

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Child Care Automated Tracking System (CHATS) – Point of Sale Maintenance
 Department: Human Services Dept. Approval by: *Will K...* Date: *10-2-09*
 Priority Number: DI-4 OSPB Approval: *J...* Date: *10-19-09*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	75,016,254	75,721,441	0	75,721,441	75,691,719	0	75,691,719	0	75,691,719	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	15,354,221	15,354,221	0	15,354,221	15,354,221	0	15,354,221	0	15,354,221	0
	CF	9,201,753	9,183,907	0	9,183,907	9,182,622	0	9,182,622	0	9,182,622	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	50,460,280	51,183,313	0	51,183,313	51,154,876	0	51,154,876	0	51,154,876	0
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	15,354,221	15,354,221	0	15,354,221	15,354,221	0	15,354,221	0	15,354,221	0
(6) Division of Child Care, Child Care Assistance Program	Total	74,968,579	75,618,195	0	75,618,195	75,588,473	(1,135,754)	74,452,719	0	74,452,719	(1,135,754)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	15,354,221	15,354,221	0	15,354,221	15,354,221	0	15,354,221	0	15,354,221	0
	CF	9,201,753	9,183,907	0	9,183,907	9,182,622	0	9,182,622	0	9,182,622	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	50,412,605	51,080,067	0	51,080,067	51,051,630	(1,135,754)	49,915,876	0	49,915,876	(1,135,754)
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	15,354,221	15,354,221	0	15,354,221	15,354,221	0	15,354,221	0	15,354,221	0
(6) Division of Child Care, Child Care Assistance Program Automated System Replacement	Total	47,675	103,246	0	103,246	103,246	(103,246)	0	0	0	(103,246)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	47,675	103,246	0	103,246	103,246	(103,246)	0	0	0	(103,246)
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Child Care Automated Tracking System (CHATS) – Point of Sale Maintenance
Department: Human Services **Dept. Approval by:** **Date:**
Priority Number: DI-4 **OSPB Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
(2) Office of Information Technology Services, Child Care Automated Tracking System (CHATS) [New line]	Total	0	0	0	0	0	1,239,000	1,239,000	0	1,239,000	1,239,000
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	1,239,000	1,239,000	0	1,239,000	1,239,000
	MCF	0	0	0	0	0	0	0	0	0	0
	MGF	0	0	0	0	0	0	0	0	0	0
	NGF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: (2) Office of Information Technology Services: "Of these amounts, it is estimated that \$1,874,696 shall be from Food Stamp funds, \$1,148,892 shall be from the Temporary Assistance for needy Families Block Grant, ~~\$694,506~~ \$1,743,506 shall be from Child Care Development Funds, \$96,648 shall be from the federal Substance Abuse Prevention and Treatment Block Grant, and \$1,374,603 shall be from various sources of federal funds.
Cash or Federal Fund Name and COFRS Fund Number: Child Care Development Funds
Reappropriated Funds Source, by Department and Line Item Name: N/A
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: N/A

CHANGE REQUEST for FY 2010-11 BUDGET REQUEST CYCLE

Department:	Colorado Department of Human Services
Priority Number:	DI-4
Change Request Title:	Child Care Automated Tracking System (CHATS) – Point of Sale Maintenance

SELECT ONE (click on box):

- Decision Item FY 2010-11
- Base Reduction Item FY 2010-11
- Supplemental Request FY 2009-10
- Budget Request Amendment FY 2010-11

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Division of Child Care is requesting a transfer of \$1,135,754 in Child Care Development Funds (100% Federal Funds) from the Child Care Assistance Program (CCAP) appropriation and \$103,246 from the Child Care Assistance Program Automated System Replacement appropriation to the Department of Human Services, Office of Information Technology Services (OIT), Child Care Automated Tracking System (CHATS) [New Line] in Fiscal Years 2010-11 and 2011-12. The \$1,239,000 is to cover the annual cost of system maintenance for the Child Care Automated Tracking System (CHATS) Point of Sale (POS) system. Due to the delay in the start of the Child Care Automated Tracking System (CHATS) replacement project, the maintenance costs were adjusted out of the operations budget for FY 2009-10 (via SBA-4, submitted January 2009) and therefore will need to be restored to support the POS portion of the system for FY 2010-11 and beyond.

