

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 138006, Sacramento, CA 95813-8006



July 31, 2000

CSS LETTER NO. 00-02

TO: ALL IV-D DIRECTORS
ALL DISTRICT ATTORNEYS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation Change
 Court Order or Settlement Change
 Clarification requested by One or More Counties
 Initiated by DCSS

SUBJECT: LOCAL AGENCY TRANSITION SCHEDULE

This letter is to provide information on the process for transition of the child support program from offices of the district attorney to new, local agencies. The schedule for local agency transition, developed with input from each county, is also included. I am pleased with the progress that has been made to date and wanted to share with you how we arrived at this point and what will need to occur to complete transition statewide.

County Transition Schedule

There were a number of factors considered in developing the overall schedule for county transition. The formal process began in May 2000 with distribution to all counties of a transition readiness assessment document and completion of follow-up interviews. This gave us a good sense of how counties assessed their own transition readiness, particularly the current status of transition planning and estimated transition timeframes. In addition, a number of other variables were factored into the deliberative process, including legislative timelines, requests for outside assistance, staffing requirements, transition budget needs, facility transition issues, anticipated impact on customer service, and efforts to regionalize services between counties. The input of various county and state child support stakeholders was also considered. The outcome was the attached statewide transition schedule.

The transition schedule consists of three phases:

- Phase 1 counties ("pioneers") – to complete transition by December 31, 2000.
- Phase 2 counties – to complete transition by December 31, 2001.
- Phase 3 counties – to complete transition by December 31, 2002.

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County preferences were considered in development of the transition schedule. Any concerns with your county's placement in the schedule should be submitted in writing, as soon as possible, to:

California Department of Child Support Services
Technical Assistance and Training Bureau
P.O. Box 138006, MS 20-01
Sacramento, CA 95813-8006
ATTN: Richard Williams

While we will consider requests for a different transition date, we hope to keep changes to a minimum since we believe that we have struck a careful balance between all of the competing factors considered in development of the schedule. The potential impact of any proposed change to the schedule will be measured overall against the need to successfully achieve transition statewide within the legislatively required timeframe.

County Transition Plan Guidelines and Plan Approval Process

Final approval of each county's scheduled transition date is contingent upon submission and approval by the Department of Child Support Services (DCSS) of individual county transition plans. As you will note from the transition schedule, eleven counties have been designated as eligible for early transition. State staff will work closely with these "pioneer" counties to ensure timely completion of their transitions by December 31, 2000. We also hope to learn from the transition experiences of these counties and share information that will help in the transition of Phase 2 and 3 counties.

Initial transition planning guidelines have been released to the pioneer counties and are provided with this letter for your reference and assistance in planning your local transition. The documents include:

- Local Agency Transition Schedule
- County Transition Guidelines
- County Work Plan (*Sample*) (available electronically upon request)
- County Agency Transition Budget Matrix and Instructions

We anticipate updating these documents on an ongoing basis as we gain experience with actual county transitions. Updates will be made available to all counties in both hard copy and electronic media as they occur.

Technical Assistance

State staff will be available to provide assistance to counties in the preparation and implementation of their local transition efforts, including preparation of work plans,

transition budgets and their overall transition plans. Phase 2 counties are encouraged to forward their "draft" transition budgets to Mike Farrell in the Technical Assistance and Training Bureau as soon as possible to facilitate pre-approval of their transition budgets and facilitate timely approval of their overall transition plans.

County transitions to new local child support agencies are an integral part of the newly enacted child support reform legislation. Counties are making significant progress toward successful transitions and we are confident each transition will be fully completed on schedule. We will continue working with each county to ensure services are uninterrupted and to create a program that will better serve the State's children.

Any questions regarding local transitions should be directed to Richard Williams at (916) 263-4713, Elizabeth Gomez at (916) 263-4672 or Mike Farrell at (916) 263-4716.

