



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.9, 02/01/2022)

1.1 General Information

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

If Agency/State entity is not in the list, enter here with the [organization code](#).

N/A

2. Proposal Name and Acronym: **CA Child Care Workforce Registry (Workforce Registry)**

3. Proposal Description: (Provide a brief description of your proposal in **500 characters or less**.)

This proposal aims to establish a CA Child Care Workforce Registry (Workforce Registry), an online platform to facilitate the tracking of training, certifications, and professional development activities for child care providers and educators. The Workforce Registry will help ensure that the required trainings for child care educators are up-to-date and align with statutory requirements.

4. Project Planning Start Date: **2/1/2024**

5. Proposed Project Execution Start Date: **7/1/2026**

6. S1BA Version Number: **Version 1**

1.2 Submittal Information

1. Contact Information

Contact Name: **Sanjeev Gorhe**

Contact Email: **Sanjeev.Gorhe@dss.ca.gov**

Contact Phone: **(916) 205-2620**

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 this is a Submission Update: (List all sections 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 [Stage 1 Project Reportability Assessment](#) to your email submission.

1.3 Business Sponsorship

1. Executive Champion (Sponsor)

Title: [Deputy Director](#)

Name: [Lupe Jaime-Mileham](#)

Business Program Area: [Child Care and Development Division](#)

Title: [Deputy Director](#)

Name: [Kevin Gaines](#)

Business Program Area: [Community Care Licensing Division](#)

2. Business Owner

Title: [Career Executive Assignments \(C.E.A\)](#)

Name: [Anna Levine](#)

Business Program Area: [Child Care and Development Division](#)

Title: [Career Executive Assignments \(C.E.A\)](#)

Name: [Shanice Orum](#)

Business Program Area: [Community Care Licensing Division](#)

3. Product Owner

Title: [Staff Services Manager II \(Specialist\)](#)

Name: [Colin Barr](#)

Business Program Area: [Child Care and Development Division](#)

Title: [Staff Services Manager I](#)

Name: [Michael Smith](#)

Business Program Area: [Community Care Licensing Division](#)

TIP: Copy and paste or click the + button in the lower right corner on any section to add additional Executive Champions, Business Owners, or Product Owners with their related Business Program Areas as needed.

1.4 Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)

State Entity Only: [Yes](#)

Other Departments/State Entities: [Yes](#)

Public: [Yes](#)

Federal Entities: [Yes](#)

Governor's Office: [Yes](#)

Legislature: [Yes](#)

Media: [No](#)

Local Entities: [Yes](#)

Special Interest Groups: [Yes](#)

Other: [No](#)

2. Describe how each group marked 'Yes' will be involved in the planning process.

All relevant State and Federal entities, and other impacted parties will be surveyed and invited to participate during the Project Approval Lifecycle (PAL) process Stage 2 and Stage 3, Part A, solution development, and long-term maintenance. They may also support the development of data standards, data pipelines, new methods to communicate data, and service delivery. Additionally, the planning, analysis, design, and delivery of the solution will leverage the human-centered design (HCD) process. HCD places a premium upon documenting and understanding the experiences of individuals and groups who are impacted both by the current business processes, as well as those who will be impacted by the future State solution. A comprehensive suite of HCD approaches, inclusive of interviews, process observation and workshops may be used to help document stakeholder experiences. More specifically, the groups marked "yes" above will be involved in the following ways:

State Entities, Federal Entities, Governor's Office, and Legislature:

California Department of Social Services (CDSS) – The CDSS will leverage subject matter expertise from staff in various Divisions throughout the entire project lifecycle, including planning,

business/functional requirements elicitation, design, testing and delivery of the project.

California Commission on Teacher Credentialing (CTC) – The CDSS will conduct outreach with CTC to leverage knowledge regarding credentialing requirements for the early child care workforce and how the State can improve the tracking and reporting of early child care employees to support requirements gathering. This will include sharing knowledge of data standards they currently use for tracking teacher credentials. Engagement with CTC will be at their discretion, but participation may utilize interviews, surveys, and/or workshops.

California Department of Education (CDE) – The CDSS will conduct outreach with CDE to leverage knowledge regarding prior work done on tracking and reporting of early child care employees to support requirements gathering and lessons learned from previous work tracking workforce training. Engagement with CDE will be at their discretion, but participation may utilize interviews, surveys, and/or workshops.

