



Open Session

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

Friday, February 10, 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, February 10, 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
San Mateo, Michael Wentworth
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
Tulare, Danny Rockholt
Ventura, Barry Zimmerman (Co-Chair)
Yolo, Nolan Sullivan
DHCS
Yingjia Huang
Sharon Silvas
Sandy Williams
Robert Sugawara
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
WCDS Staff
Lynn Bridwell
Stacey Drohan
Sheila Lossner
Steve Maciel
Jo Anne Osborn
Hali Reyes
Rodain Soto
CDSS
Todd Bland
Raquel Givon
Virginia Lugo



OPEN SESSION

- 12:00 **1. Call Meeting to Order by WCDS Co-Chair and Introductions** (*Ann Edwards*)
- 12:02 **2. Agenda Review and Comments by WCDS Co-Chair** (*Ann Edwards*)
- 12:03 **3. Meeting Minutes Approval** (*Ann Edwards*)
3.1 Board of Directors' Draft Meeting Minutes, 11/18/2016 – Attachment 3.1
3.2 Board of Directors' Draft Meeting Minutes, 1/13/2017 – Attachment 3.2
- 12:05 **4. OSI Updates** (*Kristine Dudley*)
- 12:15 **5. Approval / Decision / Action Item(s)**
5.1 Approve Proposed Model for State Participation in CalWIN's Change Prioritization Process – Attachments 5.1 (*Lynn Bridwell*)
- 6. Discussion Item(s) - None**
- 12:35 **7. Governance Framework Steering Committee Monthly Report-Out** (*Dan Kalamaras*)
- 12:50 **8. Portfolio Review**
8.1 Strategic Updates - Attachment 8.1 (*Rodain Soto*)
- 9. HPE Updates - None**
- 10. Informational Item(s) - None**
- 1:00 **11. Open Session Adjournment by Co-Chair** (*Ann Edwards*)

CLOSED SESSION

- 1:05 **12. Discussion**
12.1 HPE / CSC Merger Update – Attachments 12.1 (*Chris Van Vlack*)
12.2 CalWIN NextGen (*Hali Reyes, Chris Van Vlack*)
- 1:45 **13. Approval / Decision / Action Item(s)**
13.1 Action Item, Quality Assurance Procurement Evaluation Teams – Attachment 13.1 (*Steve Maciel*)
- 1:55 **14. Informational Item(s)**
14.1 WCDS Updates – Attachment 14.1 (*Hali Reyes*)



2:00 **15. Closed Session Adjournment and Next Meetings** (*Ann Edwards*)

15.1 Board & Other Meetings Schedule

- Board of Directors Meeting, 3/10/2017, 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	



MEETING MINUTES

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:	<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	X	Sandy Williams	X
	Fresno, Esam Abed	X	Robert Sugawara	X
	Orange, Mike Ryan	T		
	Placer, Linda Bridgman	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	X
	San Luis Obispo, Devin Drake	X	Karen Tinucci	X
	San Luis Obispo, Amber Adcock	T		
	San Mateo, Mike Wentworth for Iliana Rodriguez	X	<i>Hewlett Packard Enterprise</i>	
	Santa Barbara, Maria Gardner for Daniel Nielson	X	Michael Cox	
	Santa Clara, Robert Menicocci		Chris Van Vlack	X
	Santa Clara, Umesh Pol	X		
	Santa Cruz, Ellen Timberlake	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, Danny Rockholt	X	<i>OSI</i>	
	Tulare, Francena Martinez	X	Kristine Dudley	X
	Ventura, Barry Zimmerman (Co-Chair)	X		
	Yolo, Nolan Sullivan	T	<i>WCDS Staff</i>	
			Lynn Bridwell	T
			Stacey Drohan	X
	<i>CDSS</i>		Sheila Lossner	X
	Todd Bland		Steve Maciel	X
	Raquel Givon	X	Jo Anne Osborn	X
	Virginia Lugo	X	Hali Reyes	T
			Rodain Soto	



OPEN SESSION

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

The meeting was called to order at 12:05pm; introductions followed.

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

Will approve at next meeting.

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

Executive Steering Committee Meeting Update

- Foster Care eligibility termination concept and approach – The proof of concept expected by the end of February and will then subsequently address getting State funds approved for the Consortia.
- Governance of separate shared projects – There was a general acknowledgement that there will be challenges to work through.

Francena Martinez, Tulare is moving to another position within the County. Danny Rockholt will assume her role at OPAC and as Tulare's delegate on the Board.

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

WCDS incorporated feedback received from OPAC and Directors into the draft policies to improve the structure and process. CDSS and DHCS will be incorporating their input and have been supportive of this effort.

Action Item: *As requested by Tulare, WCDS will strengthen language around county review of data on a continuous basis before submission to the state (not only around Development and UAT cycles).*



The reporting team will be involved when there are code changes in CalWIN. Action Item: WCDS to add supplemental information regarding the reporting team's involvement when there are code changes to the structure.