Sincerely,

CURTIS L. CHILD
Director

Enclosures

**California Department of Child Support Services
Local Agency Transition Schedule**

County	Must be Completed No Later Than	Caseload	
		Per County	Per Phase
Phase 1 - Pioneer			
Alpine	12/31/2000	169	
Colusa	12/31/2000	1,059	
Contra Costa	12/31/2000	58,570	
Nevada	12/31/2000	5,407	
Placer	12/31/2000	12,162	
Riverside	12/31/2000	128,484	
San Francisco	12/31/2000	29,724	
Santa Barbara	12/31/2000	18,387	
Santa Cruz	12/31/2000	10,177	
Sierra	12/31/2000	205	
Yuba	12/31/2000	10,926	275,270
Phase 2 - 2001			
El Dorado	12/31/2001	9,234	
Inyo	12/31/2001	1,856	
Kern	12/31/2001	55,562	
Los Angeles	12/31/2001	532,617	
Mariposa	12/31/2001	1,013	
Mendocino	12/31/2001	6,173	
Mono	12/31/2001	574	
Monterey	12/31/2001	22,560	
Plumas	12/31/2001	1,644	
San Benito	12/31/2001	3,950	
San Bernardino	12/31/2001	172,710	
San Diego	12/31/2001	158,815	
Trinity	12/31/2001	1,324	
Tulare	12/31/2001	44,205	
Tuolumne	12/31/2001	4,225	1,016,462
Phase 3 - 2002			
Alameda	12/31/2002	58,467	
Amador	12/31/2002	1,947	
Butte	12/31/2002	19,890	
Calaveras	12/31/2002	2,589	
Del Norte	12/31/2002	4,593	
Fresno	12/31/2002	71,390	
Glenn	12/31/2002	2,112	
Humboldt	12/31/2002	8,898	
Imperial	12/31/2002	10,932	
Kings	12/31/2002	10,136	
Lake	12/31/2002	7,031	
Lassen	12/31/2002	1,890	
Madera	12/31/2002	7,552	
Marin	12/31/2002	4,184	
Merced	12/31/2002	16,923	
Modoc	12/31/2002	1,144	
Napa	12/31/2002	5,452	
Orange	12/31/2002	106,099	
Sacramento	12/31/2002	78,182	
San Joaquin	12/31/2002	42,259	
San Luis Obispo	12/31/2002	7,906	
San Mateo	12/31/2002	18,106	
Santa Clara	12/31/2002	67,702	
Shasta	12/31/2002	16,946	
Siskiyou	12/31/2002	4,969	
Solano	12/31/2002	26,670	
Sonoma	12/31/2002	21,257	
Stanislaus	12/31/2002	37,533	
Sutter	12/31/2002	8,063	
Tehama	12/31/2002	5,272	
Ventura	12/31/2002	32,238	
Yolo	12/31/2002	13,443	721,775
Total Caseload			2,013,507

State of California

**DEPARTMENT OF CHILD
SUPPORT SERVICES**

Local Agency Transition

July 2000



A New Beginning

TRANSITION PLAN GUIDELINE

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Chapter 1 - Introduction

This document provides a draft guideline for the counties' transition plans. It is intended to assist counties in their establishment of new local child support agencies and in the transition of Title IV-D services from the Offices of the District Attorney to new local child support agencies. The guideline incorporates significant elements of the transition plans written by Riverside, Santa Clara, and Kings counties.

Background

In 1999, the California Legislature passed, and the Governor signed, a package of bills significantly altering the organization, administration, and funding of the state's child support enforcement program. These reforms significantly increased state authority and oversight over the program, and changed state administrative responsibility for developing the statewide child support automation system. Among the more significant changes were the creation of a new state Department of Child Support Services (DCSS); the transfer of local administration from the county district attorneys to separate county child support agencies; and the transfer of responsibility for the procurement of the automation system from the state Health and Human Services Data Center (HSDC) to the Franchise Tax Board (FTB).

The primary purpose of California's child support enforcement program is to collect support payments from absent parents for custodial parents and their children. Child support offices in the state's 58 counties provide services such as locating absent parents; establishing paternity; obtaining, enforcing, and modifying child support orders; and collecting and distributing payments. Federal law requires states to provide these services to all custodial parents receiving Temporary Assistance for Needy Families (TANF, which is the California Work Opportunity and Responsibility to Kids [CalWORKs] program in California) and, on request, to non-TANF parents. Child support payments collected on behalf of TANF families have been used primarily to offset the federal, state, and county costs of TANF grants. Collections made on behalf of non-TANF parents are distributed directly to families.

Prior to recent legislative reforms in California, the program was administered at the local level by the county district attorneys (DAs), with state oversight by the Department of Social Services (DSS). The counties were authorized to refer certain delinquent cases to the (FTB) for collection.

Transition Project Objectives

This project is to be performed in three stages:

- ❖ Stage 1: Assess counties' readiness to transition to separate child support agencies.
- ❖ Stage 2: Develop an integrated State and county transition detailing the steps pioneer counties will undertake to transition early.
- ❖ Stage 3: Implement the transition plans of the remaining counties.

Stage 1: Assessment Of Counties' Readiness To Transition

In Stage 1, DCSS assessed the readiness of counties to transition from District Attorney offices. A survey tool, entitled the County Agency Transition Survey Tool, was developed and completed by each county. Counties are expected to transition during one of three phases: a) during year 2000, b) during year 2001, and c) during year 2002. Those counties transitioning during 2000 are referred to as "pioneer" counties. Per legislation, counties transitioning before December 31, 2001 must represent at least 50% of the statewide caseload. Remaining counties must transition before the end of 2002.

In addition to the assessment activities, an interaction model and communications plan were also developed in preparation for the transitioning of local administration.

Stage 2: Develop A Transition Plan For Early Transition

In Stage II, a draft Transition Plan and County Work Plan will detail the steps "pioneer" counties will undertake to transition early will be prepared. As the "pioneer" counties transition, the transition plan will be validated against the actual progress of these counties and updated for counties transitioning in 2001 and 2002.

Stage 3: Implement The Transition Plans Of The Remaining Counties

Based on the experience of the pioneer counties, DCSS will evaluate the effectiveness of the transition plan guideline and modify it accordingly. These transition plan guidelines will include county task templates, checklists, issue lists, and work plans.

Description of the Plans

County Transition Plans highlight the activities counties must undertake to transition their local child support program from the DA office to a new separate county agency.

The County Work Plan, is a recommended timeline tracking mechanism. It lists the activities counties must undertake to transition their local child support program as well as the dates, resources and other timeline tracking tools supported by Microsoft Project.