First 5 California (F5CA) – The CDSS will conduct outreach with F5CA to leverage knowledge regarding prior work done on developing an existing workforce and education registry that tracks and promotes the education, training, and experience of early care and education. This will help support requirements gathering and lessons learned from being the contractor responsible for the CA Early Childhood Education Workforce Registry. Engagement with F5CA will be at their discretion, but participation may utilize interviews, surveys, and/or workshops.

Governor's Office (GO) – The GO expressed its intent to prioritize child care services in the State's Master Plan for Early Learning and Care. The Master Plan has laid the groundwork for enhancing opportunities for technological advancements and workforce development. A child care workforce registry will establish a robust data system to track people in the child care field. It will support workforce development by providing knowledge on career pathways and provide linkage to ongoing training. The CDSS will provide updates on the Department's progress towards the Workforce Registry through existing communication processes between CDSS and the GO.

United States Department of Health and Human Services, Administration of Children and Families (ACF) – The CDSS will collaborate with its ACF regional office to receive technical assistance regarding best practices on meeting federal reporting requirements regarding early child care employees. The CDSS will provide updates on the Department's progress toward the workforce registry through the Child Care & Development Fund State Plan quarterly progress reports.

Legislature – CDSS will intend to work with the Legislature by providing updates on the Department's progress toward the workforce registry through existing reporting mechanism, such as review of the Child Care Development Fund State Plan.

Public:

Licensed Child Care Providers – Licensed child care providers constitute a diverse group of individuals and facilities that offer child care services to children and their families. Licensed providers can be center-based businesses that cater to multiple children in a commercial setting or a residential setting that accommodates up to 14 children. They are required to follow laws and regulations administered by CDSS. Access to a child care workforce registry can support

verification of training, and professional development of those in the field and provide a platform for continuous learning, career advancement, and networking opportunities. It will be important for the team to consult, inform, and elicit information from the providers as part of the planning, requirements gathering, user feedback, implementation, and roll-out of a solution. The CDSS will also access stakeholders in both focus groups and large stakeholder feedback sessions reflective of the mixed-delivery system of licensed child care providers.

Students Studying Early Childhood Education – Students studying early childhood education provide a bridge between current practices and future needs. The CDSS will conduct outreach with students studying early childhood education as they represent the future of the profession. A combination of outreach strategies may be utilized including, but not limited to a) surveys and questionnaires, distributed via online surveys through email, social media, and educational platforms, b) focus groups, either virtual or in-person to discuss the registry and gather in-depth insights, c) utilizing existing online forums and discussion boards where students can share their opinions and suggestions, and d) working with student organizations and clubs related to Early Childhood Education to spread the word and gather feedback. By integrating their perspectives into the requirements gathering process, CDSS can anticipate and address the needs of upcoming generations of child care workers, ensuring its continued relevance and effectiveness.

Early Childhood Education Institutions – Early childhood education providers, including community colleges and universities, are at the nexus of theory, practice, and innovation in the realm of early childhood education. It will be important for CDSS to consult, inform, and elicit information from education providers as part of the planning, requirements gathering, user feedback, implementation, and roll-out of a solution. The CDSS plans to build partnerships with universities, colleges, and training institutions specializing in Early Childhood Education by organizing meetings and focus groups with faculty members and program directors to discuss the Workforce Registry's goals and gather their insights as well as to distribute detailed surveys and questionnaires to capture specific feedback on curriculum alignment and training needs.

Local Entities:

Quality Counts California (QCC) – The QCC is a statewide system of locally implemented Quality Improvement Systems that utilize data to inform the quality improvement process as well as track progress and outcomes from public investments. All 58 counties in California participate in the QCC system within a single consortium or multi-county consortia. The QCC is implemented at the county and regional levels through locally operated Quality Improvement Systems-all of which have data collection requirements that may include an optional rating component. Providers participating in QCC are required to create a profile with the existing Early Care and Education Workforce Registry website (<https://www.caregistry.org/>). It will be important for the team to consult, inform, and elicit information from QCC participants (counties and providers) as part of the planning, requirements gathering, implementation planning, and user feedback for the roll-out of the solution. The CDSS will engage with QCC via interviews, surveys, and/or workshops, based on the QCC's staff preferences for example, QCC would participate in stakeholder feedback sessions that would include but not limited to focus groups, surveys, and large virtual feedback sessions to obtain information on their experiences with the exiting Early Care and Education Workforce Registry and their suggestions for a future registry.

