p> <p>The AA:</p> <ul style="list-style-type: none"> A. Creates a folder B. Copies the request form into the folder C. Confirms the appropriate BA D. Updates the Data Log with earlier steps (Requesting entity, WCDS tracking number, requesting entity tracking number, title, due date, BA, date and time of receipt) E. Sends the invitation to the identified BA 	Discovery
3	The BA determines the appropriate persons and extends the invite to the ICS. This may include additional WCDS staff, Member County representatives and vendor representatives.	Discovery
4	<p>When the ICS is complete, including gathering additional information and/or attending additional meetings, the WCDS BA will:</p> <ul style="list-style-type: none"> A. Open a proposal in the Project and Portfolio Management (PPM) tool B. Schedule a Business Strategy Meeting (BSM) (at which HPE is to provide the estimated delivery date and set a check point) C. Gather necessary information to meet with other Consortia regarding development of a unified strategy for delivery (the Project Action Team [PAT] or Executive Steering Committee [ESC] is engaged to gain approval of preliminary strategy, prior to inter-consortia meeting) 	Discovery



WCDS Intra-Consortium Reporting Standardization Agreement Policy and Process

DG-1610-01

Step	Description	Stage
5	WCDS, along with the identified county and vendor participants, will engage the other Consortia in a joint meeting to compare and discuss the approach and develop a unified strategy for delivery of the requested report.	Analysis – Inter- Consortia Collaboration
6	The SAWS Consortia contacts the State Agency with a: 1. Proposed plan 2. Proposed first delivery	Analysis - Inter- Consortia State update
7	WCDS will revisit the conclusions from the BSM in light of any new information from the joint Consortia strategy. Using that information, HPE will complete a Rough Order of Magnitude (ROM) document for approval by WCDS Directors and OPAC.	Analysis
8	Upon approval of the ROM, HPE will develop a Project Approach and Cost (PAC) document, following standard proposal steps.	Analysis
9	When the PAC meets the approval of the WCDS BA, Deputy Director, County participants (PAT/BOD/OPAC), and/or other relevant stakeholders, HPE will move forward with the project following the approved process for the development and testing of the requested report.	Analysis
10	The report project is initiated and follows the standard process through PPM.	Development
11	When the report has been developed, it will be delivered into the User Acceptance Testing (UAT) environment for testing by Independent Verification & Validation (IV&V) and county testers. UAT shall include: A. Testing of the report in the source system B. Review and validation of Report Specification documents C. Review and validation of Data Architecture documents D. Review and validation of Data Element documents such as a Data Dictionary or Business Glossary E. Sign off by testing counties	Development



WCDS Intra-Consortium Reporting Standardization Agreement Policy and Process

DG-1610-01

Step	Description	Stage
12	When UAT has completed satisfactorily, the final report will be delivered to the Executive Steering Committee and the Board of Directors for review and approval.	Development
13	<p>After UAT, and prior to the final Consortia meeting (see Step 14), the WCDS BA will conduct a review of the internal validation process that the report followed.</p> <p>The internal validation process shall include:</p> <ul style="list-style-type: none"> A. Development of the report B. Documentation of the process by which the report was developed C. User Acceptance Testing of process D. Sign-off of the process and final product by all member counties 	Development
14	SAWS and CWDA will hold a joint meeting to validate approved results prior to delivering the report to the State.	Delivery - Inter- Consortia Collaboration
15	Decision Point - SAWS Consortia are to determine if the reports are producing consistent results.	Delivery
16	YES – If the decision is Yes, the SAWS Consortia and CWDA are in agreement that the report is producing consistent results across Consortia and will formally agree to deliver the report as developed.	Delivery
17	NO – If the decision is No, Consortia will revisit their internal processes.	Delivery
18	Report is delivered to State Agency per schedule.	Delivery