Background and Appropriation History:

The CHATS Replacement Project was initially included in the FY 2007-08 Long Bill (S.B. 07-239) and allocated \$8,541,664 state-appropriated Federal Funds under the

Capital Construction Budget. The Department requested, and was approved for, an additional allocation of \$6,206,119 in June 2008 bringing the spending authority for the replacement project to \$14,746,783. This amount includes the development and testing of the POS system, but not the monthly maintenance costs anticipated to be ongoing starting July 2010.

The project supports eligibility and payment for the Child Care Assistance Program, which provides child care subsidies for low-income families, Temporary Assistance for Needy Families (TANF) families, and families transitioning from the Colorado Works program.

The maintenance amount will be financed through the use of Child Care Development Funds (CCDF) as this is an allowable usage of the fund per 45 CFR Subtitle A §98.54.

General Description of Request:

The Department is requesting that the Child Care Assistance Program line be reduced by \$1,135,754 and the Child Care Assistance Program Automated System Replacement appropriation be reduced by \$103,246 in FY 2010-11. These funds will be transferred to the Department of Human Services, Office of Information Technology Services (OIT), Child Care Automated Tracking System (CHATS) line. This request will fund the maintenance required to support the POS portion of the new CHATS program. This adjustment will realign the OIT budget to meet expected ongoing costs beginning in FY 2010-11. The adjustments requested impact 100% Federal Funds only.

The POS system currently being implemented as part of the CHATS replacement project will allow Colorado families convenient use of the Electronic Benefit Transfer cards to quickly check in and check out of the child care service provider without any additional paperwork. The POS unit informs the provider and the family what co-pay obligation, if any, is required at the time of accessing services. CCAP families will be issued an EBT card that, when swiped into the POS unit, will record the actual duration of care for each child. Because providers now have this verification, they know they will be paid for authorized families they serve.

This system will ensure payments are based on actual timeframes, rather than arbitrary reporting mechanisms. Swipes are processed as batches and then the system will authorize and remit payment to the provider.

By creating a real-time, electronic record of each check-in or check-out transaction, an audit activity is, in essence, being completed at the time the transaction originates. This greatly reduces the labor involved in auditing invoices and verifying time and attendance after the fact.

The new CHATS system will automatically calculate the payment due to the provider based on State business rules that are programmed into the system, thus decreasing the risk of human error in the processing of provider payments. Overall, this system streamlines both the process itself and the ability to provide a higher level of quality control; resulting in significant cost savings to the Child Care Assistance Program.

In synopsis, the POS system will enable the Division of Child Care to:

- Exclude ineligible providers and clients at the point of serviced delivery, before services are provided
- Prevent invoicing for service hours not provided
- Make accurate and timely payment to providers for services rendered
- Create real-time, online audit documentation at the point of service delivery

The cost for the maintenance of the POS system will cover ongoing maintenance and support of the new POS system. The vendor selected will be responsible for purchasing and providing the swipe cards to CCAP families, provider POS unit repair or replacement (which may include contractor travel costs), and installation of new units. The Request for Proposals (RFP) for these services will also include a mechanism to offer live customer support offered to both CCAP families and provider, such as a staffed call center offering technical assistance.

On the operations processing side of the support contract, the vendor will be tasked with providing comprehensive system account management; from swipe to reporting related

to payment remittance. This will include, but not be limited to, transaction processing, time and attendance tracking and reporting, as well as settlement reconciliation between the approved and the actual child care costs incurred.

The vendor will also work directly with child care providers to obtain a signed agreement, required prior to unit installation, that will outline the State's terms of use. Additionally, specific county and vendor training needs will be identified during the system design and testing phase. These training needs will be included as a requirement in the POS contract.