Motion: *Delfino Neira/Fresno moved to approve all policies under 5.1, with language added as discussed. Kathy Gallagher/Contra Costa seconded. All in favor. Motion carried.*

5.2 Appoint WCDS Executive Committee Member, Small County – Attachment 5.2 (*Barry Zimmerman*)

Motion / Nomination: *Kathy Gallagher/Contra Costa nominated Linda Bridgman/Placer to serve on the WCDS Board Executive Committee to represent small counties. Delfino Neira/Fresno seconded. Linda Bridgman accepted. All in favor. Motion carried.*

5.3 Appoint WCDS Mentors – Attachment 5.3 (*Barry Zimmerman*)

The following Directors volunteered to serve as mentors for Directors new to the Consortium:

1. Ann Edwards, Sacramento
2. Delfino Neira, Fresno
3. Rick Wanne, San Diego
4. Umesh Pol, Santa Clara

6. Discussion Item(s)

12:40 6.1 State Participation in Change Process – Attachment 6.1 (*Lynn Bridwell*)

Discussions around state partners being engaged in the Consortia's change processes began last summer. They have interest in the prioritization of changes and overall change processes. The State is meeting with C-IV's program committee quarterly or every other month. CalWIN is setting up its model to include WCDS, State *and* county staff. The proposed model will be brought to the Board in February for approval.

The state may want to participate in our Project Action Teams for high profile changes. There is state participation now, but these policies provide more structure and process. The state does not vote; they participate and provide input. WCDS' priority focus is on CalWIN regulatory and legislative changes.

The state's goal for participation is to align communication amongst the agencies and aid in decision making.

12:55 7. **Governance Framework Steering Committee Monthly Report Out** (*Umesh Pol*)

7.1 WTW 25 State Requirements

The committee held its first monthly meeting on January 3rd. Highlights are as follows:

The Committee reviewed the draft WCDS Governance for State Reporting policies and processes.



The current BI Steering Committee will sunset and be transformed into the NextGen MR Exec Steering Committee; the composition will include three Board members from the BI Steering Committee, their respective OPAC members and CalWIN leaders.

The Committee will oversee the State Report projects. A committee spokesperson will be reporting out in the BOD monthly the status and any action requested.

WCDS is assembling a list of the three work efforts in flight – CMS, WTW25* and CF256 and 296. There will be a running list for this committee and WCDS can include updates in the Executive Summary report provided to the Board and OPAC going forward.

Note: Work efforts in flight are dependent on funding (*Example: WTW25/25A* are not moving forward, at this point, per CDSS*).

8. Portfolio Review - None

9. HPE Updates - None

10. Informational Item(s) - None

1:10 **11. Open Session Adjournment by Co-Chair** (*Barry Zimmerman*)

Open Session adjourned at 12:43pm.

CLOSED SESSION

1:15 **12. Discussion**

12.1 CalWIN NextGen – Attachment 12.1 (*Ann Edwards and Barry Zimmerman*) - **No action.**

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

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

14.1 DFS Printing Contract Update (*Ann Edwards*) - **No action.**

14.2 WCDS Updates – Attachment 14.2 (*Hali Reyes*) – **No action.**

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

The meeting adjourned at 1:25pm



ACTION ITEMS

ID	Open Date	Description of Action Item	Assigned to	Due	Closed Date
73	11/18/2016	Contact Tom Hartman to discuss arranging a joint Strategic Planning Session.	Hali Reyes	Jan Feb 2017	
74	1/13/2017	WCDS to add supplemental information regarding the reporting team's involvement when there are code changes to the structure.	Rodain Soto	Feb 2017	

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WCDS Board of Directors Approval Item

Meeting Date: February 10, 2017

Subject: Change Prioritization Workgroup framework and State staff participation

Presenter: Lynn Bridwell

Approval Needed

Board of Directors approval of the new Change Prioritization Workgroup framework and incorporating State staff into the CalWIN Change Process, as recommended by OPAC.

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.
- In October OPAC approved a small workgroup that included 3 county representatives (Orange, Sonoma and Tulare) to develop a model or framework and process for County and State participation in the CalWIN Change process.

Current Activities

At the January 26, 2017 OPAC meeting the framework for the new Change Prioritization Workgroup and state staff engagement was approved.

WCDS met with CDSS and DHCS staff members to provide an overview of CalWIN's change process and drafts of new proposed framework on 1/31/2017.

High Level details new framework and engagement

The OPAC workgroup developed a framework and draft process flows to depict the engagement of County and State staff.



1. Creation of a new workgroup, "Change Prioritization Workgroup."
 - The new workgroup members will include: WCDS, First Data, HPE, County Representatives (6 OPAC members), CDSS representatives and DHCS representatives.
 - Purpose will be provide input and prioritization of a subset of changes. WCDS will continue with the primary focus on Regulatory and Legislative changes. CDSS and DHCS will serve in an advisory capacity as non-voting members. The workgroup input will be provided to the existing Portfolio Control Board.
2. Update the structure of the Portfolio Control Board (PCB).
 - New members will be added including designated County representatives from the CPW and representatives from both CDSS and DHCS in a non-voting advisory capacity, a maximum of two from each agency. *Note: Actual number may be modified based on need and finalization of the State Prioritization processes.*
 - The PCB meeting structure to be adjusted slightly in order to receive the input provided by CPW to help with the decision process and documentation in PPM.
3. Include State Policy staff in the development and design of some CalWIN changes
 - State Policy staff would be invited to participate as Project Action Team (PAT) members. Currently Project Action Teams include 3-5 county Subject Matter Experts and Project Staff.