WCDS Intra-Consortium Reporting Standardization Agreement Policy and Process

DG-1610-01

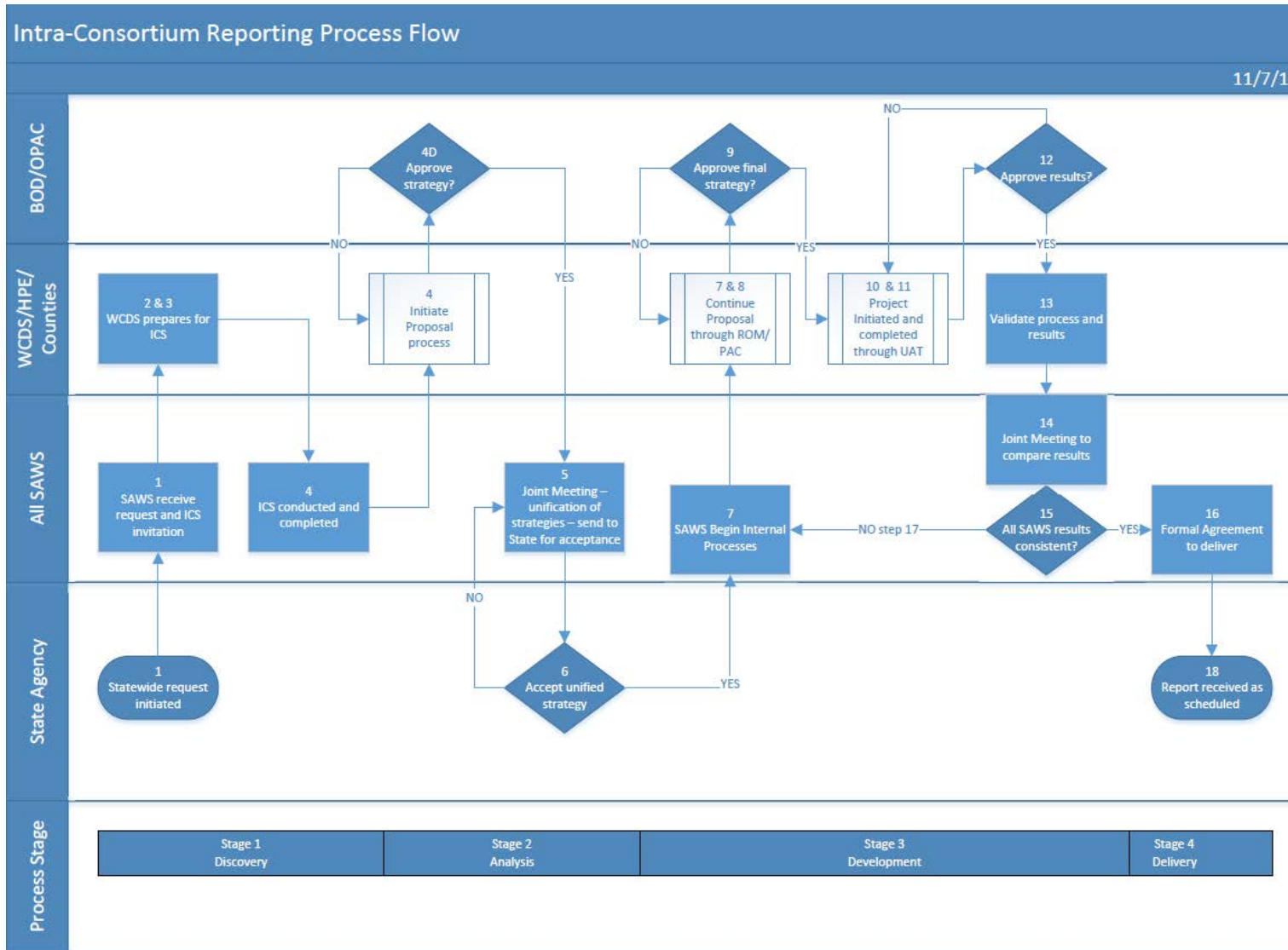


Figure 1 Intra-Consortium Reporting Process Flow



4 Special Instructions

N/A

5 Associated Document(s)

N/A

6 [Approving Body] Process Guidelines

Contained in process steps

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**WCDS Intra-Consortium Reporting
Standardization Agreement Policy and Process**