This draft Transition Plan Guideline illustrates the steps necessary for counties to write their Transition Plan and perform other transition-related activities. Most of these activities are detailed in the County Work Plan.

Objectives of the County Transition Plan

The county's Transition Plan should be used as follows:

- 1) Counties should use this to document their processes for transitioning their local child support program from the DA's office to a new separate county agency.
- 2) DCSS will use this document to verify county readiness and to approve transition.

Objectives of the Transition Plan Guideline

The main objective of the transition plan guideline is to provide a list of required tasks the counties must address when preparing their transition plan. The guide also provides tasks counties should consider in transition planning.

Chapter 2 - Transition Plan Guidelines

It is important to identify issues unique to the county in planning for the transition of assets, personnel and services from the Family Support Division of the District Attorney to the local child support agency. To ensure an orderly transition of Title IV-D services, the Department of Child Support Services recommends the county utilize the following transition tasks in preparation for the establishment of the local child support agency and transition from the Office of the District Attorney.

Risk Mitigation

The county's transition plan should address any potential risk mitigation. Risks include circumstances, which may result in interruptions or disruption of services to clients resulting from the transition. Counties should identify both risks and risk mitigation tactics.

Possible Risks

Possible Risks include:

- Service Delivery Impacts
- Legislation/Ordinance Issues
- Personnel reclassifications
- Hiring capabilities
- Facility relocation delays
- Stakeholder management
- Department coordination
- Client/Customer issues
- Budgetary Risks
- Monetary Risks
- Automation and/or transfer to an interim system

Risk Mitigation Tactics

The county should identify risk mitigation tactics to address any identified risks. It is anticipated that preparation of the Transition Plan will assist

counties in mitigating the risks associated with the transition of services. However, each county must analyze and prepare strategies to meet their own unique situations.

Key Transition Tasks

The county should document the key transition tasks as follows:

- New Agency Set Up
- Human Resource Activities
- Facility Activities
- Budget Issue Activities
- Child Support Legal Actions, Forms, and Public Notices
- Outreach Activities

New Agency Set-Up

Chart the organizational structure of local child support agency. New Agency Set Up activities include:

- A. Establish Transition Committee
 1. Identify members of the County transition team.
- B. Draft ordinance creating new department
- C. Separate Cost Center for Child Support Program
 1. Each new agency must be its own separate cost center.

Human Resources

Human resource activities include defining the roles and responsibilities of local child support agency personnel.

- A. Consider collective bargaining issues. Identify and review existing and anticipated contracts, negotiations, administration and management of contracts.
 1. Meet and confer with unions regarding creation of the new department and review all MOUs for any potential bargaining issues or staff representation issues.
 2. Meet and confer with internal employee groups regarding the creation of the new department.

-
- B. Update internal personnel policy and procedure manuals or inform staff that existing internal personnel policy and procedure manuals will continue to be in forced.
- C. Classification/Reclassification activities
1. Transfer all new classifications to the new department.
 - a. County personnel services and County Council will draft any necessary ordinances to transfer positions to new department.
 - b. County personnel services will make necessary transfers of all existing code to new department.
 - c. Reassign all personnel to new agency.
 - d. Assign or continue safety committee coordinator and notify appropriate staff.
 - e. Update all job bulletins and position statements to reflect new department.
 2. Classify/Reclassify the following positions:
 - a. Director – Interim (if necessary)
 - b. Director – Permanent
 - c. Attorneys
 - i. Re-title District Attorneys as “Child Support Attorneys” and create their job description. Provide for limited empowerment by MOU with the DA to prosecute criminal child support enforcement actions.
 - ii. Re-title and rewrite the Family Support Assistant District Attorney position and job description as required by legislation.
 - iii. Review existing class specifications of family support officer/interviewer, family support manager/supervisor, and program specialist classification to modify any inappropriate references to the DA’s Office.
 3. Appointments or hiring of the following positions:
 - a. Director
 - b. Administrative Staff previously funded via the Indirect Cost Rate Proposal.
- D. Analyze short and long term strategies for attorney and law enforcement services.
1. Investigators
 - a. Meet and confer with Investigator’s collective bargaining unit regarding new unit.

- b. Budget for investigators.
2. Contract for services with DA.
3. Access to DOJ information
4. Immunity Liability Coverage for Attorneys
 - a. Examine availability, coverage provisions and cost of attorney liability insurance policies and obtain bids for malpractice liability insurance coverage.

Facilities

Facility activities include: determining facilities needs including office space, furniture, computer systems, telecommunications systems, consolidation or co-location of smaller county offices.

A. Automation

1. Conduct an analysis of expanded computer system needs, data flow, and data processing training.
2. Review existing and anticipated infrastructure needs, including the demands for information technology.
3. Consider the impact of a new or pending transfer to an interim system, on the local agency transition.
4. Review the county and local child support agency information technology infrastructure needs, including hardware and software, and assess equipment and software transfer implications.
5. Assess the adequacy of WAN and router availability, e.g., whether there is a T-1 line to a central system, e-mail connectivity to the county system, access to legacy system historical data, if appropriate, and access to DMV data and CLETS.
6. Consider the effects of change on county automated systems and develop a plan for effecting required systems changes.
7. Develop a management plan for handling business tasks and staff needs in transitioning to the new department.

