

5101:9-7-80

Statewide automated child welfare information system (SACWIS) subsidy funding reimbursement .

(A) The Ohio department of job and family services (ODJFS) has established guidelines for reimbursement of county costs related to the statewide automated child welfare information system (SACWIS). The current SACWIS advanced planning document (APD) contains six hundred fifty thousand dollars in state fiscal year (SFY) 2006 for this effort. Funding, per SFY, for this reimbursement will be:

(1) Fifty per cent federal financial participation; and

(2) Fifty per cent non-federal funding.

(B) Travel costs incurred by county public children services agencies (PCSA) staff to attend meetings and trainings, and to participate on teams relative to SACWIS design, development, conversion, and testing are reimbursable at one hundred per cent of the cost incurred by the PCSA. To be eligible for reimbursement:

(1) The cost must have been reimbursed to the staff who incurred the cost or were directly paid by the PCSA on behalf of PCSA staff;

(2) The cost must not be at a rate higher than the current PCSA travel cost policy for its staff; and

(3) Qualifying costs are to be reported in the aggregate on the JFS 02820 "Children Services Monthly Financial Statement" or the JFS 02827 "Monthly Financial Statement".

(C) Contract costs incurred by a PCSA to implement SACWIS are subject to prior approval by the office for children and families (OCF) and the office of management information services (MIS) and will be reimbursed at fifty per cent of such contract costs incurred. The OCF's and the MIS's prior approval will be provided on a case-by-case basis.

(1) To be eligible for reimbursement of any contract costs associated with SACWIS conversion and implementation, the PCSA must provide ODJFS with:

(a) A written request for approval which details the activities the PCSA will be engaged in to implement SACWIS;

(b) An estimated cost for each activity noted; and

(c) A projected time line for each activity.

(2) ODJFS will not grant retroactive approval. If approved by ODJFS, the PCSA may execute contracts for performance associated with the implementation of work approved in accordance with the following:

- (a) All such contracts for performance of work approved must adhere to state/county procurement policies;
 - (b) Costs claimed must be limited to the provable incremental cost increase the PCSA will incur over its existing costs that flow from its existing operations and business structuring;
 - (c) Costs incurred for the performance of work, pursuant to ODJFS' approval, are to be reported in the aggregate on the JFS 02820 or the JFS 02827; and
 - (d) Written documentation of prior approval must be provided from ODJFS to the agency before engaging in the activity(s) noted.
- (D) Contract costs incurred by a PCSA associated with the extension of the functionality of existing PCSA system applications into statewide SACWIS will be subject to prior approval and will be reimbursed at fifty per cent of such contract costs incurred in accordance with the following:
- (1) ODJFS approval to extend the functionality of an existing PCSA application to SACWIS will be provided on a case-by-case basis;
 - (2) To be eligible for reimbursement of the cost associated with the extension of functionality of an existing PCSA application, the PCSA must provide ODJFS with a written proposal to include the following:
 - (a) A description of the existing functionality the PCSA wishes to extend into SACWIS;
 - (b) An estimated cost, the PCSA would incur, to extend the functionality into SACWIS;
 - (c) A statement of the business case as to why extension of the functionality into SACWIS will improve practice and/or create efficiencies; and
 - (d) A projected time line indicating activities and timeframes necessary to extend the functionality into SACWIS.
 - (3) ODJFS will not grant retroactive approval of any proposal;
 - (4) Costs claimed must be limited to the provable incremental cost increase the PCSA will incur over its existing costs that flow from its existing operations and business structure;
 - (5) If approved by ODJFS, the PCSA may execute contracts for performance of the approved work. All such contracts must adhere to state and county

procurement policies; and

(6) Costs incurred pursuant to ODJFS approval are to be reported in the aggregate on the JFS 02820 or the JFS 02827.

(E) PCSA SACWIS costs that will not be wholly or partially reimbursed by ODJFS include all of the following:

(1) PCSA payroll costs beyond that obtained from the existing random moment sample (RMS) and cost pool process; and

(2) Normal and necessary costs related to paragraph (C) and (D) of this rule.

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Certification

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Date

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