The Division of Child Care is requesting that federal Child Care Development Funds (CCDF) be used for this expense. 45 CFR Subtitle A §98.54 Restrictions on the use of funds states that (1) Funds authorized under section 418 of the Social Security Act and section 658B of the Child Care and Development Block grant Act, and all funds transferred to the Lead Agency pursuant to section 404(d) of the social security Act, shall be expended consistent with these regulations. Funds transferred pursuant to section 404(d) of the Social security Act shall be treated as Discretionary Funds: (2) Funds shall be expended in accordance with applicable State and local laws, except as superseded by §98.3.

Consequences if Not Funded:

This is a new appropriation request to appropriately align funding from the Child Care Assistance Program line to be used by the Department of Human Services, Office of Information Technology Services (OIT) for the maintenance and support of an integral system component. Should this request not be funded, the direct service side of the new CHATS system will be unsupported and not maintained.

Calculations for Request:

Summary of Request FY 2010-11 and FY 2011-12	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	\$0	\$0	\$0	\$0	\$0	0.0
(6) Division of Child Care, Child Care Assistance Program	(\$1,135,754)	\$0	\$0	\$0	(\$1,135,754)	0.0
(6) Division of Child Care, Child Care Assistance Program Automated System Replacement	(\$103,246)	\$0	\$0	\$0	(\$103,246)	0.0
(2) Office of Information Technology Services, Child Care Automated Tracking System (CHATS) [New line]	\$1,239,000	\$0	\$0	\$0	\$1,239,000	0.0

For FY 2010-11 the total cost equates to 12 months of expenditures:

<u>FY 2010-11 and FY 2011-12 Request Amount</u>	
12	Months
\$4.13	Cost per case (\$4.00 * 3.27% increase from the feasibility study)
<u>25,000</u>	Total number of cases
\$1,239,000	Total cost

SBA #4 CHATS Replacement Project – Operations Budget was approved to fund 3 months of pilot expenses:

<u>FY 2009-10 Appropriated Amount</u>	
3	Months of pilot
\$4.13	Cost per case (\$4.00 * 3.27% increase from the feasibility study)
<u>8,333</u>	Total number of cases (25,000) / 3
\$103,246	Total cost

Cash Funds Projections: Not Applicable.

Assumptions for Calculations: Cost assumes 25,000 cases per month at the cost of \$4.13 per case as recommended from 2004 Feasibility Study. The 25,000 cases per month was determined through a multi-year trend analysis and was used as the basis for any per-case costs associated with the CHATS rebuild project.

- \$1,239,000 = 12 month total funding needed for FY 2010-11 and FY 2011-12
- \$103,246 = FY 2009-10 Child Care Assistance Program Automated System Replacement appropriation (to be transferred to (2) Office of Information Technology Services, Child Care Automated Tracking System (CHATS) [New line])
- \$1,135,754 = FY 2010-11 additional CCDF funds needed to be transferred to (2) Office of Information Technology Services, Child Care Automated Tracking System (CHATS) [New line]

Impact on Other Government Agencies: Not Applicable.

Cost Benefit Analysis: Unquantified at this time, but anticipations are that the program will realize the following benefits:

- Stream-lining business practices,
- Significant reduction in improper payments to providers,
- Decrease risk of fraud related to timekeeping activities,
- Increase timeliness and accuracy of direct provider payments,
- Increase ability to audit transaction activity through timekeeping reconciliation,

Implementation Schedule:

Task	Month/Year
POS Maintenance Begins	July, 2010

Statutory and Federal Authority:

Section 26-6-110, C.R.S. (2009). Acceptance of Federal Grants. The department is authorized to accept, on behalf of the state, any grants of federal funds made available for any purposes consistent with the provisions of this part 1. The executive director of the department, with the approval of the governor, has the power to direct the disposition of any such grants so accepted in conformity with the terms and conditions under which given.

