

**SACWIS Partnership Forum
Meeting Minutes
February 28, 2006**

County Representatives Present	ODJFS Representatives Present	Absent
Brenda Alexander (Lorain)	Terry Lee Adams (ODJFS)	James Beard (Van Wert)
Crystal Allen (PCSAO)	Kathy Bartlett (ODJFS)	Jann Heffner (Butler)
Cathy Appel (Clark)	Joan Denman (ODJFS)	Thomas Heilman (ODJFS)
Eric Bush (Marion)	Nancy DeRoberts-Moore (ODJFS)	Connie Humble (Summit)
Katherine Canada (Franklin)	Robert Holeman (DRC)	James McCafferty (Cuyahoga)
Gary Crow (Lorain)	Mike Latham (DRC)	John Saros (Franklin)
Mary Ann Drewry (Montgomery)	Kim Liston (ODJFS)	Dean Sparks (Lucas)
Cathy Herston (Summit)	Stephen Mayo (DRC)	Robin Troyer (Wayne)
Ronda Hollingshead (Muskingum)	Rob Plummer (DRC)	
Shahnaz Khan (Cuyahoga)	Angelo Serra (ODJFS)	
Ron Kirkendall (Hamilton)	Rick Smith (ODJFS)	
Laurie Kuhnke (Lucas)		
Kelly Lynch (Guernsey)		
Julie Mogavero (Hocking)		
Linda Peters (Butler)		
Rhonda Reagh (Greene)		
Jeannie Weisbrod (Lorain)		
Jim Williams (Muskingum)		
Loretta Wilson (Guernsey)		

MINUTES

Opening Remarks/Confirm Agenda

Rick Smith, Deputy Director, Office for Children and Families, opened the meeting, confirmed the agenda, and led the Partnership Forum members through roundtable introductions. The Partnership Forum Members approved minutes from the January 10, 2006, meeting.

SACWIS Case Services

Deputy Director Smith stated ODJFS and DRC are working together to streamline case services in SACWIS. The goal is to make the first phase of changes prior to rollout; any additional modifications would occur after rollout. The financial impact of the first phase of changes is projected to be in the \$20,000-\$30,000 range. Additional information regarding the costs may be available at the next meeting. Kathy Bartlett, SACWIS Project Requirements Manager, stated project staff met with several of the Partnership Forum counties to discuss changes to case services.

Rhonda Reagh, Director, Greene County PCSA, inquired regarding CAPMIS/SACWIS training for the counties and private agencies. Deputy Director Smith stated both CAPMIS and SACWIS training for public children service agencies (PCSAs) will take priority over training for private agencies. Following training registration for PCSAs, any capacity remaining will be made available to private agencies. Cathy Appel, Deputy Director, Clark County PCSA, stated CAPMIS training needs of PCSA staff are different from those of the private agencies; therefore it would be prudent for PCSA training to be separate from

private agency training. Deputy Director Smith stated the plan is to establish a training agreement with the private agencies within the next three weeks. CAPMIS and SACWIS trainers will be coached to manage issues that arise during CAPMIS training for public and private agencies. Crystal Allen, Executive Director, Public Children Services Association of Ohio, stated two or three seats per class will be available to private agencies to allow for sufficient capacity for PCSA staff. Deputy Director Smith stated he would further review the issues regarding private agency training based on feedback from the counties.

Title IV-E courts will also receive SACWIS training with public and private agency staff. Staff from the SACWIS IPT and the Office of Children and Families will inform the Title IV-E courts regarding both CAPMIS and SACWIS training opportunities.

Katherine Canada, Assistant Director, Franklin County PCSA, stated there needs to be discussion regarding the utilization of CAPMIS on paper prior to the roll-out of SACWIS and options for transferring the data into SACWIS. Deputy Director Smith stated he will make ODJFS CAPMIS and SACWIS resources available to work on this issue with the counties. Assistant Director Canada will take the lead on scheduling the initial committee meeting. A committee sign up sheet was distributed.

User Acceptance Testing Status Report

Mike Latham, DRC SACWIS Project Manager, provided a SACWIS User Acceptance Testing (UAT) status report. A seven team approach is being used during the 90-day UAT period, which is divided into three waves. The second wave of UAT and team 7 commenced this week with the focus on Muskingum conversion. UAT wave 2 includes 32 state and county participants who were trained during the week of February 13th. Mr. Latham provided an overview of the lessons learned during the first wave of UAT. System design areas identified for review include the case activity log, case services, address, and case disposition.

Mary Ann Drewry, Director of Quality Centered Services, Montgomery County PCSA, inquired about how ODJFS Business Analysts (BAs) were aligned with the UAT Teams. Nancy DeRoberts-Moore, SACWIS Business Project Manager, stated the ODJFS BAs are the same Subject Matter Experts (SMEs) who led the Rapid Requirements Definition (RRD) and Joint Application Design (JAD) sessions. The BAs bring forth knowledge and expertise relative to the child welfare business process in Ohio.