County Welfare Departments (CWDs) – The County Welfare Departments process applications for and administer all public assistance programs, including California Work Opportunity and Responsibility to Kids (CalWORKs), Refugee Cash Assistance, CalFresh, Medi-Cal, In-Home Supportive Services, Adoptions, Foster Care, Employment Programs, and General Assistance/General Relief.

County representatives will be involved throughout the project, including in workgroups, requirements development, and implementation planning with the specific goal to understand county data systems and dependencies for required data exchanges between the Workforce Registry solution and counties. The CDSS will work with the County Welfare Directors' Association of California (CWDA) to select a group of counties to participate that represents the diversity of California's counties.

Resource and Referral Programs (R&Rs) – These are locally-based programs that receive federal and state funding and are mandated by state legislation (see Welfare and Institutions Code 10219). These programs play a crucial role in helping families access child care services tailored to their specific needs. Additionally, they support potential child care providers in preparing for the licensing process, offer direct services such as training to child care providers, and gather and report data related to child care services in California. It will be important for CDSS to consult, inform, and elicit information from R&Rs as part of the planning, requirements gathering, user feedback, implementation, and roll-out of the solution. CDSS will engage with R&Rs through the California Child Care Resource & Referral Network (Network), a non-profit membership organization of 58 local child care R&Rs to develop an engagement strategy that best suits R&Rs. Engagement strategies may include interviews, surveys, focus groups and/or workshops.

Special Interest Groups:

Child Care Providers United – California (CCPU) Union – The Child Care Providers United (CCPU) brings together thousands of family child care providers throughout California with a mission to improve the profession and ensure every child has access to quality early learning and care. The current goals of the CCPU are to (1) improve our reimbursement rates and benefits, (2) increase access to child care for low-income families, and (3) offer high-quality training to providers to improve health, safety, and educational standards. The CCPU represents their members and can amplify the areas of highest need pertaining to the business opportunities and problems in scope for the project. The CCPU will be invited to participate in engagement activities suited to their members preferences, which may include interviews, surveys, focus groups and/or workshops to elicit information on how their members utilize existing workforce registries, track their training, and features and functionality they would expect in a workforce registry.

It will be important for the team to consult with CCPU related to the planning, design, and implementation of the Workforce Registry. As previously mentioned for licensed providers, CCPU will participate in focus groups and large stakeholder feedback sessions throughout the project.

Child Care Advocates – Child care advocates are typically singular or groupings of members of the public, parents, or legal advocacy groups who dedicate their time publicly supporting or

recommending a particular cause or policy. They work to ensure local, state, and federal lawmakers keep child care a top priority. Similar to CCPU, advocates represent the voices of their members or communities and can amplify the areas of highest needs pertaining to the business opportunities and problems in scope for the project. It will be important for the team to consult, inform, and elicit information from the advocates as part of the planning, requirements gathering, user feedback, implementation, and roll-out of the solution. The CDSS will work with its established network of child care advocates, utilizing existing communication channels and social media outreach, to inform them of the Workforce Registry PAL project and provide opportunities to express interest in participating in feedback sessions based on their preference (e.g., interviews, surveys, focus groups and/or workshops).

1.5 Business Program

1. Business Program Name: Child Care and Development Division

2. Program Background and Context

3. Provide a brief overview of the entity's business program(s) current operations.

The CDSS's role in the administration of child care programs was transformed by the Early Childhood Development Act of 2020 (Senate Bill (SB) 98, Chapter 24, Statutes of 2020). This act authorized the transfer of Child Care Development programs previously administered by the California Department of Education (CDE) to CDSS effective July 1, 2021. As a result of the transition, CDSS became the lead agency in California responsible for the administration of the federal Child Care and Development Fund (CCDF). The federal Child Care and Development Fund (CCDF) is an aggregate of several funding sources that is distributed in block grants by the federal government to the states and territories. In total, CDSS administers 16 child care programs with CCDF funding, along with the CalWORKs Stage One child care program that is funded by the federal Temporary Assistance for Needy Families (TANF) program.