Section 26-2-805, C.R.S. (2009). Services – Assistance Provided – Rules. (2) A county shall have the authority to develop a voucher system for participants pursuant to which participants could secure relative or unlicensed child care.

45 C.F.R. § 98.11 (2008) Administration under contracts and agreements. (a) The Lead Agency has broad authority to administer the program through other governmental or nongovernmental agencies. In addition, the Lead Agency can use other public or private local agencies to implement the program; however: (1) The Lead Agency shall retain overall responsibility for the administration of the program, as defined in paragraph (b) of this section; (2) The Lead Agency shall serve as the single point of contact for issues involving the administration of the grantee's CCDF program; and (3) Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency shall be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and the other agencies in meeting the requirements of this part. (b) In retaining overall responsibility for the administration of the program, the Lead Agency shall: (1) Determine the basic usage and priorities for the expenditure of CCDF funds; (2) Promulgate all rules and regulations governing overall administration of the Plan; (3) Submit all reports required by the Secretary; (4) Ensure that the program complies with the approved Plan and all Federal requirements; (5) Oversee the expenditure of funds by subgrantees and contractors; (6) Monitor programs and services; (7) Fulfill the responsibilities of any subgrantee in any: disallowance under subpart G; complaint or compliance action under subpart J; or hearing or appeal action under part 99 of this chapter; and (8) Ensure that all State and local or non-governmental agencies through which the State administers the program, including agencies and contractors that

determine individual eligibility, operate according to the rules established for the program.

45 C.F.R. §98.54 (2008) Restrictions on the use of funds. (1) Funds authorized under section 418 of the Social Security Act and section 658B of the Child Care and Development Block grant Act, and all funds transferred to the Lead Agency pursuant to section 404(d) of the social security Act, shall be expended consistent with these regulations. Funds transferred pursuant to section 404(d) of the Social security Act shall be treated as Discretionary Funds: (2) Funds shall be expended in accordance with applicable State and local laws, except as superseded by §98.3.

Performance Measures:

Department Goal #4: Promote stability, permanence and self-sufficiency.

The department believes the department goal #4 is in line with this decision item, as the POS component of the CHATS replacement project will create automated support for child care assistance that reduces improper authorizations and payments such that additional eligible families may be served.

IT Project Plan	FY10-11
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This form is intended to provide an overview of an IT-related project with a primary focus on the technology components. This will assist OIT in validating the proposed information and technology approach to support its role in IT planning, project oversight, and procurement review.

1. IDENTIFYING INFORMATION

Project Name:	Child Care Automated Tracking System (CHATS) – Point of Sale Maintenance					
Project Code:	Agency Code (3 alpha characters)			Project Code (5 alphanumeric characters)		
	I	H	A	C	H A T S	
Department:	Department of Human Services – Division of Child Care					
Primary IT System:	Childcare Automated Tracking System (CHATS)				new	revised
					X	
Project funding: Check <u>all</u> that apply	Base	New – Budget Amendment	New – Change Request	New – Non-appropriated	New – Supplemental Request	
			X			

Associated IT Systems: IT System Name	How impacted?
Childcare Automated Tracking System (CHATS)	The Attendance Tracking and Point of Sale (POS) system is part of the CHATS.

Project Contacts:	Name	Job Title	Telephone	E-mail
Business Sponsor	George Kennedy	OCYF Deputy Executive Director	303-866-5943	George.kennedy@state.co.us
Dept CIO	Ron Ozga	Chief Information Officer	303-866-4312	Ron.Ozga@state.co.us
Project Manager	Galina Krivoruk	Applications Director	303-866-7305	Galina.Krivoruk@state.co.us

2. BUSINESS OVERVIEW

Problem or Opportunity Definition:	The CHATS Replacement Project was initially included in the FY 2007-08 Long Bill (S.B. 07-239). The total capital spending authority for the CHATS replacement project includes the development and testing of the POS system. This does not include the monthly maintenance costs, which will to be ongoing starting in July 2010.
Summary of Proposed Solution:	The Division of Child Care is requesting federal Child Care Development Funds (CCDF) be used to cover the annual cost of system maintenance for the CHATS Attendance Tracking and Point of Sale (POS) system.