B. Access

1. Notify property owners of the change to the new department.

C. Acquire

1. Change any lease agreements.

- D. Move equipment and assets
 - 1. Identify all assets purchased with IV-D funding.
 - 2. Inventory furniture and items not on master index.
 - 3. Transfer computer equipment and items on the master property index.
 - 4. Transfer vehicles.
 - 5. Transfer pagers and cell phones for billing purposes.
 - 6. Transfer warranty registrations for all software.
 - 7. Transfer supplies, postage, televisions, TV cameras, video players and tape recorders.
 - 8. Transfer law library.
 - 9. Make changes to IVR's
 - 10. Inventory and itemize assets located in other facilities including Computers and Laptops at court facilities.
- E. Move staff
 - 1. Provide information on move to staff as soon as possible.
 - a. Order boxes.
 - b. Coordinate with labor organizations.
 - c. Schedule availability of telephone and data lines.
 - d. Schedule move.
 - e. Pack office and personal items.
 - 2. Provide for coverage of work during move.

Budget Issues

- A. State review of budget
 - 1. The child support department budget will continue to be fully funded by the State but upon transition must be reviewed and approved by the CAO and Board of Supervisors.
 - 2. Transition Cost Allocation.
 - 3. Budget for various increased costs due to the transition such as forms, letterhead and computer coding changes.
- B. Prepare a transition specific budget addressing funding issues, start-up costs, and on-going funding needs.

- C. Existing contracts and plans of cooperation must be reviewed and renewed or amended to transfer the services and obligations they encompass to the new department.
- D. Assets transferred to new agency.
 - 1. Transfer checking accounts and change name.
 - 2. Transfer authorization cards allowing Child Support Program personnel to sign payment vouchers.
 - 3. Transfer credit cards.
 - 4. Transfer employee trust fund.
 - 5. Transfer authorization cards for purchasing through GSA.
 - 6. Transfer GSA cards for gas and maintenance for cars used by investigators and process servers.
 - 7. Change all account, support warrant, and fund designations.
 - 8. Transfer budget unit, system and budget reports.
 - 9. Transfer Bank financial reports.
- E. New Local administrator reviews budget with County executive to establish procedures and protocols if different from current.
 - 1. Assign analyst.
 - 2. Obtain necessary authorizations through county payroll services to allow designated person to pick up county warrants.
- F. Update County Fixed asset system to add new agency and transfer assets.
- G. Review existing contracts with vendors and identify which contracts will transfer to the new agency and what timelines will be required for state and federal approvals.

Child Support Legal Actions/Forms/Public Notices

The following legal actions, forms and public notices should be updated to reflect the transfer of child support to the new agency:

- A. Examine IV-D documents utilized in the system to identify those produced solely for law enforcement aspects of child support.
 - 1. Division Letters
 - a. The new legislation moved all references to child support activities from the Welfare and Institutions code to the Family

- Code. All division documents with these code section references must be amended.
- b. Prioritize articles that are mailed to the public first as well as judicial council documents.
2. Legal pleadings
 - a. File and mail written notice of the change in department designation to parties of all pending court actions.
 3. Notices (blanket or general)
 - a. Provide all individuals in the Family Support Division caseload with a general notice of change in department designation.
- B. Administrative documents
1. Letterhead
 2. Business cards
 3. Signs
 4. Outreach materials booklets
 5. Logos
 6. Signing authorities
 7. Website
 8. Directory
 9. County kiosks

Outreach

New local agencies are required to undertake an outreach program to inform the public its services are available to all persons, regardless of whether they are receiving public assistance. At least one public meeting must be held with child support stakeholders, other than the forum of a local Board of Supervisors hearing. Notices should be prominently displayed in every area of the local child support agency in clear and simple language. The following outreach activities should also be undertaken:

- A. Analyze the level of community need for public outreach, customer service and communications.
- B. Consider conflict resolution methods and client complaint processing systems.
- C. Client (Custodial and Non-custodial Parents)

1. Identify client issues.
2. Provide written notification of changes to all IV-D clients.
3. Post client issues/resolutions.

D. Others

1. Notify employers.
2. Notify escrow and title companies.
3. Notify the general public.
4. Local and State Government entities.

Chapter 3 - Work Plan

The County Work Plan provides recommended time frames to the tasks listed above. A sample Work Plan will be provided to the counties. It is also available electronically and via diskette upon request.

The counties should create a work plan outlining the timeframes of their transition plan. This document should be developed in Microsoft Project 98 and provided to DCSS on diskette.

Chapter 4 - The DCSS Transition Plan

Overview

Each county is required to submit a plan of transition for approval by the DCSS. (Family Code § 17305 (b)) Counties wishing to transition prior to January 1, 2001 must appoint a local child support agency Director and submit transition plan to the DCSS for approval (Family Code § 17305 (a)).