The CDSS Child Care and Development Division (CCDD) was created to ensure successful administration, planning, policy direction, oversight, and implementation of the CDSS' CCDF funded programs. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, and local child care and developmental informed programs and policies. Most programs CCDD administers are implemented through contracts with local agencies in California's 58 counties. The CCDD's responsibility for the oversight of child care program contractors includes ensuring reporting requirements are met, contracts are managed, remittance apportionments are fulfilled timely, and health and safety requirements are met, among other operations. The CCDD also provides technical assistance and support to counties, contractors, and stakeholders.

4. How will this proposed project impact the product or services supported by the state entity?

There will be positive impacts to the work the CCDD oversees as the entity that provides administration and oversight to contractors implementing CCDF funded services.

Centralized Data Management: A workforce registry can provide a single platform where all relevant information about a childcare provider's training, certifications, and professional development activities are stored to assist with state and federal data reporting and tracking and expansion of workforce efforts. The CCDD currently obtains child care provider information on workforce personnel that receive workforce incentives via the Quality Counts California Workforce Pathways grant, Child Development Permit Stipend Program, California Early Childhood Mentor Program, and other professional development administered by the State through an existing registry or user surveys. By centralizing information, a single platform can help streamline the data collection and monitoring of workforce information to help reporting requirements for oversight agencies (e.g., ACF). The data collected from a workforce registry can also support improved data analysis, by providing valuable insights into workforce trends, gaps, and needs.

Improve Data Reporting: The CDSS currently does not have a means to differentiate workforce participation data between CCDF funded and non-CCDF funded programs. By improving data reporting to distinguish workforce data based on program funding will improve the quality of data reported quarterly to the ACF and help improve national reporting on the child care workforce.

Professional Development Oversight: A workforce registry can track which training and professional development opportunities providers have accessed, ensuring they stay updated with best practices and industry standards.

Improved Decision-Making: With a comprehensive overview of the early child care workforce, CCDD can create more informed policy decisions that prioritize equity. For example, improving the allocation of resources to underserved areas or populations.

Integration with Other Systems: A workforce registry can be integrated or cross-referenced with other data systems such as CalSPARK CORE (CDT Project #5180-227) and Childcare Connect (CDT Project # 5180-228) to provide a holistic view of child care workforce and publicly funded grants and programs. The registry may also have the capacity to synchronize data from CTC and reduce duplication for provider's experience when they must upload their transcripts and permits manually.

The CDSS will follow the CDT California Organizational Change Management (CA-OCM) Framework as a part of the planning and implementation of the system that results from this project.

5. Business Program Name: Community Care Licensing Division

6. Program Background and Context

7. Provide a brief overview of the entity's business program(s) current operations.

The Community Care Licensing Division (CCLD) is dedicated to promoting the health, safety, and quality of life of Californians in community care facilities, such as Child Care, Children's Residential, Adult, Senior Care, Continuing Care, and Home Care Services through the administration of an effective and collaborative regulatory enforcement system. This is accomplished by promoting strategies to increase voluntary compliance, providing technical

assistance and consultation with care providers, working collaboratively with stakeholders, training staff in all aspects of the licensing process, educating the public, and promoting continuous quality improvement.

The Child Care Licensing Program provides oversight and enforcement for over 40,000 licensed Child Care Centers and Family Child Care Homes, which provide over a million child care spaces located throughout California. The Child Care Licensing Program provides this oversight through the 20 Regional Offices across our State.

8. How will this proposed project impact the product or services supported by the state entity?

The CCLD can improve the workflows of licensing analysts and work towards streamlining multiple business processes for child care providers licensed by CCLD, examples include:

Centralized Data Management: A workforce registry can provide a single platform where all relevant information about child care providers and facilities is stored. This simplifies the process of verifying qualifications, credentials, and compliance with licensing requirements.

Streamlined Verification: With credentials and training details of child care workers from licensed facilities stored in a workforce registry, CCLD licensing analysts can easily verify that providers meet the necessary qualifications without having to manually cross-check paper documents.

Supports Inspections: The CCLD licensing analysts can use a workforce registry as a reference tool during site visits. The data can support an analyst on what to look for and verify that providers and facilities are following educational requirements for licensed child care facilities.