DG-1610-01

7 Policy/Process Approvals

[Enter the name of each person signing for that approval level. Click on the check box to indicate whether an approval and signature are needed]

Approval Level	Name	Approval Needed	Signature
Policy/Process Owner		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Working Group		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Data Governance Council		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Decision Committee		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Executive Owners		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Upon receipt of all necessary approvals, the Policy/Process Administrator will finalize the policy by:

- Recording the new policy in the inventory
- Posting the document into SharePoint
- Sending out all relevant communications

Approval Level	Name	Policy Finalized	Signature
Policy/Process Administrator		Yes <input type="checkbox"/> No <input type="checkbox"/>	

WCDS Governance Framework for State Reports

Document Version 1.0
Revision Date: Nov 10, 2016



WCDS Governance Framework for State Reports

Record of Changes

Change Request Documentation Standards: Refer to the CalWIN web: [Home > CalWIN Documentation > Project Standards > Processes > Change Request Documentation Standards v1.6](#))

Version	Brief Description of Change	Date	Author
1.0	Initial creation of document	11/10/2016	Michael Jahangiri, Lance Jackson, Andrea Everett

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Figure 1 - Governance Organizational Chart 2

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1. Introduction

The overall Welfare Client Data Systems (WCDS) Data Governance Framework emphasizes the organization's commitment in managing data as a valued strategic asset. Data Governance will assist in management and control of data throughout its lifecycle through establishment of policies, repeatable processes and controls, while ensuring regulatory compliance.

WCDS Governance Framework for State Reports will define a governance organization model administrating authority and accountability related to data definitions and data management.

1.1. Purpose of this Document

To provide a written and visual representation of the roles and responsibilities for the governance of the development and delivery of reports as requested by the State (see DG-1609-02 Stakeholder Data Reporting Standardization Agreement Policy and Process).

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2. The WCDS Governance Framework for State Reports