Benefits Overview (check all that apply)

Quantified Benefits		Qualified Benefits	
	Cost avoidance	X	Statutory obligations, federal mandates
	Cost reduction		System replacement
X	Productivity benefits	X	Customer service and satisfaction
	Increased revenues/cash flow		Environmental, health, and other societal benefits
X	External Customer Benefit		Aggregation
	Consolidation		Other:

Business Performance Measures

For each benefit identified in this “Business Overview” section and/or other documentation, provide a corresponding performance measure.

		Actual	Actual	Base	Request	Out-years	
		FY 2007- 08	FY 2008- 09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13
Objective:							
Performance Measure:	Reduce percentage of the amount necessary to recover from providers for improper payments			Establish Base	4%	7%	
Objective:							
Performance Measure:	Reduce percentage of the amount necessary to recover from clients when improper benefits occur.			Establish Base	4%	7%	

Objective:							
Performance Measure:	Reduce percentage of provider payment adjustments necessary for payment accuracy			Establish Base	4%	7%	
Objective:							
Performance Measure:	Track absence utilization for the Child Care Assistance Program.			Not Available in Current System	9 months data	12 months data	

3. TECHNOLOGY OVERVIEW

Proposed Technology:	CHATS Attendance Tracking and Point of Sale (POS) system.
Alternative Technology Considered:	No

4. PROJECT ASSESSMENT

I. Strategic

Evaluate the project alignment with Agency and statewide goals and the State IT strategic plan

	Yes	No *	N/A*
1. Is the proposed solution in alignment with the objectives of the strategies and initiatives in the State's Information Technology Strategic Plan?	X		
2. Is the proposed technology already in place within the agency?		X	
3. Has the agency evaluated implementations of similar technology in other agencies?	X		
4. If "yes" to question 2 above, can you leverage the existing implementation(s)?	X		
5. Does the project plan address total cost of ownership (TCO) over, at a minimum, the next 3-5 years?		X	
6. Affirm that the project is NOT a recovery from a failed project.	X		
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			
2. The POS system currently in the design phase.			
5. The request is for the FY 2010-11 annual cost of system maintenance			

II. Management

Assessment of project alignment to core business activities as well as development and project management methodologies

	Yes	No *	N/A*
1. Will this solution support the agency's core business activities?	X		
2. Does this project have an agency sponsor?	X		
3. Are project planning and project management practices and tools already in place?	X		
4. Have the project risks been identified AND appropriate mitigation strategies established?	X		

II. Management

Assessment of project alignment to core business activities as well as development and project management methodologies

	Yes	No *	N/A*
5. Is the agency prepared to commit user time necessary for user acceptance testing and training?	X		
6. Will an Independent Validation and Verification (IV&V) team or process be in place prior to vendor selection and through deployment?		X	
7. If the project is over \$5 million, will there be a certified project manager and a certified project management analyst?		X	
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			
6. The request is for the ongoing support of the POS system.			
7. The Division of Child Care is requesting \$1,239,000 in federal Child Care Development Funds (CCDF) to cover the annual cost of POS system maintenance			

III. Operational Infrastructure

Evaluate the proposed implementation and the effects on operations

	Yes	No *	N/A*
1. Will existing technical operations and maintenance support personnel be used for implementing this project while still supporting their existing workload?	X		
2. Will a user acceptance test plan be completed prior to starting this project?	X		
3. Will an impact assessment on current operations be completed prior to starting this project?	X		
4. Does the solution impact only one agency?	X		
5. Does the solution impact only one governmental jurisdiction?	X		
6. Will a project contingency plan (in the event of project delay or failure) be completed prior to starting this project?	X		
7. Will a business continuity and disaster recovery plan be completed prior to starting this project?	X		
8. Will a Security Risk Assessment or Evaluation be completed prior to starting this project?	X		
9. Is the project compliant with the Agency Cyber Security Plan and Colorado Cyber Security Program Policies?	X		
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			

IV. Scope & Requirements

Assess the project on clearly defined requirements and deliverables and adequate understanding by key stakeholders.