WCDS recommends that the Change Governance continue to utilize existing process and model (templates, Change flow, Steering Committees, Project Action Teams, etc.). The CPW would be an additional layer to support County and State participation in the Prioritization of Change. (*Refer to WCDS Governance Org Chart*)

References

A series of supporting documents has been included:

- CPW Framework – document outlining responsibilities, guiding principles, charter and WCDS Standardization policy.
- WCDS Governance Org Chart
- CPW flow - visual depiction at a high level
- PAT flow- visual depiction when County and State staff would be engaged in a PAT.

Recommendation/Options

OPAC recommended approval during their 1/26/2017 meeting.
Approval of all three components to engage county and state staff.



They are: 1) creation of new Change Prioritization Workgroup, 2) modifying members of the Portfolio Control Board and 3) modifying process to include inviting State Policy staff to some Project Action Teams.

WCDS Change Prioritization Workgroup Framework

Document Version 1.0



WCDS Change Prioritization Workgroup Framework

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	1/19/2017	Lynn Bridwell
1.1	Updated based on input-clarify roles, number of members to serve and add WCDS Standardization Policy	1/19/2017	Lynn Bridwell

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WCDS Change Prioritization Workgroup Framework

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4. Change Prioritization Workgroup Charter	4
5. Policy Statement on Standardization by the WCDS Directors	5

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WCDS Change Prioritization Workgroup Framework

Table of Figures

Figure 1 - Governance Organizational Chart 2

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1. Introduction

The CalWIN Portfolio is managed by Welfare Client Data Systems (WCDS) as directed by WCDS Board of Directors. WCDS staff is responsible for determining the Strategic objective for the CalWIN Portfolio following the strategic direction provided by the Board of Directors.

Introducing the new Change Prioritization Workgroup (CPW) will facilitate the increased collaboration between CalWIN Counties and introduce State Policy staff into the WCDS Change Management process

1.1. Purpose of this Document

To provide a written and visual representation of the roles and responsibilities for the Change Prioritization Workgroup.

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2. The WCDS Change Prioritization Workgroup