Integration with Other Systems: A workforce registry can be integrated or cross-referenced with other data systems such as the Facility Management System (FMS) (PAL 5180-213) for background checks, and mandated child abuse training requirements. This will ensure a holistic view of a provider's suitability for licensing. The CDSS will follow the CDT California Organizational Change Management (CA-OCM) Framework as a part of the planning and implementation of the system that results from this project.

TIP: Copy and paste or click the + button in the lower right corner to add Business Programs, with background and context and impact descriptions as needed.

1.6 Project Justification

1. Strategic Business Alignment

Enterprise Architect

Title: Chief Technology Officer

Name: Michael Wanser

Strategic Plan Last Updated? 3/31/2021

Strategic Business Goal: Integrating and using data to streamline and improve the experience of the workforce.

Alignment: To achieve this goal, it is crucial for the solution to consolidate data assets from multiple systems and make them accessible through a single access point. This will enable people involved in the early child care workforce (e.g., licensed child care providers) to access the necessary information to make informed decisions regarding professional development and training. Additionally, the solution will facilitate a comprehensive approach by collecting consistent information from people working in the early child care workforce. This data collection will support informed statewide decision-making, aimed at improving the experiences of the workforce.

Strategic Business Goal: Use data to drive action.

Alignment: To achieve this goal, the solution will provide a centralized system to collect, manage, and analyze data on child care professionals. This data can support policy development by providing information about the current state of the workforce, supporting evidence-based decisions. Additionally, insights on the demographics, qualifications, and distribution of child care professionals supports proactive workforce planning by anticipating future needs and addressing gaps.

Strategic Business Goal: Streamline early childhood governance and administration to improve equity.

Alignment: To achieve this goal, the solution will play a pivotal role in streamlining early childhood governance and administration with an emphasis on improving equity by unifying data collection and identifying disparities. By collecting comprehensive data on the early childhood workforce, from their qualifications and training to their demographic information, the solution can provide a unified dataset that can reveal workforce disparities and help guide target policy areas where resources and efforts should be channeled to promote equity. The solution will serve as both a diagnostic tool and a solution platform. By centralizing data, providing transparency, and facilitating targeted interventions, it can significantly streamline governance and administration processes, placing equity at the forefront of early childhood education workforce.

Strategic Business Goal: Support children's learning and development by enhancing educator competence.

Alignment: To achieve this goal, the solution will play a crucial role in advancing the competence of educators, which in turn directly impacts children's learning and development with professional development tracking and support the identification of training needs. The solution will systematically track educators' professional development, ensuring they participate in ongoing training to stay updated with the latest best practices and research. Additionally, the solution can help identify areas where educators may need additional training or support, allowing for targeted professional development.

***TIP:** Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.*

Mandate(s): [None](#)

Bill Number/Code, if applicable: [Click or tap here to enter text.](#)

Add the Bill language that includes system-relevant requirements:

[Click or tap here to enter text.](#)

TIP: Copy and paste or click the + button in the lower right corner to add Bill Numbers/Codes and relevant language as needed.

2. Business Driver(s)

Financial Benefit: [No](#)

Increased Revenue: [No](#)

Cost Savings: [No](#)

Cost Avoidance: [No](#)

Cost Recovery: [No](#)

Will the state incur a financial penalty or sanction if this proposal is not implemented? [No](#)

If the answer to the above question is "Yes," please explain:

[N/A](#)

Improvement

Better Services to the People of California: [Yes](#)

Efficiencies to Program Operations: [Yes](#)

Improved Equity, Diversity, and/or Inclusivity: [Yes](#)

Improved Health and/or Human Safety: [Yes](#)

Improved Information Security: [Yes](#)

Improved Business Continuity: [No](#)

Improved Technology Recovery: [No](#)

Technology Refresh: [No](#)

Technology End of Life: [No](#)

1.7 Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity

The early childhood years are pivotal for cognitive, social, and emotional development. It is a period where quality care and education can set the foundation for a child's future success. However, ensuring consistent quality across early child care providers requires a systematic approach to workforce management, training, and oversight. A comprehensive workforce registry can help standardize, monitor, and promote the quality in the early child care sector.

There is no state or federal mandate requiring the use of a workforce registry. Currently, information on the child care workforce is obtained from multiple data sources (e.g., existing registry, workforce surveys) and results in CDSS not having a single statewide system to track the training, certifications, and professional development activities of the early childhood workforce. The current registry system relies on manual report processes, user self-reporting and self-registration.