Mr. Latham also presented UAT defect statistics. Ron Kirkendall, Assistant Director, Hamilton County PCSA, inquired regarding the timeframe for resolving critical defects. Mr. Latham stated application builds are completed twice per week and critical and high defects will be turned around within two builds, no more than three. Jim Williams, Business Director, Muskingum County PCSA, inquired how the SACWIS IPT is handling when a fix for one defect causes another defect to occur. Mr. Latham stated UAT scripts will catch these issues and that all specification defects are tracked during UAT.

Dr. Gary Crow, Director, Lorain County PCSA, inquired if the system is being tested in an Internet environment. Mr. Latham responded that the system is being tested on different servers than those which will be used in production. Angelo Serra, SACWIS IT Project Manager, stated the response time over the Internet will depend partly on whether the end user has a dial-up modem or a cable modem. Kim Liston, Deputy Director, ODJFS Management Information Services, stated SACWIS is a multi-tier application that will require performance testing, and a special tool will be used to identify where in the application the slow-downs are occurring.

Deputy Director Appel inquired about the length of time it is taking UAT participants to create a case in SACWIS. Ms. DeRoberts-Moore stated the UAT scenarios are built to exercise as much functionality in a specific area of the application as possible, so the scenarios make take longer to complete than an average case. She further noted that during UAT Wave 1, it took approximately two weeks for county

participants to become familiar with the system and begin testing at a fairly steady pace. Assistant Director Canada stated the counties are concerned regarding staffing to support SACWIS implementation, which is why the counties need to know how long it will take to complete tasks in SACWIS. Ms. DeRoberts-Moore stated the plan for Joan Denman, SACWIS Change Management Manager, to exercise certain tasks in the application and attempt to associate general timeframes for completion is still in place. Cathy Herston, Summit County PCSA, stated her agency is planning to take their Super Users off case work for 30 days after go-live to help staff get up to speed on the new system.

SACWIS Security Overview

Rob Plummer, DRC SACWIS Requirements Manager, presented an overview of SACWIS security, profiles, state and agency-defined user groups. The agency System Administrator User Group will be used by county system administrators. Ms. Herston inquired if there is a way to copy a profile in the system. Mr. Plummer stated the system does not allow a user to copy one person's profile to another person, but the user can look at one person's assigned user groups and then go into another person's profile and assign those same user groups. This will give both users the same access to the system.

SACWIS Ticklers, Notifications and Alerts

Ms. Denman presented information regarding SACWIS notifications, ticklers, and alerts. There are system-generated and ad hoc ticklers. The system-generated ticklers are mandated by rule. Director Drewry inquired if a report can be run to show impending due, current due, and past due activities. Ms. Denman stated a tickler report can be run for a specific worker or for all workers assigned to a supervisor. Only users who have been assigned the system administrator role can delete system-generated ticklers.

Ad hoc ticklers are created manually and provide a means of creating individualized to-do lists. Disposal of ad hoc ticklers is performed manually by the worker who created the ticklers. Due dates are mandated, however, these can be made more stringent by the county if desired.

There are three types of broadcast messages in the system. One type of broadcast message displays at the top of the screen. Other broadcast messages are created by the system administrators (state and county). The messages have a start date/time and an end date/time and are displayed on the desktop.

SACWIS Reports

Mr. Serra presented information regarding SACWIS reports. In SACWIS, "Reports" include "Canned" Reports, Forms, and Notices. Two teams on the SACWIS IPT are currently testing Reporting. One team is working on Canned Reports, Forms, and Notices. The other team is working to create the cubes that will replace the current Data Analysis and Reporting (DART) cubes. Mr. Serra stated reports are slightly behind schedule at this time. Sample Report prototypes were distributed. SACWIS UAT includes testing of Reports. Deputy Director Appel and Director Reagh requested the SACWIS IPT determine how historical cases from SIS and FACSIS will be handled within SACWIS reporting and to define how this data will be included in the SACWIS reports.

SACWIS Mobile Technology

Mr. Serra presented an overview of SACWIS mobile technology. ODJFS will provide six laptops with aircards to Muskingum PCSA staff to support a pilot of mobile technology during SACWIS Pilot Implementation. Verizon Wireless will support the wireless connectivity. Mr. Serra reviewed the pros and cons of using laptops with wireless connectivity and reviewed an outline of tasks associated with the mobile technology pilot. The laptops for pilot will be tested beginning April 16, 2006. Deputy Director Appel stated it is critical to have mobile technology for caseworkers to use in the field so data can be entered in a timely manner. She further inquired if electronic signature devices can be used with

SACWIS. Mr. Serra stated electronic signatures can be evaluated once SACWIS is implemented, but electronic signature devices cannot be used with SACWIS at this time.

Fiscal Rule Update

Ms. DeRoberts-Moore provided an update regarding the financial reimbursement policy. Partnership Forum members were asked to provide feedback no later than Monday, March 6, 2006, regarding the draft of the revised fiscal rule. Following the receipt of comments from members, the draft rule will be forwarded to ODJFS Legal Services for final approval process. Members briefly discussed sections C and D of the draft rule.

Next Partnership Forum Meeting

May 11, 2006, 10:00 a.m. – 2:30 p.m.
255 E. Main Street, 3rd Floor Video Conference Room
Columbus, Ohio 43215

Meeting adjourned