2.1. Change Prioritization Workgroup (CPW)

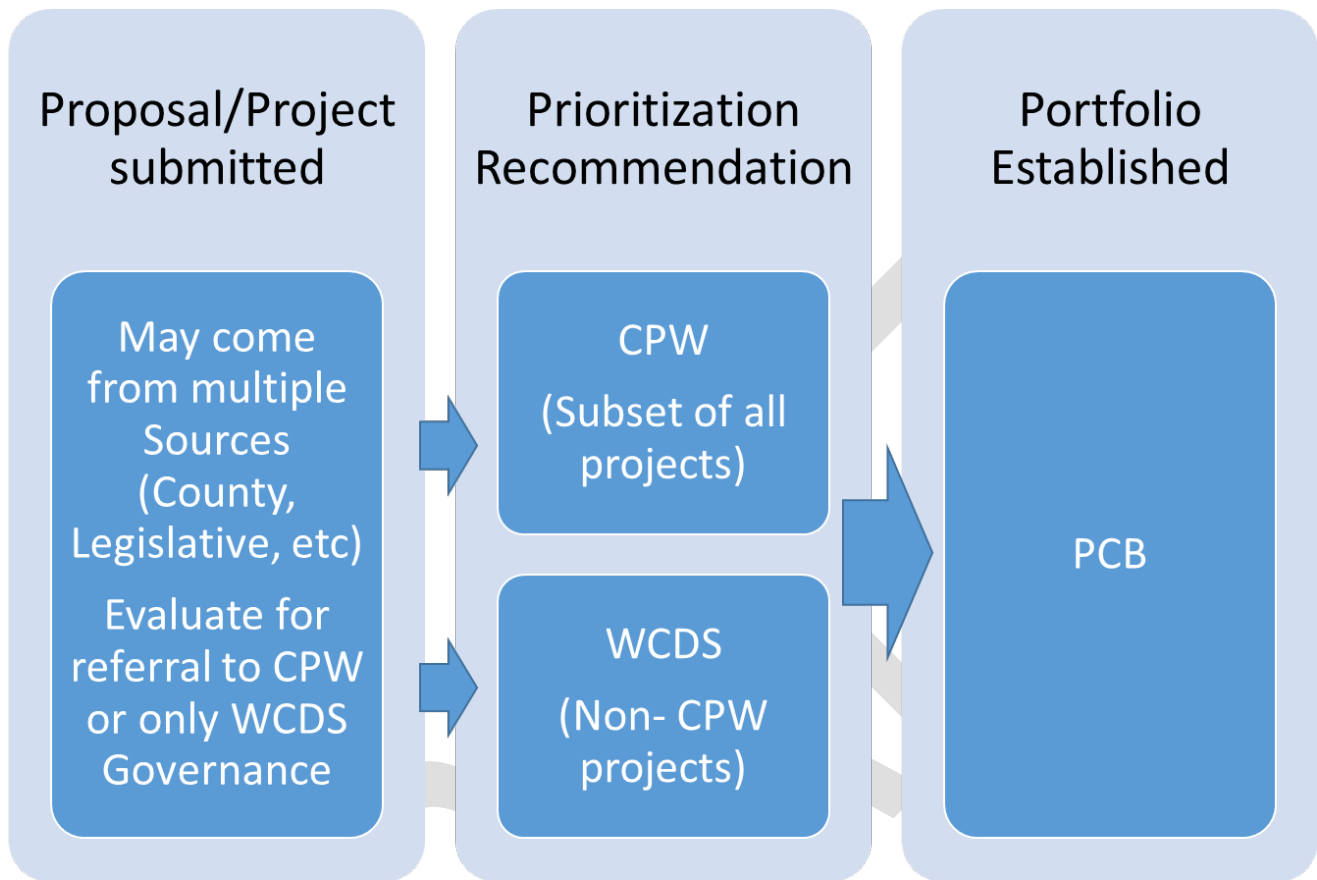


Figure 1 - Governance Chart

2.2. Governance Roles and Responsibility

Role	Membership	Responsibilities
Board of Directors (BOD)	18 CalWIN County representatives	<ul style="list-style-type: none"> Determine the strategic goals and objectives for WCDS automation.
Counties Executive Director	WCDS	<ul style="list-style-type: none"> Provide direction on strategic goals and objectives for WCDS Project Staff and HPE. May serve as an escalation point for resolving competing priorities within the portfolio. May override the PCB prioritization if appropriate to accomplish objectives or regulatory requirements.
WCDS Project Staff	WCDS	<ul style="list-style-type: none"> Review and approve projects entering the portfolio Establish project business objectives. Establish project priority within the portfolio

Role	Membership	Responsibilities
		<ul style="list-style-type: none"> • Provide approval for HPE to proceed with a project and allocate resources to accomplish the project.
Portfolio Control Board (PCB)	WCDS, IV&V, County, State Policy Staff, OSI and HPE staff	<ul style="list-style-type: none"> • The body that discusses the portfolio of change requests (proposals and projects) and determines priorities and assignment of projects to the appropriate release schedule. • Decision making body for assignment of projects to release schedule, cancellation of proposals/projects, or suspension of proposals/projects. • OSI staff is an advisory member.
Change Prioritization Workgroup	WCDS, IV&V, County, State Policy Staff and HPE staff	<ul style="list-style-type: none"> • Provide information/recommendations for cancellation of proposals to PCB. • Provide information/recommendations in order to prioritize sub-set of proposals for future implementation. • Reviews information provided regarding the composition and health of the portfolio. • State Policy Staff are advisory members.
State Policy Staff	CDSS and DHCS	<ul style="list-style-type: none"> • Provides input from State agency they represent regarding State priorities and strategic direction. • Provides input or clarifications on policy questions or clarifications needed during the development of a proposal/project. • Non-voting members of the Portfolio Control Board and Change Prioritization Workgroup.

3. CPW Guiding Principles

Represents the interests of all 18 consortium counties.

Once a change has been prioritized it is not revisited unless extenuating circumstance. Examples include:

- Budget restraints
- New Policy, regulation, legislative changes impact said change
- Return on investment not prudent for consortia
- WCDS/OPAC recommendation

Following the WCDS Board of Directors direction, WCDS will retain the responsibility to open and implement changes supporting the CalWIN application to support the counties in their administration of the public assistance programs. Regulatory and Legislative changes are a top priority for consideration of automation changes.

Support the WCDS Board of Directors CalWIN Standardization Policy.

County CPW members are designated decision makers and recommenders to the Portfolio Control Board.

State CPW members serve in the advisory capacity to provide input and recommendations related to CalWIN changes.

Changes brought for prioritization will have a Rough Order of Magnitude (ROM) or High Level Cost Estimate completed to provide an indication of the size (cost), effort and dependencies. Design and full requirements are completed once the change is assigned to a release as part of the System Design Lifecycle (SDLC).

4. Change Prioritization Workgroup Charter

Purpose:

The Welfare Client Data Systems (WCDS) Board of Directors (BOD) has created the Change Prioritization Workgroup (PCW) to facilitate engagement by designated County, California Department of Social Services (CDSS) and Department of Health Care Services (DHCS) participants to provide input for prioritization of proposals/projects for the CalWIN Portfolio. The workgroup activities include reviewing current proposed changes and establishing priority for implementation within the CalWIN Portfolio or the cancellation of a proposed change.

Objective:

Make informed decisions culminating in recommendations to the Portfolio Control Board (PCB) regarding priority order and business driver needs for changes to be assigned to a release.

Make informed decisions in recommendations to the PCB regarding the cancellation or suspension of proposed changes for the CalWIN Portfolio.

Reinforce the Board of Directors policy to maximize the standardization of all design and programming.

