



# **SACWIS Assessment Review Report (SARR) Action Plan**

## **Description and Guidelines**



# ACF Guidance on SARR Action Plans

- Describes the purpose of an action plan;
- Lists the components of an action plan;
- Review action plan examples; *but*
- **Examples do not officially convey ACF program policy.**



# What Is a SARR

- ACF's assessment of the state's operational automated child welfare information system against:
  - An ACF approved project Implementation Advance Planning Document ;
  - Solicitation documents and related contracts; and
  - The Statewide Automated Child Welfare Information System (SACWIS) requirements specified in Action Transmittal ACF-OISM-001 (February 24, 1995).
- Authority resides in the Departmental regulations at 45 CFR 1355.55.



# SARR Findings

- SACWIS functionality requirements findings:
  - **Y – Conforming**: fully conforms;
  - **C – Conditionally Conforming**: partially conforms; or
  - **N – Nonconforming**: does not conform.
- Full SACWIS compliance requires **all** mandatory and state-selected optional functionality to be **Y – Conforming**.
- SARR action plans may be required for **C** and **N** findings.



# What Is A SARR Action Plan

- Responds to one or more SARR findings and requirements;
- Articulates the state's approach for satisfying a SACWIS requirement.
- Provides detailed information about how the state will satisfy the SACWIS requirements;
- May be supplemented with project documents (often reflecting the change control process) for greater detail.



## What Is A SARR Action Plan (Cont.)

- Provides evidence that the state has:
  - Analyzed problems rigorously;
  - Determined a feasible solution;
  - Defined the scope of the solution;
  - Allocated sufficient resources;
  - Established a reasonable schedule; and
  - Is taking action or is poised to begin.



# Action Plan Content

- Contains clear and complete narratives so readers unfamiliar with the state's SACWIS understand the solution.
- Includes a brief explanation of state practices.
- Identifies stakeholders.
- Defines state-specific terms
- Spells out state-specific acronyms.
- Is well-defined, specific, concise, and complete.
- Incorporates supporting project documents for added details – states should:
  - Identify each project document submitted; and
  - Explain role of each supporting document.



# How, Why, What, When & Who

- SARR action plans should answer the following questions:
  - **How** will the requirement be met?
  - **Why** was this solution selected?
  - **What** is the plan for completing the work?
  - **When** will it be done?
  - **Who** will do it?



## How Will the Requirement Be Met?

- Describe the functionality to be built or enhancements to be made.
- Describe the features (e.g., screens, new data elements, new or modified processes).
- Provide the context of the enhancement.
- May include activities like training.



## Why Was This Solution Selected?

- Provide the rationale for the state's approach.
- Explain clearly how the solution addresses one or more ACF findings and associated requirement(s).
- Describe each factor (legal, business process, technical, etc.) that influenced the solution.
- Note each factor's impact upon the solution.



## *What* Is the Plan for Completing the Work?

- List the major tasks planned for developing and implementing the solution.
- Consider including detailed work breakdown structures with the supporting documents.



## When Will It Be Done?

- Include a high-level schedule or project plan.
- Estimate start/end dates for the major tasks.
- Justify start dates occurring well into the future.
- Execute action plans with all due haste. (ACF expectation)



## Who Will Do It?

- Identify who will perform the work for each major task.
- Note if the work will be done by state employees, a current or future contractor, or a mix of both.



# ACF's SARR Action Plan Review

- ACF assesses an action plan's narrative, project plan, and supporting documentation to determine if the resulting functionality:
  - Will conform to SACWIS requirements; and
  - Be completed in a timely manner.
- If ACF accepts an action plan, the related requirement will be judged "Y – **Conforming**" by virtue of the state's commitment articulated in the action plan.



# What a Good Action Plan Can Do

- Approved action plans:
  - Complete the assessment review process.
  - Allow ACF to monitor the state's progress in executing its action plans in the Annual Advanced Planning Document (ADP) Updates.
- Well written action plans save time and resources.



# Five Examples

- Provide a sampling of the level of detail and type of content expected in action plans.
- Are **not** intended to be official communication of ACF program policy.



# 1 – Prevent changes (freeze) to intake reports (#6)

- Addresses all the issues of the ACF finding.
- Explains current system processing so that it is clear how the proposed enhancement is integrated into system functionality.
- Justifies the short analysis due to limited system changes.
- Demonstrates that a simple project plan is appropriate for limited system changes.



## 2 – Automate title IV-E eligibility determination process (#21-#28)

- Creates one action plan for all title IV-E eligibility requirements (#21 – 28).
- Addresses each functional area separately.
- Identifies human resources involved in requirements/design tasks and their areas of expertise.
- Establishes links between eligibility and other system functionality.



## 2 – Automate title IV-E eligibility determination process (#21-#28) – (Cont.)

- Links *How* and *Why* by relating the state's goals to specific design features.
- Bases plan, in part, on work completed by other states.
- Assures ACF that the state:
  - Understands the scope of work;
  - Believes the project plan is reasonable; and
  - Doesn't see the lack of detailed requirements as an obstacle.



## 3 – Enhance MS Word templates for court reports (#58).

- Submits evidence of analysis for solution.
- Covers more than just system enhancements in the comprehensive action plan.
- Demonstrates project plan created for project needs, not just for the SARR action plan.



## 4 – Support the accounts payable processes (#62)

- Summarizes many complex processes clearly.
- Describes predecessor processes – provides context for accounts payable processes.
- Lists functionality design participants.
- Provides rationale for design.
- Links findings or expected results to planned work.
- Shows how SACWIS supports referenced policies.



## 5 – Build interface between SACWIS and title IV-D (Child Support) system (#84).

- Addresses explicitly and separately the expected results of the SACWIS/IV-D interface.
- Addresses all points in the ACF response.
- Confirms involvement of key stakeholders.
- Uses existing design documents.



# QUESTIONS?

Feel free to ask questions at this time.



# THE END

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SARR Action Plan Presentation  
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