The development of an administrative lead workforce registry offers numerous advantages. It serves as a centralized platform to systematically track and manage the training, certifications, and professional development of child care educators across the State. By consolidating data into one accessible location, a registry will enhance transparency and accountability. It will allow CDSS to make informed decisions based on workforce insights and promotes continuous professional growth among educators, ensuring that children receive care from qualified and well-prepared individuals.

The following business drivers selected above relate to the business problems as follows:

- Better Services to California Families
 - A workforce registry in California can improve the quality and delivery of early childhood care by ensuring that families receive child care service providers who meet standardized, high-quality criteria. A workforce registry will streamline the oversight of the child care workforce. By centralizing and organizing this data, CCDD and CCLD staff can update, verify, and disseminate vital information to help improve licensed facilities compliance with regulations and improve the distribution of CCDF and other grant funds. The data collected in a workforce registry can be used to identify areas for improvement in services, training, and resources, ensuring that the services evolve to meet families' changing needs. A workforce registry tailored for California's unique context can be a transformative tool. By centralizing data collection of the child care workforce, it can elevate the standard and accessibility of child care services. For California families, this translates to peace of mind, knowing the workforce is qualified and that programs remain compliant with state and federal regulations.
- Efficiencies to programs
 - A workforce registry can greatly enhance the operational efficiency of early childhood care and education programs by centralizing critical data and simplifying administrative tasks, to promote and support improved decision-making. For instance, a unified registry can expedite a CCLD licensing analyst when reviewing licensure requests or

renewals by allowing quick verification of an educator's credentials, eliminating the need to sift through multiple databases or manual records. Furthermore, by pinpointing gaps in training, training providers can tailor their professional development offerings based on relevant skill enhancement. This systematized approach also aids in resource allocation; for example, CCDD can tailor grant opportunities to specific training needs and geographical location. By centralizing critical data and simplifying administrative tasks, the registry ensures improved program efficiencies and improve the quality of the early childhood care workforce.

- Improved information security
 - Currently, child care data on workforce participation and training is sourced from multiple state and local channels, undergoing multiple transfers before reaching its intended destination. The absence of a unified file transfer protocol for the collection of statewide information poses potential risks to data security. The solution will utilize data from these diverse sources, as well as potentially incorporating additional sources. Substantial time and planning will be dedicated to designing a robust data pipeline and implementing file transfer protocols to enhance the security of this information.
- Improved Diversity, Equity, and/or Inclusivity (DEI)
 - The workforce registry can play a pivotal role in advancing DEI within the early childhood education sector. By centralizing data on educators' qualifications, backgrounds, training, and specializations, the registry can illuminate areas of disparity or underrepresentation. For instance, if certain ethnic or cultural groups are underrepresented in the workforce, targeted recruitment initiatives can be developed. The Workforce Registry can also track access to and completion of professional development opportunities, ensuring that educators working in licensed child care facilities from all backgrounds have equitable access to growth opportunities. This can be supported by allowing trainings to be accessed online in remote regions that lack access to in-person based training opportunities and providing trainings in multiple languages. By ensuring a diverse workforce that's equipped with the tools and training to cater to a diverse population of children, the registry contributes to a more equitable and inclusive early childhood education landscape.
- Improved health and/or human safety
 - The Workforce Registry can be instrumental in enhancing health and human safety within the realm of early childhood care. Centralizing data on child care professionals can help CCLD licensing analysts ensures that all educators have education and relevant credentials to work in child care. A workforce registry that requires participation among all licensed sites and staff can be used to track mandatory information such as review of regulatory requirements for licensed facilities and compliance with annual training requirements.

Objective ID: 1

Objective: To encourage early childhood educators to actively engage with and utilize the Child Care Workforce Registry system, ensuring comprehensive tracking and reporting of their training, certifications, and professional development.

Metric: Percentage of active early childhood educators who have registered for the registry and whose credentials have been successfully verified and updated in the registry.

Baseline: Estimated percent of the early childhood educators working in licensed facilities that provide state-subsidized child care services that use the existing California Early Care and Education Workforce Registry. This information will be gathered during the Stage 2 Alternatives Analysis.