County Requirements

The County Transition Plan must include the following elements:

- Name and telephone number of the person appointed by the county board of supervisors as the Local IV-D Director. Interim appointments are permissible pending recruitment/appointment of the permanent Director.
- Date on which the county wishes to initiate transition from the Office of the District Attorney to the new local child support agency.
- The proposed transition budget for the local child support agency, approved by the county board of supervisors.
- An organization chart illustrating the chain of command and the specific areas of responsibility within the local child support agency.
- The existing Plan of Cooperation with the DCSS and all county and state agencies.
- The existing Annual Automation Cooperation Agreement.
- Personnel service contracts (e.g., blood testing, service of process, data processing, office security, etc.).
- The proposed contract between the local child support agency and the District Attorney to continue existing services, with justifications.
- The levels of funding, staffing, and services existing within the District Attorney as of January 1, 1999, and good cause for any reductions in funding, staffing, or services, including staff attrition and caseload changes since January 1, 1999.
- Copies of all county forms, policies and regulations unique to the Office of the District Attorney used in child support enforcement under the Title IV-D state plan exclusive of Judicial Council Forms

and Department of Social Services, Office of Child Support forms, policies and regulations.

- Signature of both the DA and the Board of Supervisors.

County Transition Plan Worksheet

The counties should include the following worksheet in their Transition Plan.

COUNTY TRANSITION PLAN WORKSHEET

COUNTY: _____ Date: _____

Local IV-D Administrator: _____

Telephone: _____ E-mail Address: _____

Fax Number: _____

Requested Transition Start Date: _____

Designated Transition Completion Date: _____

DOES THE COUNTY ANTICIPATE REQUESTING APPROVAL TO REMAIN UNDER CONTRACT FOR SERVICES WITH THE DA FOR A PERIOD OF TIME FOLLOWING TRANSITION TO THE LOCAL CHILD SUPPORT AGENCY? Yes ___ No ___

Attach appropriate documentation relating to each topic below

Name of the Local IV-D Director (or interim Director)	4
Proposed Transition Budget for Local Child Support Agency	4
Local Child Support Agency Organization Chart	4
Existing Plan of Cooperation	4
Existing Annual Automation Cooperation Agreement	4
Personnel Services Contracts	4
Proposed Contract for Services with the District Attorney (if appropriate)	4
Proposed Staffing Levels (Additional/Reductions)	4
Local Child Support Enforcement Forms Unique to the County	4
Certification that all equipment and/or fixed assets purchased with IV-D monies have been transferred to the new department	4
Certification that a public meeting was held notifying IV-D stakeholders of transition	4
County Work Plan	4
Co-signed by both the District Attorney and the Board of Supervisors	4

County Work Plan

ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
1									
2	Development of Transition Plan	1 day	Tue 1/2/01	Tue 1/2/01					
3	Transition Timeline	1 day	Tue 1/2/01	Tue 1/2/01					
4	Develop transition tasks with anticipated transition dates	1 day	Tue 1/2/01	Tue 1/2/01					
5	Identify and document transition start and end dates	1 day	Tue 1/2/01	Tue 1/2/01					
6	Writing the Transition Plan	1 day	Tue 1/2/01	Tue 1/2/01					
7	Write Transition Plan using State-provided guidelines and/or template	1 day	Tue 1/2/01	Tue 1/2/01					
8	Notify State of proposed start and end transition dates	1 day	Tue 1/2/01	Tue 1/2/01					
9	Include plan to address transition issues	1 day	Tue 1/2/01	Tue 1/2/01					
10	Develop risk mitigation strategy	1 day	Tue 1/2/01	Tue 1/2/01					
11	Implement risk mitigation strategy	1 day	Tue 1/2/01	Tue 1/2/01					
12	Prepare a budget addressing funding issues, start-up costs & on-going needs	1 day	Tue 1/2/01	Tue 1/2/01					
13	Plan for a Transition Committee or at least a Transition Agent	1 day	Tue 1/2/01	Tue 1/2/01					
14	Plan for interaction with all stakeholders (clients, courts, etc.)	1 day	Tue 1/2/01	Tue 1/2/01					
15	Develop critical success factors for local-level transition	1 day	Tue 1/2/01	Tue 1/2/01					
16	Develop work plan	1 day	Tue 1/2/01	Tue 1/2/01					
17	Submit Plan to State	1 day	Tue 1/2/01	Tue 1/2/01					
18	New Local Child Support Agency (LCSA) Set Up	1 day	Tue 1/2/01	Tue 1/2/01					
19	Draft ordinance required to create new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
20	Present ordinance to Board of Supervisors for review and vote	1 day	Tue 1/2/01	Tue 1/2/01					
21	Establish separate cost center for LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
22	Appointment of a new LCSA Administrator	1 day	Tue 1/2/01	Tue 1/2/01					
23	Identify name & telephone number of Local IV-D Director	1 day	Tue 1/2/01	Tue 1/2/01					

Local Agency Transition
 County Work Plan
 Mon 7/31/00

Task		Summary		Rolloled Up Progress	
Split		Rolloled Up Task		External Tasks	
Progress		Rolloled Up Split		Project Summary	
Milestone		Rolloled Up Milestone			