2.1. State Reports Data Governance Organization

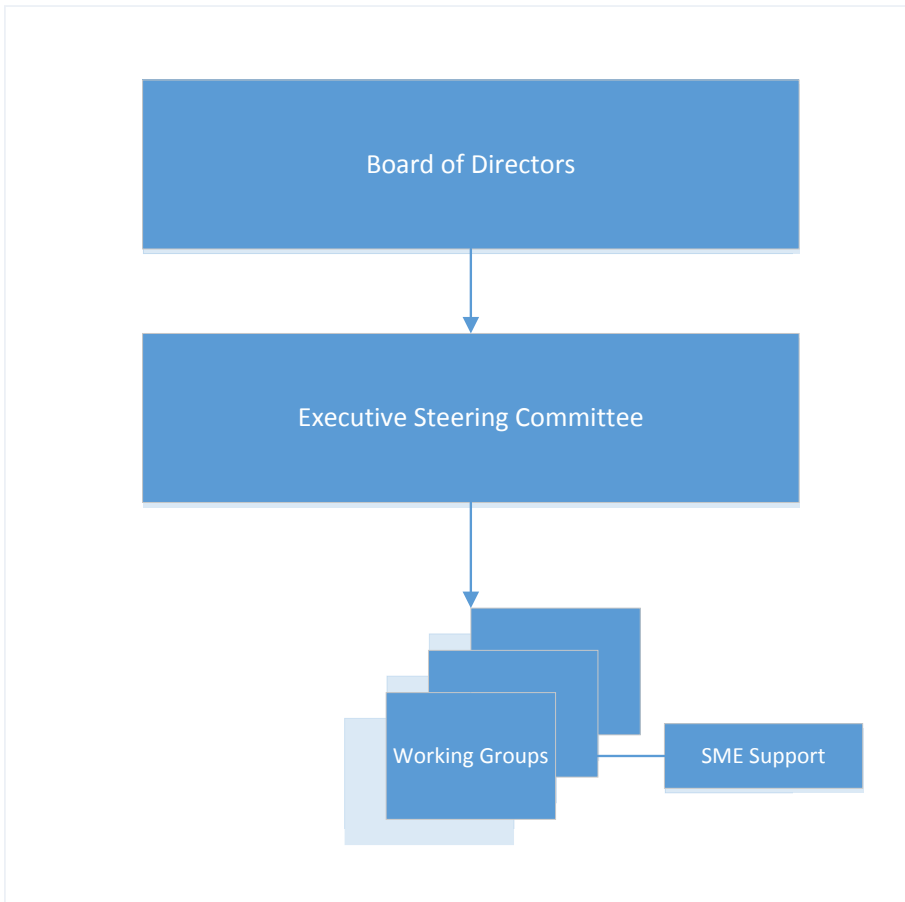


Figure 1 - Governance Organizational Chart

2.2. Governance Roles and Responsibility

Role	Membership	Responsibilities
Board of Directors (BOD)	Full member of WCDS BOD (18 Counties)	<ul style="list-style-type: none"> The members of the BOD for WCDS are the authority for WCDS data-related decisions. The members of the BOD will approve and authorize data rules and elements for specific State Reports recommended to them by the Executive Steering Committee. The Board will appoint Three (3) executives to the Executive Steering Committee positions. The BOD agrees to adhere to the approved process and submission agreement as defined by each agreement. The BOD bears the final responsibility and authority for reports that result from this process.

Role	Membership	Responsibilities
Executive Steering Committee (ESC)	<p>(2) WCDS Executive (1) CWDA Representative (1) HPE Executive (3) Board members appointed (1) Independent Verification & Validation (IV&V)</p> <p>The County Executive members will have a three-year membership scheduled so that one new County ESC member will be appointed in each year. This membership can be renewed by an ESC and the Board approval.</p> <p>The WCDS and CWDA membership will be perpetual unless the Board requests changes.</p>	<ul style="list-style-type: none"> • HP Executive to serve as an advisory role • The ESC serve as an escalation vehicle for the State Report Working groups. • The ESC will appoint each Working Group and establish the term as needed. • The ESC will recommend to the BOD the design, development and delivery standards agreed upon for the State Reports. • The ESC members are accountable to the BOD to ensure that the standards are properly developed, followed, and implemented. • IV&V representative to provide guidance on risks, issues, and overall quality of the standards.
Working Groups	<p>As Needed for Report(s) Appointed by the ESC</p> <p>Each Working Group will consist of, at a minimum, three (3) County representatives, a WCDS member, and an IV&V member.</p>	<ul style="list-style-type: none"> • To preserve the integrity and safety of the WCDS Client data. • The Working Group considers and makes decisions on specific report data rules and elements related to State reports, and can escalate, or make recommendations to the Executive Steering Committee. • The Working Group members: <ol style="list-style-type: none"> 1) Perform planning activities 2) Collaborate with the Project Sponsor or Subject Matter Experts 3) Integrate and test the completed components 4) Participate in Project Team meetings and report status/needs 5) Validate process and results • The Data related decisions are made with a simple majority of the Working Group members for recommendation to the Executive Steering Committee for their consideration.

Role	Membership	Responsibilities
Subject Matter Experts (SME)	As Needed for Reports(s) These include WCDS, IV&V, County, and/or HPE staff	<ul style="list-style-type: none"> SME will provide technical or program expertise as needed.

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WCDS Board of Directors Action Item

Meeting Date: Friday, January 13, 2017
Subject: WCDS Board of Directors, Executive Committee – Small County Member Needed
Presenter: Barry Zimmerman

Action Item

The Board Co-Chairs request a Director, from a small county, to serve on the WCDS Board of Directors Executive Committee.

Supporting Information

With the departure of Cecilia Espinola/Santa Cruz County (Small), the WCDS Board of Directors Executive Committee is now comprised of four Directors:

- Co-Chair: Ann Edwards, Sacramento (Large)
- Co-Chair: Barry Zimmerman, Ventura (Medium)
- At-Large: Rick Wanne, San Diego (Large)
- At-Large: Kathy Gallagher, Contra Costa (Large)

Per the Board’s bylaws, the Executive Committee shall include five (5) members who collectively represent a balance of small, medium and large counties. Following is an excerpt from the Board’s bylaws relating to the Executive Committee.