Scope:

The work of the Change Prioritization Workgroup shall include

Review a sub-set of submitted Proposals/Projects and recommend priority order for changes to be implemented or the cancellation of a proposed change to the Portfolio Control Board.

Deciding on Proposals/Projects by vote of County representative members, majority-rule in compliance with Roberts Rules of Order. Dissenting opinions shall be documented.

CDSS and DHCS representative members will actively participate in the review or discussions to provide policy guidance or clarification, input or sharing of agency priority perspective. CDSS and DHCS representatives serve in an advisory capacity and are non-voting members.

Each CPW member will consult with their county subject matter experts (SMEs), other Operations and Policy Advisory Committee (OPAC) members or other groups if required, to gain sufficient knowledge to make an informed recommendation.

Upon request from PCB or OPAC review previously recommended changes and new requests to reallocate, reprioritize and optimize the CalWIN Portfolio, if necessary.

Membership:

CPW membership consists of WCDS, HPE, First Data, County, CDSS and DHCS representatives.

CPW County representatives consists of 6 OPAC members who will in turn pair up with 2 other counties.

WCDS Applications Deputy Director and WCDS Administrative Deputy Director

HPE Portfolio Manager (and potentially support from another HPE representative)

First Data -TBD

CPW CDSS representatives consist of a maximum of 2 members.

CPW DHCS representatives consist of a maximum of 2 members.

5. Policy Statement on Standardization by the WCDS Directors

Final as of June 2003

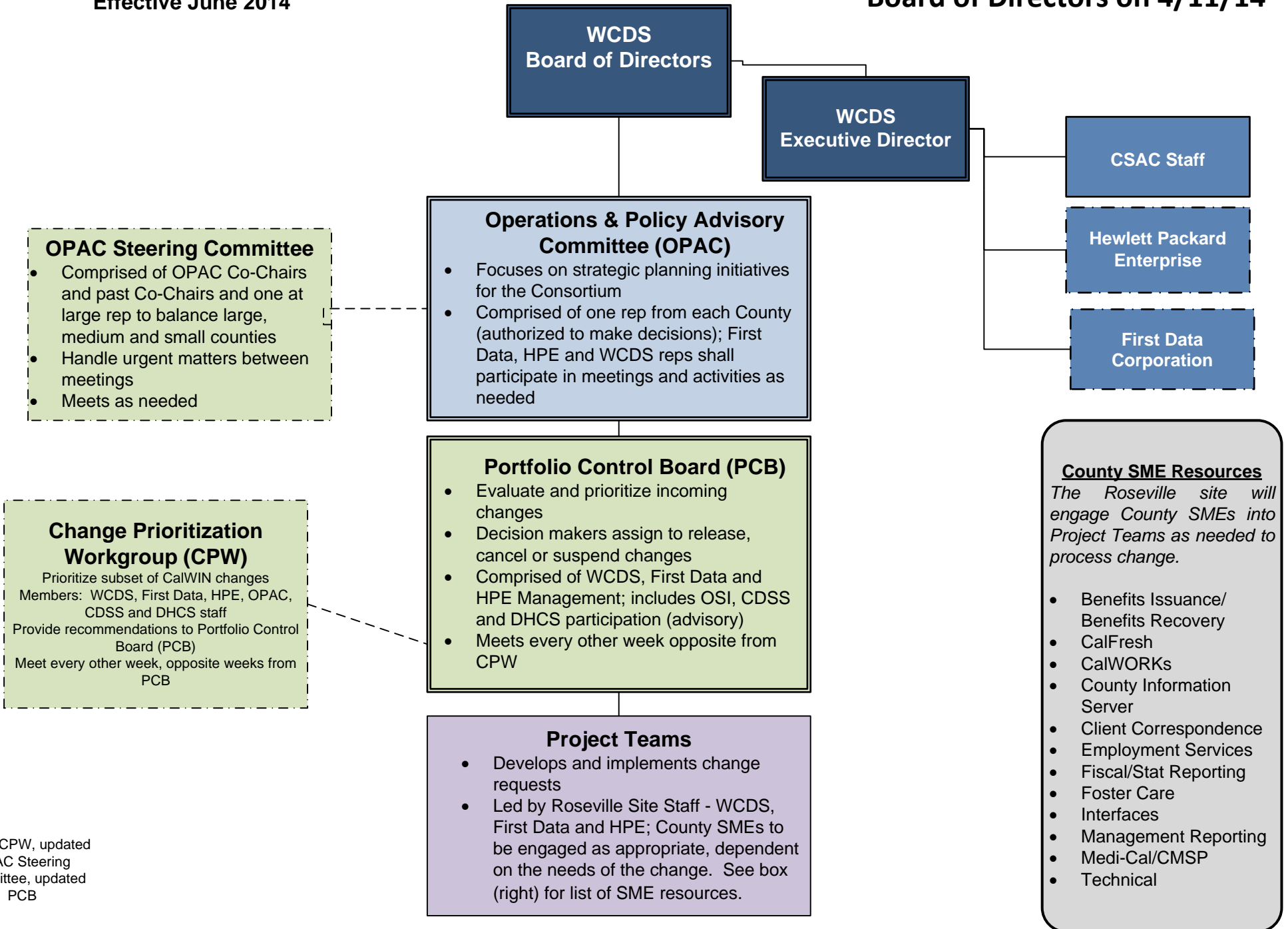
With the advent of the CalWIN system, a significant shift will occur in program policy and county operational decisions. These shifts will be from county specific decisions to standardized decisions made by the Consortium and coded into this automated eligibility determination system. In the past, the WCDS systems were coded to maximize county flexibility as each county operated the system locally. To continue with this approach with the much more complex CalWIN system will result in more complicated programming, loss in processing efficiency, increased risk of error in programming, and an increase in system maintenance as well as County operations costs. Therefore, the WCDS Directors, unanimously, direct that the Policy for CalWIN shall be to maximize the standardization of all design and programming so that all Consortium Counties will administer these programs and operations in the same manner, to the maximum extent possible. This standardization will include the interpretation of mandates and the manner in which they are to be translated to design solutions and coded. Program and Policy decisions will reflect a standardized consensus. County operations will also be standardized to the maximum extent possible. This standardization will include communications, such as client correspondence, to minimize the complexity and cost of the maintenance of these communications. Additionally, standardization will include the minimization of county unique changes that need to be county maintained to the on-line Consortium User Manual screens as well as the county unique reference table values. This Policy Statement shall be implemented and maintained by all County staff, from executive to line staff, through the leadership of each of the County CalWIN Managers, the WCDS Project Management staff, and all County staff involved in activities in support of the CalWIN system. The WCDS Consortium By-Laws and the WCDS Operations Manual will be amended to include this Policy Statement.

