Application for Intensive Consultation - IT Strategic Roadmap Development

Start of Block: INTRODUCTION

Thank you for your interest in IT Strategic Roadmap Development. Please answer the questions to the best of your knowledge and consult with your colleagues or partners, as needed. You can save a draft of your responses before submitting them and return to finish the form later.

Here are some resources that will help you better understand Intensive Consultation and the Roadmap Development Framework.

- Intensive Consultation One-Pager
- Intensive Consultation Webinar

Please submit your responses no later than Friday, November 22, 2024, at 11:59 PM ET.

Contact us at DISCC@klscottassociates.com if you have questions.

PAPERWORK REDUCTION ACT OF 1995 (Public Law 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to permit Child Care Development Fund (CCDF) Lead Agencies to voluntarily request intensive consultation to develop a strategic roadmap to improve their existing and planned data and information technology (IT) systems, including associated policies, practices, and funding. Public reporting burden for this collection of information is estimated to be 15 minutes for Administrators and about 10 minutes for other staff, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is 9/30/2025. If you have any comments on this collection of information, please contact DISCC at DISCC@klscottassociates.com.

End of Block: INTRODUCTION

Start of Block: GENERAL QUESTIONS ABOUT THE LEAD AGENCY

Q1 Please identify the type of your Lead Agency.

- O State CCDF Lead Agency
- O Territory CCDF Lead Agency
- O Tribal CCDF Lead Agency

Display This Question:

If Q1 Please identify the type of your Lead Agency. = State CCDF Lead Agency

Q1.1 Please select your State.

▼ Alabama ... Wyoming

Display This Question:

If Q1 Please identify the type of your Lead Agency. = Territory CCDF Lead Agency

Q1.2 Please select your Territory.

- O American Samoa
- O Commonwealth of the Northern Mariana Islands
- O Guam
- O Puerto Rico
- O U.S. Virgin Islands

Display This Question:

If Q1 Please identify the type of your Lead Agency. = Tribal CCDF Lead Agency

Q1.3 Please provide the name of your Tribe.

_____

Page Break

Q2 Please identify the sponsor for Intensive Consultation - IT Strategic Roadmap Development.

The sponsor will act as the primary champion within the Lead Agency for developing the IT Strategic Roadmap working with staff and partners both within and outside the Lead Agency to identify CCDF Program IT goals and priorities. The sponsor must possess the authority to make decisions regarding data and IT project planning, as well as the ability to allocate staff and resources to achieve the outlined objectives.

- O First Name _____
- O Last Name _____
- O Position Title _____
- O Organization Name _____
- O Email Address _____
- O Phone Number _____

Page Break

End of Block: GENERAL QUESTIONS ABOUT THE LEAD AGENCY

Start of Block: QUESTIONS ABOUT THE LEAD AGENCY'S GOALS

Q3 Does the Lead Agency have a current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation that outlines goals, priorities objectives, and project initiatives for data and IT system improvement or implementation? If yes, please provide a copy of the document(s) on the next page.

O Yes

O No

Skip To: Q4 If Q3 Does the Lead Agency have a current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessme... = No

Page Break

Display This Question:

If Q3 Does the Lead Agency have a current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessme... = Yes

Q3.1A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.1B You have successfully uploaded 1 file. Do you want to upload another file?

O Yes

O No

Skip To: Q4 If Q3.1B You have successfully uploaded 1 file. Do you want to upload another file? = No

Page Break

Q3.2A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.2B You have successfully uploaded 2 files. Do you want to upload another file?

O Yes

O No

Skip To: Q4 If Q3.2B You have successfully uploaded 2 files. Do you want to upload another file? = No

Page Break

Q3.3A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.3B You have successfully uploaded 3 files. Do you want to upload another file?

O Yes

O No

Skip To: Q4 If Q3.3B You have successfully uploaded 3 files. Do you want to upload another file? = No

Page Break

Q3.4A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.4B You have successfully uploaded 4 files. Do you want to upload another file?

O Yes

O No

Skip To: Q4 If Q3.4B You have successfully uploaded 4 files. Do you want to upload another file? = No

Page Break

Q3.5A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.5B You have successfully uploaded 5 files. Do you want to upload another file?

O Yes

O No

Skip To: Q4 If Q3.5B You have successfully uploaded 5 files. Do you want to upload another file? = No

Page Break

Q3.6A Please upload a copy of your current IT Strategic Roadmap, IT Strategic Plan, IT Needs Assessment, or other documentation.

- Upload up to 6 files, one at a time, OR upload multiple files at once using a ZIP file.
- File type must be ZIP, PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF).
- File size is limited to 50MB each.

Page Break

Q3.6B You have successfully uploaded 6 files. If you would like to provide additional files, please email them to DISCC@klscottassociates.com.

Page Break

Q4 Are there IT projects or initiatives related to the CCDF Program that are currently underway or planned to start within the next fiscal or calendar year? If yes, please provide information for each project or initiative on the following page(s).

You will have the option to provide information for up to 5 projects.