	Yes	No *	N/A*
1. Have Management and the Project Team approved the project scope?	X		
2. Have deliverables been clearly defined and appropriately scheduled (e.g. in phases)?	X		
3. Have critical success factors been identified and agreed upon for all stakeholders?	X		
4. Are core business processes documented?	X		

IV. Scope & Requirements

Assess the project on clearly defined requirements and deliverables and adequate understanding by key stakeholders.

	Yes	No *	N/A*
5. Is there a change management process in place?	X		
6. Is there a development methodology in place?	X		
7. Is there a deliverable identified for the Agency ISO or the Office of Cyber Security to approve and test the security design?	X		
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			

V. Technology Competency

Assess the project and technical personnel needed to implement the project

	Yes	No *	N/A*
1. Do the project technical personnel possess the required technical skills?		X	
2. Has adequate training been included in timeframes for users and technical personnel?	X		
3. Have technical personnel implemented other solutions using the same proposed technology?		X	
4. Are technical personnel fully versed in core business operations?	X		
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			
1. The POS system currently in the design phase.			
3. The POS system will support business functions currently not automated.			

VI. Infrastructure Dependencies

Evaluate modifications to the existing infrastructure to ensure successful operation

	Yes	No *	N/A*
1. Will this project deliver full functionality without additional investments?	X		
2. Is the proposed solution compatible with all existing technology?	X		
3. If key services will be replaced, has a user impact assessment been done and have users agreed to the proposed solution?	X		
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			

5. EXECUTIVE GOVERNANCE COMMITTEE (EGC) GUIDANCE & CRITERIA

The Executive Governance Committees (EGCs) assist OIT with oversight and governance of major IT projects. The EGCs serve as advisory boards for making recommendations to OIT regarding changes with project funding, scheduling, release plans, staffing, and other issues which could impact a project.

- An IT project or proposal meeting **any** of the following criteria will need to be evaluated for incorporation into the EGC governance structure. OIT may apply a standard risk assessment to determine if the project represents a risk not fully identified in the assessment process. Any project with a sufficiently high risk profile may also be certified.

Does your project proposal meet any of the following criteria for EGC governance?	Yes	No *	N/A*
1. The project cost is five million dollars or greater, regardless of funding source.		X	
2. The project development or acquisition timeline spans multiple fiscal years.		X	
3. The project spans state agencies or government jurisdictions or is considered an enterprise-level project.		X	
4. The project has high public visibility.	X		
5. The project is a recovery from a failed project.		X	
6. The project has been designated by the Governor, the State Chief Information Officer, or the State Chief Information Security Officer.		X	
* Please provide, in section below, an explanation for all "No" and "N/A" responses:			
<p>1. The Division of Child Care is requesting \$1,239,000 in federal Child Care Development Funds (CCDF) to cover the annual cost of system maintenance.</p> <p>2. The request is for the FY 2010-11 annual cost of system maintenance.</p> <p>3. The request is for the ongoing support of the POS system.</p> <p>5. This request is for the ongoing support.</p> <p>6. The request has not been designated by the Governor, the State Chief Information Officer, or the State Chief Information Security Officer.</p>			

6. ENTERPRISE IT RESOURCES

	OIT		Portal Authority	
	Yes	No	Yes	No
Question #1 Has your department presented this IT project proposal to the Governor’s Office of Information Technology (OIT)?	X			
* Please provide, in section below, an explanation for all "No" responses:				

Please provide the respective contact information below:

Organization	Name of contact	Job Title	Telephone	E-mail
OIT	Galina Krivoruk	Applications Director	303-866-7305	Galina.Krivoruk@state.co.us
CDHS-DCC	Dawn Garcia	Child Care Budget Manager	303-866-4126	Dawn.Garcia@state.co.us

Cost Worksheet

Cost Worksheet Development and Ongoing Operations and Maintenance	Fiscal Year								Total
	Request Year		Operation and Maintenance						
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
OPERATING BUDGET									
State FTE Personnel Costs									
(1) Existing State FTE	0	0	0	0	0	0	0	0	0
(2) New State FTE									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services/IT Contractors									
(1) Project Development Consultants/Contractors <i>(please list and describe below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
(2) Quality Assurance									0
(3) Ind. Verification & Validation-IV&V									0
(4) Training									0
(5) Leased Space									0
(6) Feasibility Study									0
(7) Other Services/Costs <i>(please list and describe below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Administrative & Miscellaneous Costs: (list individually)									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contract/ Vendor Operating Costs									
Contract/ Vendor Operating Costs <i>(please list and describe contract labor and services costs below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OIT/State Services									
(1) GGCC									0
(2) Multi-use Network {MNT}									0
(3) Leased Telecommunication Services & Hardware									0
(4) Other State Services <i>(please list and describe costs for other state provided services, typically from DPA, below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Cost Worksheet

Cost Worksheet Development and Ongoing Operations and Maintenance	Fiscal Year								Total
	2009-10	Request Year	2011-12	2012-13	Operation and Maintenance			2016-17	
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
Software Procurement/Acquisition									
(1) Software COTS <i>(please describe)</i>									0
(2) Software Built <i>(please list and describe contract labor and services costs below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Software Maintenance/Support									
(1) Software <i>(please list and describe all software maintenance/support costs below; note that this row should be a roll-up of the costs listed below)</i>	0	\$1,239,000	0	0	0	0	0	0	1,239,000
a)									0
Sub-total	\$0	\$1,239,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,239,000
Hardware/Equipment Procurement/Acquisition									
(1) Servers									0
(2) PCs, Laptops, Terminals, PDAs									0
(3) Printers, Scanners, Peripherals									0
(4) Network Equipment/Cabling									0
(5) Other									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hardware/Equipment Maintenance/Support									
(2) Hardware/Equipment <i>(please list and describe all hardware & equipment maintenance/support costs below; note that this row should be a roll-up of the costs listed below)</i>	0	0	0	0	0	0	0	0	0
a)									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Budget Costs	\$0	\$1,239,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,239,000
GF		\$0							\$0
GFE		\$0							\$0
CF		\$0							\$0
CFE		\$0							\$0
FF		\$1,239,000							\$1,239,000

Explanation of Costs

Project Cost Components <i>both Operating and Capital</i>	Amount in Request Year	Explanation of Costs / Assumptions and Calculations
OPERATING BUDGET		
	1,239,000	Cost assumes 25,000 cases per month at the cost of \$4.13 per case, per 2004 Feasibility Study. \$4.13 for per case cost in 2011 = \$1,239,000.
Total Costs	\$ 1,239,000	

Benefits Worksheet

Benefit Worksheet Costs Saved and Avoided	Fiscal Year								Total
	2009-10	Request Year 2010-11	2011-12	2012-13	2013-14	Operation and Maintenance 2014-15	2015-16	2016-17	
Savings									
									0
									0
									0
									0
									0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cost Avoidance									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantified Benefits Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unquantified Benefits									0
The POS system will enable the Division of Child Care to provide real-time attendance tracking									

Explanation of Benefits

Project Benefits Components		
Costs Saved and Avoided	Assumptions and Calculations	Explanation of Benefits
Savings		
Costs Avoided		
Unquantified Benefits		
	Exclude ineligible providers and clients at the point of serviced delivery, before services are provided	
	Prevent invoicing for service hours not provided	
	Make accurate and timely payment to providers for services rendered	
	Create real-time, online audit documentation at the point of service delivery	