Approved by the WCDS Consortium Directors Conference at their meeting,

May 9, 2003.

Directors Policy Statement

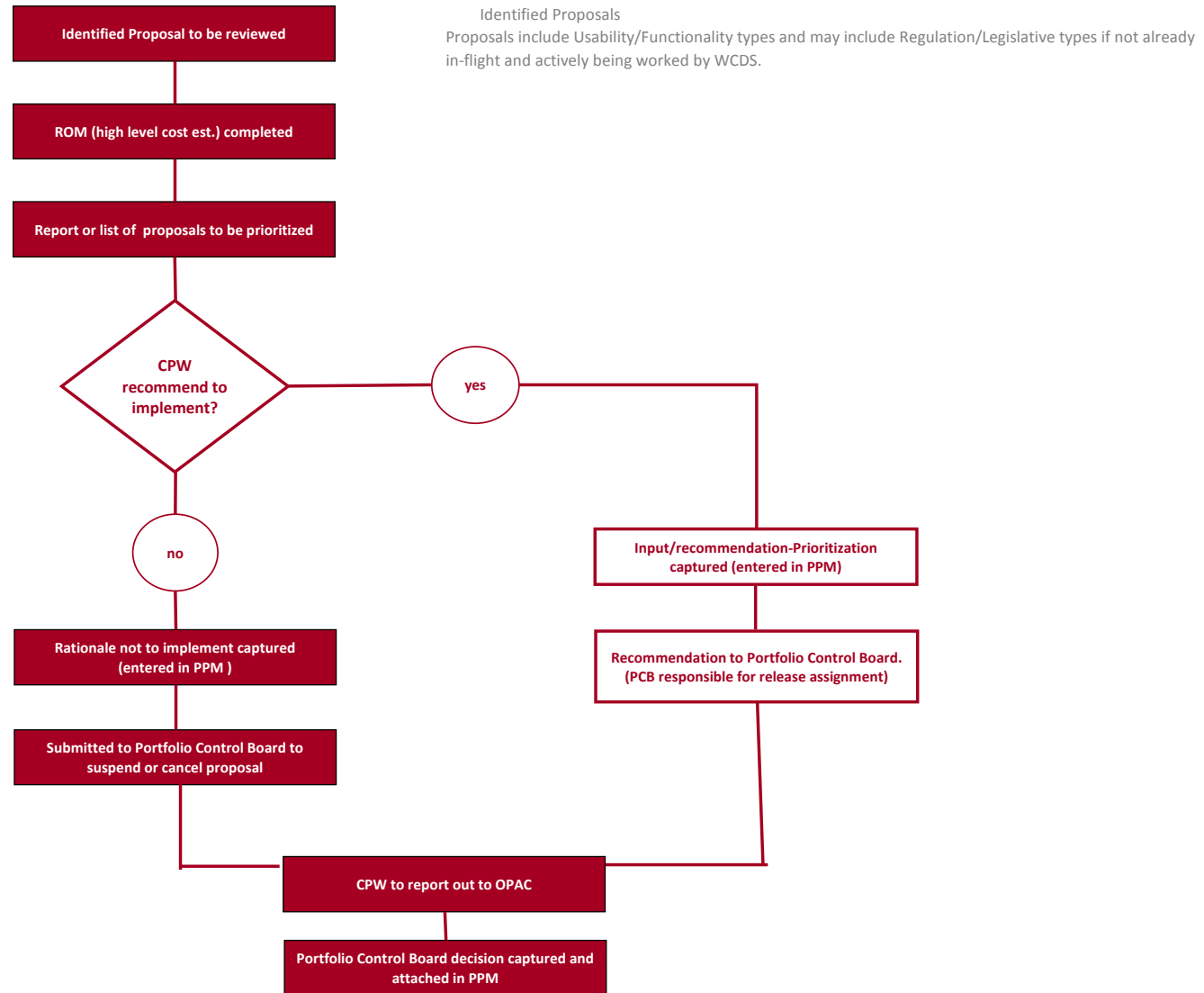
Version 3 – Updated 09/14/2010



Added CPW, updated
OPAC Steering
Committee, updated
PCB

CalWIN-Change Prioritization Workgroup (CPW)

