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TO: PCSA Directors

FROM: Rick Smith, Deputy Director
Office for Children and Families

SUBJECT: SACWIS Organizational Assessments

I am pleased to announce the kickoff of SACWIS Implementation planning activities. These activities begin in each county with the completion of an Organizational Assessment. The Organizational Assessment process was piloted in Wayne County and three additional assessments have been conducted. Organizational Assessments for potential SACWIS Pilot counties will begin in April 2005. Organizational Assessments will be conducted statewide and will take approximately four to six months to complete.

The purpose of the Organizational Assessment is to develop a mutual understanding of the specific tasks necessary to prepare counties for SACWIS implementation and to identify significant issues and risks that when addressed will help ensure a successful transition to SACWIS.

The Organizational Assessment consists of a half-day meeting between agency personnel and SACWIS Project team members. The agenda for the meeting includes an update on SACWIS Project activities, an outline of county roles and responsibilities relative to SACWIS Implementation and interviews with key agency staff. At the completion of each Organizational Assessment, agency directors will receive an Organizational Assessment Report which includes agency strengths and areas to monitor, an Implementation Task list and recommendations relative to both SACWIS Change Management and Implementation activities.

A member of the SACWIS Change Management/Implementation Team will be contacting your agency in the next several months to schedule an Organizational Assessment and to provide additional information. If you have any questions regarding the Organizational Assessment process, please contact:

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