VI. WCDS EXECUTIVE COMMITTEE

The WCDS Board Co-Chairs shall form a WCDS Executive Committee to address specific needs. The WCDS Executive Committee shall include the following five (5) members who collectively represent a balance of small, medium and large counties: Past and present Co-Chairs and an At-Large representative. The WCDS Board shall ratify all preliminary decisions made by the WCDS Executive Committee.

The Board Co-Chairs request a Director, from a small county, to serve on the WCDS Board of Directors Executive Committee to balance representation. The Executive Committee meets as needed. Following is a list of the small counties in the WCDS Consortium:

- Placer County
- San Luis Obispo County
- Santa Cruz County
- Yolo County



Decision Made

TBD



WCDS Board of Directors Action Item

Meeting Date: Friday, January 13, 2017
Subject: Mentors Needed for New Directors
Presenter: Barry Zimmerman

Action Item

The Board Co-Chairs request Director(s) to act as mentors for Directors new to the WCDS Consortium.

Supporting Information

In 2016, the Board implemented a Mentorship Program for Directors onboarding to the WCDS Consortium. The purpose is to provide insight into the Consortium and our strategic direction. Mentors also serve as a single point-of-contact to answer any questions.

The Board Co-Chairs request Director(s) to serve as mentors for the following Directors new to the WCDS Consortium.

- Devin Drake, San Luis Obispo (Small)
- Amber Adcock, San Luis Obispo (Director's Delegate to the CalWIN Board [Small])
- Nolan Sullivan, Yolo (Small)
- Karen Fies, Sonoma (Medium)

Appointment of Mentors - Process

The WCDS Executive Director's office will initiate the appointment process and inform the Executive Committee that a mentor is needed for a new Director. Next steps are as follows:

- The Executive Committee appoints a mentor for the new Director, based on best fit.
- An introductory meeting is scheduled with the mentoring Director and new Director to review the Consortium's background, challenges, successes, vision, etc.
- The mentoring Director will remain available to answer any questions and provide guidance as needed.
- New Directors will be provided the Directors' Handbook in soft copy for reference.



Decision Made

TBD



WCDS Board of Directors Discussion Item

Meeting Date: January 13, 2017
Subject: State Participation in Change Process
Presenter: Lynn Bridwell

Discussion Item

Intended to provide an update on when and how CalWIN will be introducing State representatives to our change process.

Supporting Information

Background

- July 2016 was the kick off of the State Participation in SAWS Consortia workgroup to initiate a process to allow CDSS and DHCS staff members to participate in all three SAWS change processes. Their participation will include prioritizing change requests and involvement during design details.
 - State Participation Workgroup includes representatives from CWDA, SAWS, OSI, CDSS and DHCS.
 - Meetings continue to be held to finalize processes.
- The introduction and involvement of CDSS and DHCS representatives will have impact on the current dynamics and processes for CalWIN's Change Management procedures.
- Concurrently, WCDS has drafted a proposal to form a small workgroup (WCDS and OPAC representatives) in order to expand County participation in our current change process. The intent is to recognize and address many of the points raised at the Strategic Planning Meeting in August and include external stakeholders. This proposal includes adding State representatives as requested by the State Participation in SAWS Consortia workgroup.
 - Proposed is a new CalWIN workgroup be created to include WCDS, County, State, and HPE representatives.
 - The new workgroup is a modification to our current WCDS Governance Process by adding a new layer to the existing Change Process.



Near future activities

In January, WCDS will be conducting training or induction sessions for the CDSS and DHCS representatives specific to CalWIN processes and tools.

State representatives will begin participating in CalWIN change processes beginning late January or early February.

Recommendation/Options

No action is required at this time.

In February a recommendation will be brought forward for the Board of Directors approval.