Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.7, 2/28/2022)

3.1 General Information

1. **Agency or State Entity Name: 5180 - Social Services, Department of**

    If Agency/entity is not in the list, then enter here. Click or tap here to enter text.

2. **Proposal Name: Housing and Homelessness Data Reporting Solution**

3. **Department of Technology Project Number (0000-000): 5180-221**

4. **S3SD Version Number: Version 1**

5. **CDT Billing Case Number: CS48782**

    Don't have a Case Number? Click here to get one.

3.2 Submittal Information

1. **Contact Information**

    Contact Name: Daniel Heflin

    Contact Email: Daniel.Heflin@dss.ca.gov

    Contact Phone: 310-748-0840

2. **Submission Type: New Submission**

    If Withdraw, select Reason: Choose an item.

    If Other, specify reason here: Click or tap here to enter text.

    Sections Changed if an update or resubmission: (List all the sections that changed.)

    Click or tap here to enter text.

    Summary of Changes: (Summarize updates made.)

    Click or tap here to enter text.

3. **Attach [Project Approval Executive Transmittal](#)** to your email submission.

4. **Attach updated [Procurement Assessment Form](#)** with Stage 3 information to your email submission.

   Please see attached "3.2_CDSS-HHDRS-B.5-STP-Procurement-Assessment" to this submission.

5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

   Requested Action - Solutions and Services

   Confirm from a maintenance perspective whether the SaaS solution easy to maintain.

   Action Taken

   The Project has conducted additional Market Research to find SaaS solutions that require minimal intervention from the Information Systems Division (ISD) technical team for ongoing configuration and support. The SaaS solution offers a yearly support package to support staff members and is easy to maintain and scale compared to custom or COTS solution.

   Requested Action - Portfolio Management

   Confirm where the funding is coming from that needs to be encumbered by June 2024 and why is there a deadline?

   Action Taken

   Per WIC Section 10618.8, California Department of Social Services (CDSS) may contract with one or more vendors for the purpose of establishing a system to collect data and track outcomes utilizing program funding from Budget Act 2021 and Budget Act 2022 to procure a data system. The Fiscal Year 2021-22 funding has an encumbrance deadline of June 30, 2024.

   Requested Action - Data

   Confirm whether the system will capture person level data.

   Action Taken

   Yes, the system will capture person-level data for three programs, Bringing Families Home (BFH), Home Safe, and the Housing and Disability Advocacy Program (HDAP). Each record represents an individual's case with personal data and data related to the services provided by the program. The data captured for these three programs includes personally identifiable information (PII). The other two programs, CalWORKs Homeless Assistance (HA) and CalWORKs Housing Support Program (HSP), will only capture aggregate data (not person-level data).

3.3 Detailed Solution Requirements and Outcomes

1. **Attach detailed** Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements.

   Please see attached "HHDRS Requirements Traceability Matrix_ST_1-31-24" to this submission.

2. **Stage 2 Requirements and Outcomes Changes**

   Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? No

   > If "Yes," explain:

   > Click or tap here to enter text.

   > If "Yes," please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

   > Click or tap here to enter text.

3. **Attach** the updated To-Be Workflow(s) to your email submission.

   > If To-Be business process workflow(s) is not attached, explain why:

   > Please see attached "HHDRS To-Be Workflow_Counties_Grantees_ST_12-28-23."Please see attached "3.3_CDSS-HHDRS-Phase-I-To-Be-Workflow" and "3.3_CDSS-HHDRS-Phase-II-To-Be-Workflow" to this submission.

4. **Attach** the Statement of Work to your email submission. Please see attached "RFO 23-8011 HOUSING AND HOMELESSNESS DATA REPORTING SOLUTION (HHDRS)" to this submission.

3.4 Project and Procurements Roadmap

Attach a Project and Procurements Roadmap or Summary to the submission.

The roadmap or summary should include both the primary and all ancillary procurements.

Please see attached "3.4_CDSS-HHDRS-Project-Roadmap" to this submission.

3.5 Project Planning

Are the following Project Management Plans or artifacts completed to the required level, approved by the designated agency/state entity authority, and available for the Department of Technology to review? **Choose**: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

> Project Management Plan (Draft):Yes

> > Status: Please see attached "3.5_CDSS-HHDRS-Master-Project-Management-Plan" to this submission.

> Risk Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Risk-Issue-Plan" to this submission.

Issue and Action Item Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Risk-Issue-Plan" to this submission.

Change Control Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Change_Control_Plan" to this submission.

Quality Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Quality-Plan" to this submission.

Testing Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Testing-Management-Plan" to this submission.

Security Management Plan (Approved):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Security-Plan" to this submission.

Contract Management Plan (Updated Draft):Yes

Status: Please see attached "3.5_CDSS-HHDRS-Contract-Management-Plan" to this submission.

Other (enter name) Click here to enter text. Plan: Choose an item.

Status: Click or tap here to enter text.

3.6 Primary Solicitation

Attach the Primary Solicitation document to your email submission.

For a standard procurement, please attach a copy of your IFB, RFP, or RFO.

For a challenge-based procurement, please attach a copy of the solicitation.

Please see attached "RFO 23-8011 HOUSING AND HOMELESSNESS DATA REPORTING SOLUTION (HHDRS)"_RFO" and "3.6_CDSS-HHDRS-Cost-Worksheet" to this submission.

3.7 Ancillary Procurements

1. **Attach** all in-progress and completed ancillary procurement documents to your email submission.

2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? No, CDT has indicated that IV&V is not required for the project at this time.

   If "Yes," indicate the planned start date for IV&V services below:

   Click or tap to enter a date.

   If "No" or "Not applicable," provide a brief explanation below:

   Project followed CDT's guidance.

3. Provide the following information for each of your ancillary procurements:

   Service Type: Data Management

   If "Other," specify: Click or tap here to enter text.

   Roles/Responsibilities or Tasks: Click or tap here to enter text.

   Status: Choose an item.

   CDT STP Conducted: Choose Yes or No.

   Procurement Type: Choose an item.

   If "Other," specify:

   Length of Contract:

   TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 3 and all attachments in an email to ProjectOversight@state.ca.gov.

TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission. GATE 3 Evaluation Scorecard

Department of Technology Use Only

Original "New Submission" Date: 3/29/2024

Form Received Date: 3/29/2024

Form Accepted Date: 3/29/2024

Form Status: Completed

Form Status Date: 05/01/2024

Form Disposition: Approved

Form Disposition Date: 05/01/2024