Target Result: 50 percent compliance in the use of the system measured by user registration and training materials for childhood educators working in licensed facilities that provide state-subsidized child care services, being recorded within 12 months of implementation of the system.

Objective ID: 2

Objective: Reduction in time an analyst requires to determine if a licensed educator provider's staff meet regulatory and training requirements for either licensure or subsidized child care program requirements.

Metric: Time required by an analyst to determine if an early childhood educator and sites meet regulatory and training requirements based on retrieval time to view and verify physical files at a child care facility.

Baseline: Currently not measurable with available data and will be established during the S2AA by requesting a sampling of analysts to provide time studies over two quarters of existing data retrieval tasks that will be included in the solution.

Target Result: 50 percent reduction in the time to determine if a licensed educator provider's staff meet regulatory and training requirements for licensure within 12 months of implementation of the system.

Objective ID: 3

Objective: Maintaining standardized records of professionals' qualifications and training for staff working in a licensed child care facility that provide state-subsidized child care services.

Metric: Percent of professionals within the solution who have met all required qualifications and training standards to work in a licensed child care facility.

Baseline: Percent of the early childhood educators who have uploaded information and completion certificates that meet the educational and training requirements to work in a licensed child care facility. This information will be gathered during the Stage 2 Alternatives Analysis.

Target Result: After 12 months of the solution being implemented, 75 percent of users will have verified documentation within the solution that meets the educational and training requirements to work in a licensed child care facility.

TIP: Copy and paste or click the + button in the lower right corner to add Objectives as needed. Please number for reference.

TIP: Objectives should identify WHAT needs to be achieved or solved. Each objective should identify HOW the problem statement can be solved and must have a target result that is specific, measurable, attainable, realistic, and time-bound. Objective must cover the specific. Metric and Baseline must detail how the objective is measurable. Target Result needs to support the attainable, realistic, and time-bound requirements.

1.8 Project Management

1. Project Management Risk Score: 0.8

Follow the instructions in [Statewide Information Management Manual \(SIMM\) Section 45 Appendix B Project Management Risk Assessment Preparation Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.

2. Project Approval Lifecycle Completion and Project Execution Capacity Assessment

Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer: Yes

Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Both New and Existing Processes

1.9 Initial Complexity Assessment

1. Complexity Assessment (Business Score): 2.4

Follow the instructions in the [Statewide Information Management Manual \(SIMM\) Section 45 Appendix D Complexity Assessment Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix C Complexity Assessment Template](#) to the email submission.

NOTE: Business complexity is initially completed in PAL Stage 1. Technical complexity is initially completed in PAL Stage 2.

2. Noncompliance Issues: Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is non-compliant.

Programmatic regulations: No

HIPAA/CIIS/FTI/PII/PCI: No

Security: No

ADA: No

Other: No

Not Applicable: No

Noncompliance Description:

N/A

3. Additional Assessment Criteria

If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

How many locations and total users is the project anticipated to affect?

Number of locations: [Statewide](#)

Estimated Number of Transactions/Business Events (per cycle): [Approximately 387 million transactions per training cycle/business event.](#)

Approximate number of internal end-users: [1,000](#)

Approximate number of external end-users: [115,000](#)

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? [Yes](#)

If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

[8/31/2025](#)

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

[State General Fund \(starting FY 2026-27\) and Federal CCDF Quality Funds \(starting FY 2026-27\).](#)

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? [Choose an item.](#)

If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

[State General Fund and Federal CCDF Quality Funds. If BCP approved, State General funding will commence FY 2026-27\). Federal CCDF Quality Funds are allocated to CDSS each FY and will be available for the project in FY 2026-27 subject to availability of funds within existing spending plan.](#)

Will a budget action be submitted to your Agency/DOF? [Yes](#)

If "Yes" is selected, specify when this BCP will be submitted: [The project anticipates submitting a BCP for implementation after completing PAL, for FY 2026-27.](#)

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: [Between \\$10 Million and \\$50 Million](#)

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

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Original "New Submission" Date: [3/12/2025](#)

Form Received Date: [3/12/2025](#)

Form Accepted Date: [3/12/2025](#)

Form Status: [Completed](#)

Form Status Date: [3/12/2025](#)

Form Disposition: [Approved](#)

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: [03/12/2025](#)

Department of Technology Project Number (0000-000): [5180-233](#)