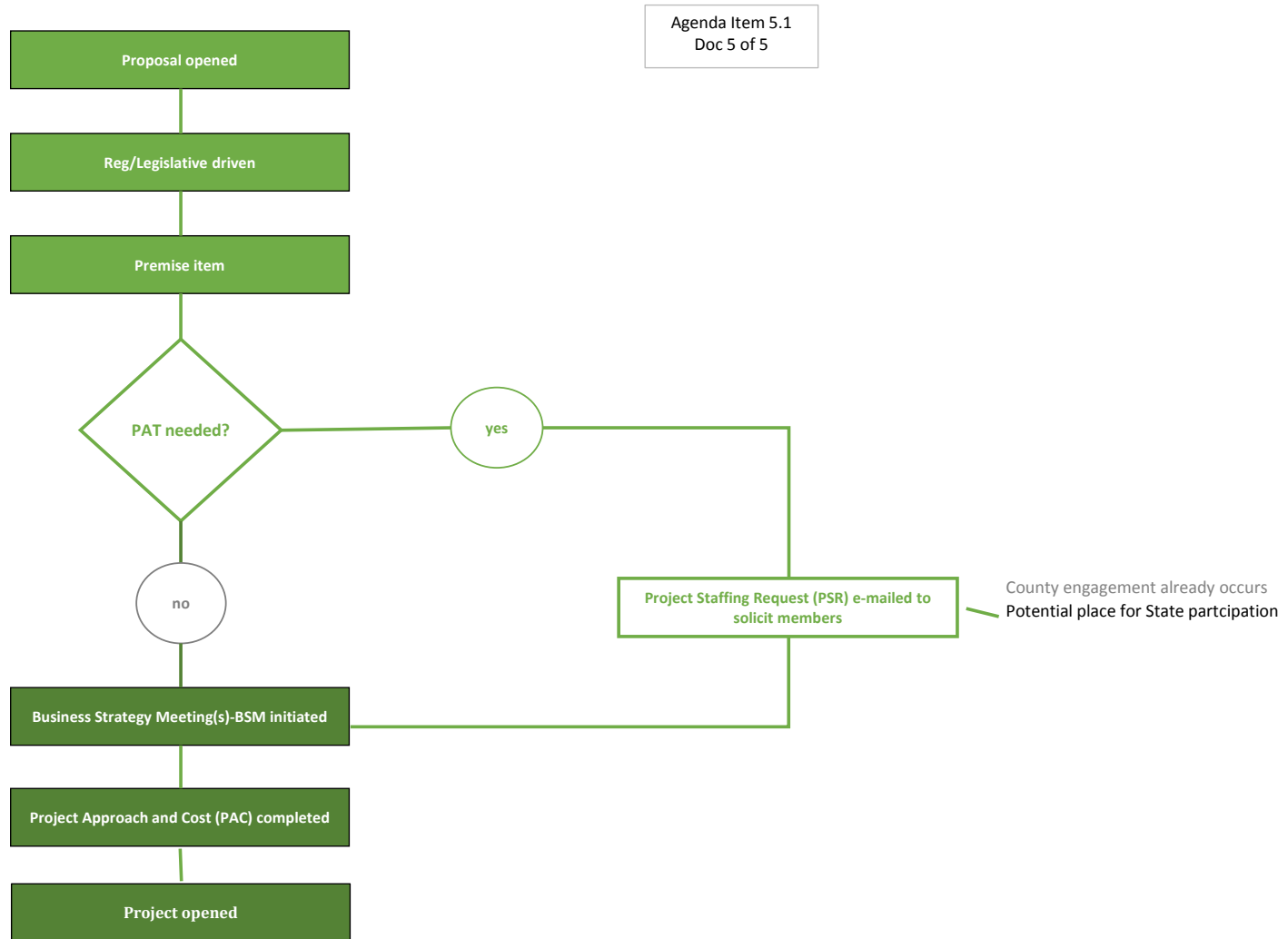
Members include WCDS, County reps., State reps., and HPE



PROJECT ACTION TEAMS (PAT)

Proposal opened-Regulation/Legislative driven changes

To facilitate County and State representatives engagement in specific changes. Utilize existing process for creating PATs



Strategic Engagement, Tracking, & Integration

Strategic Goals Overall

February 10, 2017


Strategic Goal Highlights:


- Planning and support for Business Intelligence adoption strategies
- Advanced BI Ad Hoc training planning and development (Sessions to begin mid-March)
- Evaluate MyBCW Portal for Responsive Web Design (RWD) update
- Usability Portfolio delivering 4 projects in February, 2017 (Release 48).
- Regroup and recast Business Rules project as integrated with COBOL to Java transformation effort.
- Prioritize and plan CalWIN transformation work streams (pending funding)
- NextGen CalWIN revised IAPDU in January to secure Federal support and funding
- WCDS staff presented on BI at Oracle BIWA conference January 31


Strategic Planning and Process:

- WCDS/HPE Strategic Goal teams are planning 2017 direction and roadmap
- SG teams prioritizing potential Quick Wins and Long Term projects
 - SG1 – BI Phase II hit list prioritization (Months 19 – 36 of BI Project)
 - SG2 – Business Rules Engine (BRE) project planning and governance
 - SG3 – Process for Statewide Participation for SAWS Changes
- Data Governance and Information Quality Conference ideas and improvements incorporated into WCDS Data Governance Policies
- Three year Strategic and Technology plan under development/update
- Strategic Initiative report being updated to include measures, targets and metrics to better convey progress and success criteria
- Investigating possible Joint SAWS Strategic Planning Meeting for 2017




Overall health of each Strategic Goal

SG1 – 

SG2 – 

SG3 – 

Currently only reporting on health of process and execution. Effectiveness and outcome of effort to be included in the future

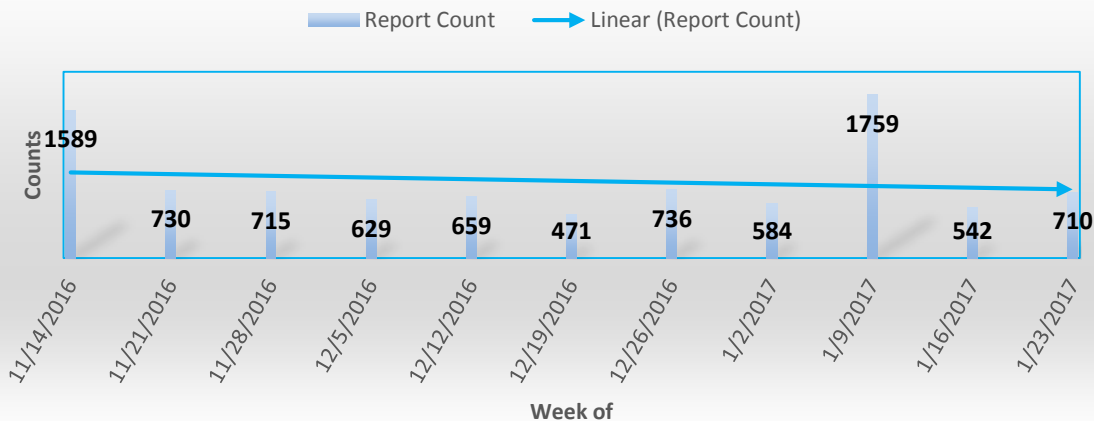
 = On track
 = Off track
 = At risk

Strategic Engagement, Tracking, & Integration

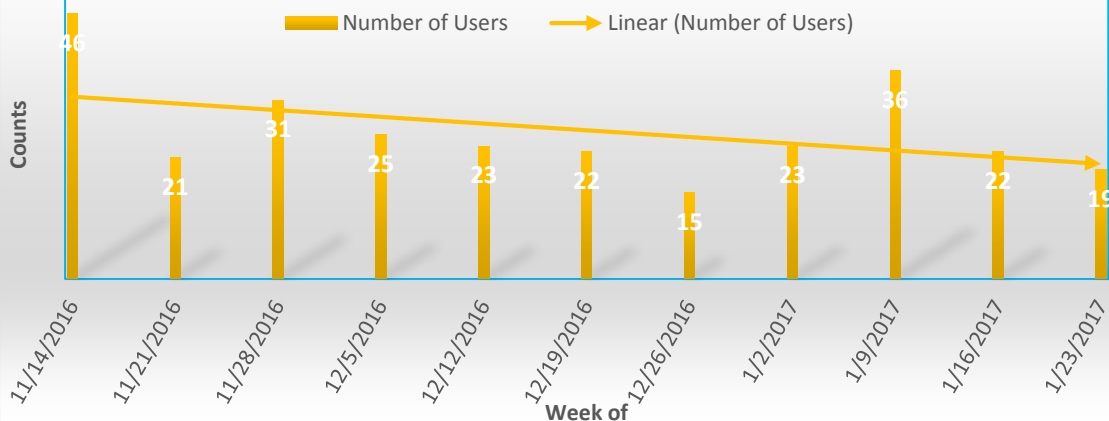
Business Intelligence Tracking

February 10, 2017

CalWIN Business Intelligence Usage



CalWIN Business Intelligence Usage



Business Intelligence (BI)

Monitor and Improve:

- Data Quality
- System Stability
- Performance
- Operational Response
- County Support
- User Security and Access
- Content Delivery Options

February Activities

- *Post Implementation Report (PIR) draft due*
- *Planned Production release Calendar shared*

March Activities

- *New BI health metrics rolled out to Board*
- *Advanced Training Delivered (1st session)*