O Yes

O No

Skip To: Q5 If Q4 Are there IT projects or initiatives related to the CCDF Program that are currently underway o... = No

Page Break

Q4.1A Please provide the following information for project 1:

- Project Name _____
- Purpose/Description of the Project

  _____
- Project Goal _____
- Partners (i.e., third-party vendors, TA consultants, or contractors)

  _____
- Estimated Start Date (mm/dd/yyyy)

  _____
- Estimated End Date (mm/dd/yyyy)

  _____
- Will this project address an OCC Monitoring noncompliance issue? If yes, please briefly state the noncompliance and describe how the project will bring the Lead Agency into compliance. _____
- Will this project address requirements related to the 2024 CCDF Final Rule? If yes, please identify the requirement(s) impacted and describe how the project will address the requirements. _____

Page Break

Q4.1B You have entered 1 project. Would you like to enter another project?

O Yes

O No

Skip To: Q5 If Q4.1B You have entered 1 project. Would you like to enter another project? = No

Page Break

Q4.2A Please provide the following information for project 2:

- Project Name _____
- Purpose/Description of the Project

  _____
- Project Goal _____
- Partners (i.e., third-party vendors, TA consultants, or contractors)

  _____
- Estimated Start Date (mm/dd/yyyy)

  _____
- Estimated End Date (mm/dd/yyyy)

  _____
- Will this project address an OCC Monitoring noncompliance issue? If yes, please briefly state the noncompliance and describe how the project will bring the Lead Agency into compliance. _____
- Will this project address requirements related to the 2024 CCDF Final Rule? If yes, please identify the requirement(s) impacted and describe how the project will address the requirements. _____

Page Break

Q4.2B You have entered 2 projects. Would you like to enter another project?

O Yes

O No

Skip To: Q5 If Q4.2B You have entered 2 projects. Would you like to enter another project? = No

Page Break

Q4.3A Please provide the following information for project 3:

- Project Name _____
- Purpose/Description of the Project

  _____
- Project Goal _____
- Partners (i.e., third-party vendors, TA consultants, or contractors)

  _____
- Estimated Start Date (mm/dd/yyyy)

  _____
- Estimated End Date (mm/dd/yyyy)

  _____
- Will this project address an OCC Monitoring noncompliance issue? If yes, please briefly state the noncompliance and describe how the project will bring the Lead Agency into compliance. _____
- Will this project address requirements related to the 2024 CCDF Final Rule? If yes, please identify the requirement(s) impacted and describe how the project will address the requirements. _____

Page Break

Q4.3B You have entered 3 projects. Would you like to enter another project?

O Yes

O No

Skip To: Q5 If Q4.3B You have entered 3 projects. Would you like to enter another project? = No

Page Break

Q4.4A Please provide the following information for project 4:

- Project Name _____
- Purpose/Description of the Project

  _____
- Project Goal _____
- Partners (i.e., third-party vendors, TA consultants, or contractors)

  _____
- Estimated Start Date (mm/dd/yyyy)

  _____
- Estimated End Date (mm/dd/yyyy)

  _____
- Will this project address an OCC Monitoring noncompliance issue? If yes, please briefly state the noncompliance and describe how the project will bring the Lead Agency into compliance. _____
- Will this project address requirements related to the 2024 CCDF Final Rule? If yes, please identify the requirement(s) impacted and describe how the project will address the requirements. _____

Page Break

Q4.4B You have entered 4 projects. Would you like to enter another project?

O Yes

O No

Skip To: Q5 If Q4.4B You have entered 4 projects. Would you like to enter another project? = No

Page Break

Q4.5A Please provide the following information for project 5:

- Project Name _____
- Purpose/Description of the Project

  _____
- Project Goal _____
- Partners (i.e., third-party vendors, TA consultants, or contractors)

  _____
- Estimated Start Date (mm/dd/yyyy)

  _____
- Estimated End Date (mm/dd/yyyy)

  _____
- Will this project address an OCC Monitoring noncompliance issue? If yes, please briefly state the noncompliance and describe how the project will bring the Lead Agency into compliance. _____
- Will this project address requirements related to the 2024 CCDF Final Rule? If yes, please identify the requirement(s) impacted and describe how the project will address the requirements. _____

Page Break

Q4.5B You have successfully entered information for 5 projects. If you would like to provide additional project information, please email it to DISCC@klscottassociates.com.

Page Break

Q5 Does the Lead Agency have available staff who will work with DISCC to develop the IT Strategic Roadmap in the next 12 months?

The types of staff needed to develop the IT Strategic Roadmap includes:

- CCDF project managers who oversee CCDF Eligibility, Enrollment, Subsidy Payments, Consumer Education, Licensing, Monitoring, Background Checks, Quality Activities, Child Care Staff Development and Certification, and other business functions performed by the Lead Agency
- IT Manager and other IT specialists who develop and operate data and IT systems to support the CCDF Program
- Procurement specialists who purchase data and IT systems to support the CCDF Program
- Financial Manager who manages the Lead Agency's CCDF funding
- Other partners with a material interest in the CCDF Program or who impact the CCDF Program at the Lead Agency

O All resources are available for IT Strategic Roadmap development.

O Most resources are available for IT Strategic Roadmap development.

O Some resources are available for IT Strategic Roadmap development.

O Few resources are available for IT Strategic Roadmap development.

O No resources are available for IT Strategic Roadmap development.

End of Block: QUESTIONS ABOUT THE LEAD AGENCY'S GOALS