Training Module:
Business Justification

County APD Process

November 16, 2007

Agenda

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- Introduction to Business Justification
- Major Topics
- How to get started
- The Do's of Business Justification
- The Don'ts of Business Justification
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Module Objectives

- The objective is to provide information on how to complete an APD Business Justification.

- The APD must identify the planned purchase of Services, Software, or Equipment.

- Identify the do's and don'ts of Business Justification.

- Identify the:
    - What?, When?, Where?, Who?, Why? & How?

- Provide Business Justification examples.

Introduction

Business Justification

ALL

– The Business Justification must provide a complete and thorough description of need for the planned purchase.

– The APD should identify how the acquisition will be a solution to the problem.

– Duplicative information from other sections may be necessary to build a solid business justification.

CWS/CMS ONLY

– The APD should identify current deficiencies or new program requirements.

– The APD should identify distinct and specific business problems in relation to the county environment/infrastructure.

Major Topics
(with sample ideas)

- What is the detailed request?
  - What is being requested?
  - How many of each are going where?
  - What is the objective/outcome for the acquisition

- What is the current environment?
  - Identify CWS/CMS or non-CWS/CMS, and if applicable, enhanced funding.

- When?
  - Are the timelines, timeframes & lifecycles integral to the justification.

- Where will the acquisition be used?
  - Multi-department County offices?
  - Where will the equipment be deployed?

- Who are the intended user groups?
  - Social Workers, Administrators, Contracted Staff, Public Health Nurses, or Multi-Department Staff?

Major Topics
(with sample ideas)

- Why is the request needed?
  - To replace failing and off warranty workstations.
  - To replace damaged cabling.

- How will it provide resolution?
  - Avoid costly maintenance expenses.
  - Replace off warranty workstations.
  - Provide Social Workers with necessary access.

- Impact?
  - Capture the essence of Section 3.
  - Risk Assessment?

- Other considerations?

How to get started?

- Identify your request.
  - Specify whether the request is either Services, Software, or Equipment?
  - Does your request duplicate CWS/CMS functionality? (non-SAWS)
  - Have you requested this functionality be implemented with the New System? (non-SAWS)

- Answer the Q's:
  - Who, What, When, Where, Why, How, and Impact.
  - Is your Business Justification supported by a strong/justifiable Cost Allocation Plan and Cost Benefit Analysis?
  - Is your Business Justification consistent with State goals for development and funding of Statewide systems?

- Check for Don'ts.

- Check for Do's.

The Do's of Business Justification

- Identify CWS/CMS or non-CWS/CMS

- Identify what you want to purchase.

- How many you are requesting? Example:

Business Justification /Statement of Problem/Reason for the Request

This APD is requesting SACWIS funds in order to provide necessary access and use of CWS/CMS application to meet federal and State case management, service delivery, performance outcomes, tracking, and reporting requirements. Clearwater County needs 75 desktop workstations, 25 of which are replacement workstations for Child Welfare Staff and 50 workstations are for new Child Welfare staff utilizing the CWS/CMS application.

25 Replacement Workstations - Clearwater County is requesting 25 workstations to replace the current 25 workstations that are over 5 years old, have expired warranties, and are failing. Attachment A contains Model and Serial Number information for the 25 workstations to be replaced. Failure to have appropriate equipment results in reduced productivity and increased system support costs.

50 New Workstations - Clearwater County is requesting 50 new workstations for new Child Welfare Staff that will be hired by our Children & Family Services Bureau due to increased caseload. In order to utilize CWS/CMS, meet federal and State compliance and reporting requirements, we need viable equipment to access the CWS/CMS application. Failure to provide equipment to new Child Welfare Staff will result in Social Workers sharing existing computers and will be unable to provide adequate services to clients.

50 CWS/CMS Image Licenses - When new desktop computers are purchased, CWS/CMS image licenses are also required to ensure compliance with CWS/CMS standards. These image software licenses will include all software necessary to access the CWS/CMS application. The 25 replacement PCs will not require these packages since the licenses can be transferred from existing equipment. Failure to purchase image licenses necessary for new computers will prevent Social Workers from accessing CWS/CMS.

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The Don'ts of Business Justification

- Identify brand name purchase request, (i.e. Gateway, HP, Dell, etc.) Prohibited unless a sufficient justification is submitted.
  - Example: CSSI or Leverage Procurement Agreements.

- Duplicate CWS/CMS functionality.

- Break up the business justification across multiple sections of the APD. Ensure the justification is complete and can stand alone.
  - Example: A specific operational impact may be in the Impact on Operations section yet may also be a key justification.

- Leave out essential information or key details of the request. More information is better than less.
  - A lack of information is the primary reason the Administration for Children and Families (ACF) rejects APDs.

SAWS

- Will the APD change a business process or the way the county interacts with its clients?

SAWS (continued)

If yes, describe programmatic impact of:

- Problem(s) in the current environment/process.

- Solution(s) in the "to be" environment/process.

Reference Information

- 2007 Advance Planning Document Guidelines
  - http://www.hwcws.cahwnet.gov/Projects/CFP/APD/2007/022807_County_APD_Guidelines.doc

- 2006 Strategic Plan Update
  - http://www.childsworld.ca.gov/childwelfa_312.htm

- SACWIS-related guidance documents
  - http://www.acf.hhs.gov/programs/cb/systems/sacwis/federal.htm

- State Systems APD Guide, September 1996
  - http://www.acf.hhs.gov/programs/cse/stsys/apd/APD_Guide.pdf

- Code of Federal Regulations (CFR)
  - http://www.gpoaccess.gov/cfr/index.html

- Division 28 Regulations
  - http://www.dss.cahwnet.gov/getinfo/pdf/opsman5.pdf

- County Fiscal Letter 03/04-27 SACWIS/Non-SACWIS matrix
  - http://www.dss.cahwnet.gov/getinfo/cfl03/pdf/03-04_27.pdf

Thank You