External Systems Timeline for CWS-CARES Version 1 (CARES V1) (1 of 2)

External System Major Activities

Activities to prepare for Version 1 Go-Live

2025 County Activities

2025: Q1 | Q2 | Q3 | Q4

2026: Q1 | Q2 | Q3 | Q4

Continuing Operations

Counties determine which external systems they must maintain with functionality supported by or not fully in scope for CARES V1.

- Assess CWS-CARES Data Dictionary for data needs
- Determine level of effort and data approach
- Test and verify readiness of systems and business processes

1. **Assess Data Dictionary**: February to April 2025
2. **Assess Scope and Strategy**: February to May 2025
3. **Validate Readiness and Alignment**: July 2025 to July 2026

External Systems Data Conversion

Counties map and migrate data from select external systems to CWS-CARES.

- Review and provide feedback on data templates
- Provide data volume estimates and sample data
- Start OCM coordination to update business process

1. **Initiate Data Access and Alignment**: March to June 2025
2. **Scope and Prepare Data Files**: April to October 2025
3. **Update Business Processes**: March 2025 to August 2026
4. **Test and Validate Data for Go-Live**: June 2025 to August 2026

External Systems for CARES V1 Data Conversion:

- Binti
- eAdopt
- Resource Family Homes
- Resource Family Approval System
- Adoptions Integrated System (AIS)
- Electronic Document Management System (EDMS)

Continuing Operations Phase	Tasks
1. Assess Data Dictionary	Assess CWS-CARES Data Dictionary for data needs
2. Assess Scope and Strategy	Determine Level of Effort (LOE) for external systems changes
	Determine if an external system will be updated
	Determine data approach for each fully in-scope external system (Read Only or Short-Term Parallel Data Entry- Manual or Automated)
	Determine timeline for external systems changes
3. Validate Readiness and Alignment	Complete system changes
	Test and verify readiness of systems and business processes
	Organizational Change Management (OCM) coordinate to update business process

External Systems Data Conversion Phase	Subtasks
1. Initiate Data Access and Alignment	Complete Secure File Transfer Protocol Account setup
	Data Template walkthroughs: #1: FCSS/LA 3/26/25; #2: AIS, eAdopt, SNAP 4/30/25; #3: Binti, RFA, RFH, EDM 6/23/25
2. Scope and Prepare Data Files	Provide data volume estimates of the system's data to CWS-CARES
	Generate CSV files for data template
	Provide sample data in data template format
3. Update Business Processes	OCM Coordination to update business processes
4. Test and Validate Data for Go-Live	Provide production data for dry runs 1-4
	Participate in data validation for dry runs
	Provide production data for Go-Live

External Systems Timeline for CWS-CARES Version 1 (CARES V1) (2 of 2)

External System Major Activities

Activities to prepare for Version 1 Go-Live	2025 County Activities	2025 Q1	2025 Q2	2025 Q3	2025 Q4	2026 Q1	2026 Q2	2026 Q3	2026 Q4	2027 Q1	2027 Q2	2027 Q3	2027 Q4
Decommission Planning and Validation Any system with duplicative or partially in-scope functionality in CWS-CARES must have a decommission plan.	• Identify dependencies and impacts for in-scope external systems • Begin determining level of effort and timeline for decommissioning • Start OCM coordination to update business process	**1. Decommission Planning:** May to October 2025											
		2. Optional Validation Activities: May 2025 to October 2026											
										3. Validate CARES V1 Functionality After Go-Live: November to December 2026			
										4. Finalize Decommission Plans: November to December 2026			
										5. Execute System Decommissioning: November 2026 to December 2027			

Decommission Planning Phase	Task
1. Decommission Planning	Identify external system downstream dependencies/impacts for in-scope external systems
	Determine preliminary Level of Effort and timeline for decommissioning
	Update OCM preparations
2. Optional Validation Activities	Participate in Extended User Scenario Testing (EUST) and Prototype/Build Review activities to confirm functionality.
3. Validate CARES V1 Functionality	Validate CARES V1 functionality to each external system
	Document Gaps in CARES V1 functionality compared to external systems
4. Finalize Decommissioning Plans	Adjust preliminary decommission plan based on post Go-Live assessment
	Finalize decommission plan
	Finalize decommission timeline
5. Execute System Decommissioning	Implement decommissioning plan for each fully in-scope external system