

# KEY MILESTONES FOR CHILD CARE & DEVELOPMENT TRANSITION

Jan.-Mar. 2021

Apr.-Jun. 2021

Jul.-Sept. 2021

Oct. 2021+

## Administrative Services

- Identify and prioritize all forms and documents that will need to transfer from the CDE website to the CDSS website by early March.
- Identify fleet vehicles and drivers transferring from CDE to CDSS.
- CDE will develop and provide any regulation packages.
- Establish CDSS website for transferring programs by June 2021.
  - Design and develop the web content needed to transfer to CDSS on the CDSS website.
  - Remediate necessary forms and documents to meet AB434 compliance.
  - Enable the content at 'go-live' on CDSS website.
  - Based on the prioritization, transfer of CDE forms and documents to CDSS.
- CDE will submit vehicle transfer to DGS by June 2021.
- Transfer of CDE forms and documents to CDSS, by priority:
  - High priority by July 1, 2021
  - Medium priority by December 31, 2021
  - Low priority (as needed)
- After July 1, CDE will maintain relevant forms, documents, and webpages on the CDE website as needed until CDSS transfers all content.
- Transfer of CDE forms and documents to CDSS, by priority:
  - Medium priority by December 31, 2021
  - Low priority (as needed)

## Audit Services

- CDE training of CDSS staff: External audits of the Child and Adult Food Program (CACFP) and mandated reviews of annual financial and compliance audit reports submitted by agencies.
- External Communications: Notification to CDE providers and contractors of the transition and guidance by May 1, 2021.
- CDE training of CDSS staff on external audits of federal child development programs.
- CDSS takes over audit-related work for transferring programs as of July 1.
- Update audit tracking system to include mandatory audit report review requirements.
- Transition to TeamMate Cloud for long term audit solution and tracking system.

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## Contracts and Fiscal Operations – CDSS access to technology systems

- CDSS and CDE to develop payment and contract process flows/mapping and identify areas where process needs to be adjusted.
- CDSS and CDE to complete network-based “proof of concept” of proposed remote access solution for CDSS staff to CDE network required for transitioning staff to continue read-only access to internal CDE systems staying at CDE.
- CDSS and CDE to finalize an Interagency Agreement (IAA) to address staffing, resource, and access issues to continue payments, contracts, and any close-out activities in April 2021.
- For early learning and care agreements, data files for payment management tested, bugs addressed (including Vendor, SCO and FI\$Cal testing), to be completed by June 15, 2021.
- CDE and CDSS have system access and operations, where application security supports it, to allow for smooth operations of transferred programs, in accordance with IAA.
- CDE will continue to operate some parts of the system due to the application’s role-based security limitations, in accordance with IAA., See “Data and technology systems and applications” section below.

## Contracts and Fiscal Operations – Contract renewal with vendors and other who currently have contracts with CDE

- For all contract and agreement types, CDE to begin transition process, in consultation with and on behalf of CDSS.
- Communication with direct service contractors of new contract, payment details, and payment/reimbursement process by June.
- For early learning and care agreements, and in accordance with the Memorandum of Understanding (MOU) between CDE and CDSS, CDE will send contracts to contractors by June 1, 2021.
- New contracts effective July 1.
- Existing contracts are transitioned to CDSS by operation of law, and as noticed in the Assignment of Agreements.
- For early learning and care agreements, and in accordance with the MOU, the CDE will sign contracts on behalf of the CDSS through July 9, 2021.
- By July 2022, CDSS will execute new CACFP provider permanent agreements in accordance with guidance from USDA.

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## Contracts and Fiscal Operations – Issuing of payments

- In accordance with IAA, develop workflows for payment processes through collaboration with and guidance from CDE.
- For early learning and care agreements, in accordance with the IAA, CDE will continue to collect data in order to provide CDSS the FISCAL data files for upload, and CDSS will coordinate with SCO to pay providers.
- CDSS will begin issuing payments for July 2021, upon loading of FY 2021-22 appropriation by SCO.
- CDSS will work toward operationalizing other options for issuance of payments, such as direct deposit.

## Contracts and Fiscal Operations – Data and technology systems and applications

- CDSS to develop 18-month project plan for transforming the data landscape and engage with stakeholders regarding plan.
- CDSS and CDE to finalize an IAA to include the necessary changes to system design, code, security, existing contracts, processes and policies for these systems, and the associated tasks and costs to accommodate the strategy approaches.
- Data and technology systems and applications supporting the transitioning programs will remain at CDE post July 1, 2021.
- CDSS to develop an interagency data system and landscape to provide state-level reporting by June 30, 2024.
- CDSS will develop a new system and have a completed migration, transition, and replacement of all CDE IT systems and/or other applicable systems/subsystems by June 30, 2024.

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## Reporting

- CDSS and CDE reporting requirements mapped side by side; areas where reporting needs to be adjusted identified.
- CDSS and CDE to review and identify functionality, strengths, areas for improvement of data systems.
- CDSS and CDE to finalize an Interagency Agreement (IAA) to address data collection and reporting in April 2021.
- CDSS and CDE collaborate on data collection and reporting post July 1, 2021.
- Federal Reporting: CDE will complete federal financial reporting for year-ending September 30, 2021. CDSS will take over federal financial reporting starting for the 21/22 fiscal year.

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## Child and Adult Care Food Program

- CDSS and CDE to identify and prioritize content for CACFP providers online Toolkit on CDSS website.  
CDE to request waiver approval allowing the transfer of the program to CDSS.
- Joint CDE and CDSS communication to the field will be issued providing an update on the transition process.
- CDSS will launch a targeted CACFP specific stakeholder process to receive feedback on toolkit, website and other program related issues.
- CDSS will initiate recruitment of the vacant CEA to lead the CACFP transfer in advance of July 1, 2021 in coordination with CDE.
- Launch of CACFP website and Toolkit by July 2021.
- CDE will continue to host some web content and CACFP online trainings until CDSS is able to migrate all content.

## Work Force Supports and Facilities

- Identify assigned workspaces and locations for all transferring CDE staff by March 31, 2021.  
Notifications and meetings to provide overview of transition to CDE staff and address questions.
- Finalize proposed Organizational Charts for CDSS Divisions that will include staff transferring from CDE to CDSS by early April 2021.
- Coordinate move, supplies, and instructions to CDE offices by May 2021.
- CDSS ISD and CDE TSD to test/validate migration of transitioning staff E-mail, Group Mailboxes, File Shares.
- Staff fully onboarded to CDSS as of July 1.  
In accordance with an IAA, some number of staff may be loaned back to CDE for contracting, payments, and technology services.

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- Obtain equipment and supplies needed for all transferring staff by June 2021.
- Staff orientations to CDSS teams.

## Child Care and Development Fund Plan

- CDE posts on their CCDF State Plan webpage on the CDE website the first draft version of 2022–24 CCDF State Plan for public review and comments on March 15, 2021.
- Public comment period begins on March 15, 2021 and ends on April 13, 2021.
- CDE provides draft version of 2022–24 CCDF State Plan to the Department of Finance and the Legislature on April 26, 2021.
- CDE submits final version of the 2022–24 CCDF State Plan to Administration for Children and Families, Office of Child Care by June 30, 2021.
- CDSS becomes lead agency for CCDF administration as of July 1, 2021.
- Approval of CCDF State Plan by the Administration for Children and Families, Office of Child Care. ACF Review timeframe is from July 1<sup>st</sup> to September 30<sup>th</sup> (90 days). CDSS will transition CCDF State Plan content to the CDSS website.

NOTE: Following July 1, 2021, CDE will be available for consultation and support on the issues above in accordance with an IAA as needed.