County Work Plan

ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
24	Name interim Director pending completion of recruitment for permanent position	1 day	Tue 1/2/01	Tue 1/2/01					
25	Organization Change	1 day	Tue 1/2/01	Tue 1/2/01					
26	Develop organization chart for LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
27	Submit organization chart for LCSA	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
28	Name Change	1 day	Tue 1/2/01	Tue 1/2/01					
29	Change LCSA name to the County Department of Child Support Services	1 day	Tue 1/2/01	Tue 1/2/01					
30	Budget Issue Activities	1 day	Tue 1/2/01	Tue 1/2/01					
31	Develop transition budget for LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
32	Propose transition budget for LCSA	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
33	Board and CAO approve transition budget for LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
34	Verify all costs are allocated in transition budget	1 day	Tue 1/2/01	Tue 1/2/01					
35	Budget for contracting of services	1 day	Tue 1/2/01	Tue 1/2/01					
36	Staffing Activities	1 day	Tue 1/2/01	Tue 1/2/01					
37	Staffing Levels	1 day	Tue 1/2/01	Tue 1/2/01					
38	Determine staffing level changes	1 day	Tue 1/2/01	Tue 1/2/01					
39	Propose staffing level changes	1 day	Tue 1/2/01	Tue 1/2/01					
40	Revise existing staffing ordinance	1 day	Tue 1/2/01	Tue 1/2/01					
41	Assign labor relations and county personnel analyst for new LCSA, if needed	1 day	Tue 1/2/01	Tue 1/2/01					
42	Transfer of Personnel-related Items / People	1 day	Tue 1/2/01	Tue 1/2/01					
43	Transfer existing codes to new LCSAs	1 day	Tue 1/2/01	Tue 1/2/01					
44	Plan transition of employees to LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
45	Transfer all new classifications to the new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
46	List hours/leave balance reports for employees before transfer	1 day	Tue 1/2/01	Tue 1/2/01					

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Task		Summary		Rolled Up Progress	
Split		Rolled Up Task		External Tasks	
Progress		Rolled Up Split		Project Summary	
Milestone		Rolled Up Milestone			












County Work Plan

ID	Transition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarter	4th Quarter	1st Quarter
47	Transfer all personnel reports to new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
48	Prepare for new Payroll Interface Report	1 day	Tue 1/2/01	Tue 1/2/01					
49	Coordinate any Americans with Disabilities Act with County ADA representative	1 day	Tue 1/2/01	Tue 1/2/01					
50	Assign a person to handle EOD issues for new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
51	Transfer payroll applications to new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
52	Transfer workers compensation software to new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
53	Change in Classifications	1 day	Tue 1/2/01	Tue 1/2/01					
54	Review existing class specifications	1 day	Tue 1/2/01	Tue 1/2/01					
55	Retitle positions as necessary	1 day	Tue 1/2/01	Tue 1/2/01					
56	Finalize job descriptions	1 day	Tue 1/2/01	Tue 1/2/01					
57	Reassign all personnel to new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
58	Determine if probationary reports should be continued	1 day	Tue 1/2/01	Tue 1/2/01					
59	Hire for necessary positions	1 day	Tue 1/2/01	Tue 1/2/01					
60	Update all job bulletins and position statements to reflect new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
61	Assign or continue safety committee coordinator. Notify appropriate staff.	1 day	Tue 1/2/01	Tue 1/2/01					
62	Agreements	1 day	Tue 1/2/01	Tue 1/2/01					
63	Review current MOUs for any potential bargaining unit or staff representation issues	1 day	Tue 1/2/01	Tue 1/2/01					
64	Consider collective bargaining agreements	1 day	Tue 1/2/01	Tue 1/2/01					
65	Consider conflict resolution methods	1 day	Tue 1/2/01	Tue 1/2/01					
66	Meet and confer with unions regarding creation of new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
67	Internal Policies and Procedures	1 day	Tue 1/2/01	Tue 1/2/01					
68	Update internal personnel policy and procedure manuals or inform staff that existing ones c	1 day	Tue 1/2/01	Tue 1/2/01					
69	Meet and confer with internal employee groups regarding creation of new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					

Local Agency Transition County Work Plan Mon 7/31/00	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Task</td> <td style="width: 25%;"></td> <td style="width: 25%;">Summary</td> <td style="width: 25%;"></td> <td style="width: 25%;">Rolled Up Progress</td> <td style="width: 25%;"></td> </tr> <tr> <td>Split</td> <td></td> <td>Rolled Up Task</td> <td></td> <td>External Tasks</td> <td></td> </tr> <tr> <td>Progress</td> <td></td> <td>Rolled Up Split</td> <td></td> <td>Project Summary</td> <td></td> </tr> <tr> <td>Milestone</td> <td></td> <td>Rolled Up Milestone</td> <td></td> <td></td> <td></td> </tr> </table>	Task		Summary		Rolled Up Progress		Split		Rolled Up Task		External Tasks		Progress		Rolled Up Split		Project Summary		Milestone		Rolled Up Milestone			
Task		Summary		Rolled Up Progress																					
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County Work Plan












ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
70	Check any special handling for confidential personnel/payroll matters	1 day	Tue 1/2/01	Tue 1/2/01					
71	Contracting Out Services	1 day	Tue 1/2/01	Tue 1/2/01					
72	Review existing contracts with vendors	1 day	Tue 1/2/01	Tue 1/2/01					
73	Identify contracts with vendors that will transfer to new agency	1 day	Tue 1/2/01	Tue 1/2/01					
74	Identify anticipated contracts, negotiations, administration and management contracts	1 day	Tue 1/2/01	Tue 1/2/01					
75	Review anticipated contracts, negotiations, administration and management contracts	1 day	Tue 1/2/01	Tue 1/2/01					
76	Institute contracts, negotiations, administration and management contracts	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
77	Amend existing contracts	1 day	Tue 1/2/01	Tue 1/2/01					
78	Attorney and Law Enforcement Services	1 day	Tue 1/2/01	Tue 1/2/01					
79	Analyze short and long term strategies for attorney and law enforcement services	1 day	Tue 1/2/01	Tue 1/2/01					
80	Meet and confer with Investigator's collective bargaining unit regarding new unit	1 day	Tue 1/2/01	Tue 1/2/01					
81	Examine immunity liability coverage for attorneys pre and post transition	1 day	Tue 1/2/01	Tue 1/2/01					
82	Examine availability, coverage, provisions & cost of immunity liability coverage insuranc	1 day	Tue 1/2/01	Tue 1/2/01					
83	Propose contract between LCSA and DA to continue services	1 day	Tue 1/2/01	Tue 1/2/01					
84	Contract with District Attorneys	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
85	Determine how process servers will be allocated	1 day	Tue 1/2/01	Tue 1/2/01					
86	Facilities Activities	1 day	Tue 1/2/01	Tue 1/2/01					
87	Determine facilities needs	1 day	Tue 1/2/01	Tue 1/2/01					
88	Plan for physical relocation if needed	1 day	Tue 1/2/01	Tue 1/2/01					
89	Notify property owners of change to new LCSA	1 day	Tue 1/2/01	Tue 1/2/01					
90	Change any lease agreements	1 day	Tue 1/2/01	Tue 1/2/01					
91	Plan for continued service delivery or notification to clients during the physical relocation	1 day	Tue 1/2/01	Tue 1/2/01					
92	Plan for Maintenance of Services during Transition	1 day	Tue 1/2/01	Tue 1/2/01					

Local Agency Transition County Work Plan Mon 7/31/00	Task		Summary		Rolled Up Progress	
	Split		Rolled Up Task		External Tasks	
	Progress		Rolled Up Split		Project Summary	
	Milestone		Rolled Up Milestone			

County Work Plan












ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
93	Prepare plan to reduce transition-related impact on service delivery	1 day	Tue 1/2/01	Tue 1/2/01					
94	Outreach and Communication Activities	1 day	Tue 1/2/01	Tue 1/2/01					
95	Inform public of available services	1 day	Tue 1/2/01	Tue 1/2/01					
96	Display notice in every public area of office that services are provided to all individuals	1 day	Tue 1/2/01	Tue 1/2/01					
97	Analyze need for public outreach	1 day	Tue 1/2/01	Tue 1/2/01					
98	Undertake an outreach program to inform the public RE: services available	1 day	Tue 1/2/01	Tue 1/2/01					
99	Plan for interaction with all stakeholders (clients, courts, etc.)	1 day	Tue 1/2/01	Tue 1/2/01					
100	Plan at least one public meeting	1 day	Tue 1/2/01	Tue 1/2/01					
101	Identify client issues	1 day	Tue 1/2/01	Tue 1/2/01					
102	Notify all clients of formal transition and dates	1 day	Tue 1/2/01	Tue 1/2/01					
103	Post client issues/resolutions	1 day	Tue 1/2/01	Tue 1/2/01					
104	Notify employers	1 day	Tue 1/2/01	Tue 1/2/01					
105	Notify escrow and title companies	1 day	Tue 1/2/01	Tue 1/2/01					
106	Notify the general public	1 day	Tue 1/2/01	Tue 1/2/01					
107	Notify local and state government entities	1 day	Tue 1/2/01	Tue 1/2/01					
108	Notify advocacy groups	1 day	Tue 1/2/01	Tue 1/2/01					
109	Notify all other stakeholders	1 day	Tue 1/2/01	Tue 1/2/01					
110	Administrative Activities	1 day	Tue 1/2/01	Tue 1/2/01					
111	Transfer of Assets	1 day	Tue 1/2/01	Tue 1/2/01					
112	Transfer checking accounts and change name	1 day	Tue 1/2/01	Tue 1/2/01					
113	Transfer authorization cards allowing FSD personnel to sign payment vouchers	1 day	Tue 1/2/01	Tue 1/2/01					
114	Transfer credit cards	1 day	Tue 1/2/01	Tue 1/2/01					
115	Transfer employee trust fund	1 day	Tue 1/2/01	Tue 1/2/01					

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Task		Summary		Rolled Up Progress	
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County Work Plan

ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
116	Transfer authorization cards for purchasing through GSA	1 day	Tue 1/2/01	Tue 1/2/01					
117	Transfer GSA cards for gas and maintenance for cars used by investigators and process sei	1 day	Tue 1/2/01	Tue 1/2/01					
118	Change all account, support warrant and fund designations	1 day	Tue 1/2/01	Tue 1/2/01					
119	Transfer budget unit, system and budget reports	1 day	Tue 1/2/01	Tue 1/2/01					
120	Review budget with CAO to establish procedures and protocols if different from current	1 day	Tue 1/2/01	Tue 1/2/01					
121	Obtain necessary authorizations through county payroll services to allow designated person	1 day	Tue 1/2/01	Tue 1/2/01					
122	Update county fixed asset system to add new agency and transfer assets	1 day	Tue 1/2/01	Tue 1/2/01					
123	Move equipment and assets	1 day	Tue 1/2/01	Tue 1/2/01					
124	Identify all assets purchased with IV-D funding	1 day	Tue 1/2/01	Tue 1/2/01					
125	Inventory furniture and items not on master index	1 day	Tue 1/2/01	Tue 1/2/01					
126	Transfer computer equipment and items on the master property index	1 day	Tue 1/2/01	Tue 1/2/01					
127	Transfer vehicles	1 day	Tue 1/2/01	Tue 1/2/01					
128	Transfer pagers and cell phones for billing purposes	1 day	Tue 1/2/01	Tue 1/2/01					
129	Transfer warranty registrations for all software	1 day	Tue 1/2/01	Tue 1/2/01					
130	Transfer supplies, postage, televisions, TV cameras, video players and tape recorders	1 day	Tue 1/2/01	Tue 1/2/01					
131	Transfer law library	1 day	Tue 1/2/01	Tue 1/2/01					
132	Make changes to IVRs	1 day	Tue 1/2/01	Tue 1/2/01					
133	Inventory and itemize off-site assets located in other facilities	1 day	Tue 1/2/01	Tue 1/2/01					
134	Forms, Notices, Policies and Regulations	1 day	Tue 1/2/01	Tue 1/2/01					
135	Copy all county forms, policies, and regulations unique to DA	1 day	Tue 1/2/01	Tue 1/2/01					
136	Prepare child support enforcement forms unique to county	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
137	Amend division documents with new Family Code section references, not the Welfare and Ir	1 day	Tue 1/2/01	Tue 1/2/01					
138	File and mail written notice to parties of all pending court actions of the change in LCSA desi	1 day	Tue 1/2/01	Tue 1/2/01					

Local Agency Transition County Work Plan Mon 7/31/00	Task		Summary		Rolled Up Progress	
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County Work Plan










ID	Trasnition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
139	Provide all individuals in the FSD caseload with a general notice of change in LCSA designa	1 day	Tue 1/2/01	Tue 1/2/01					
140	Signs and Stationary	1 day	Tue 1/2/01	Tue 1/2/01					
141	Install sign with new name	1 day	Tue 1/2/01	Tue 1/2/01					
142	Change letterhead	1 day	Tue 1/2/01	Tue 1/2/01					
143	Change business cards	1 day	Tue 1/2/01	Tue 1/2/01					
144	Change booklets, logos, signing, authorities, website, directory, county kiosks	1 day	Tue 1/2/01	Tue 1/2/01					
145	Cooperation Agreement	1 day	Tue 1/2/01	Tue 1/2/01					
146	Develop revised Plan of Cooperation with DCSS and county agencies	1 day	Tue 1/2/01	Tue 1/2/01					
147	Implement Plan of Cooperation	0 days	Tue 1/2/01	Tue 1/2/01					
148	Develop revised Automation Cooperation Agreement	1 day	Tue 1/2/01	Tue 1/2/01					
149	Implement Automation Cooperation Agreement	0 days	Tue 1/2/01	Tue 1/2/01					
150	Systems Activities	1 day	Tue 1/2/01	Tue 1/2/01					
151	General Technology Activities	1 day	Tue 1/2/01	Tue 1/2/01					
152	Review existing infrastructure needs and demand for technology	1 day	Tue 1/2/01	Tue 1/2/01					
153	Review anticipated infrastructure needs and demand for technology	1 day	Tue 1/2/01	Tue 1/2/01					
154	Anticipate direct and indirect impact of automation	1 day	Tue 1/2/01	Tue 1/2/01					
155	Conduct an analysis of existing computer systems	1 day	Tue 1/2/01	Tue 1/2/01					
156	Conduct an analysis of anticipated computer systems	1 day	Tue 1/2/01	Tue 1/2/01					
157	Conduct an analysis of data flow	1 day	Tue 1/2/01	Tue 1/2/01					
158	Conduct an analysis of data processing training	1 day	Tue 1/2/01	Tue 1/2/01					
159	Assess adequacy of WAN and router availability	1 day	Tue 1/2/01	Tue 1/2/01					
160	Consider client complaint processing systems	1 day	Tue 1/2/01	Tue 1/2/01					
161	Develop plan for effecting required system changes	1 day	Tue 1/2/01	Tue 1/2/01					

Local Agency Transition County Work Plan Mon 7/31/00	Task		Summary		Rolled Up Progress	
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County Work Plan

ID	Trasnsition Activity	Duration	Start	Finish	1st Quart	2nd Quart	3rd Quarte	4th Quarte	1st Quart
162	Examine IV-D documentation within system	1 day	Tue 1/2/01	Tue 1/2/01					
163	Interim Transfer Activities	1 day	Tue 1/2/01	Tue 1/2/01					
164	Anticipate direct and indirect impact of consortia alignment	1 day	Tue 1/2/01	Tue 1/2/01					
165	Prepare work plan for transition from interim system to CCSAS	1 day	Tue 1/2/01	Tue 1/2/01					
166	Finalize work plan for transition from interim system to CCSAS	1 day	Tue 1/2/01	Tue 1/2/01					
167	Submit work plan for transition from interim systme to CCSAS	0 days	Tue 1/2/01	Tue 1/2/01	1/2				
168	Develop staffing plans for conversion to new automated system	1 day	Tue 1/2/01	Tue 1/2/01					
169	Develop organizational strcture(s) for conversion to new automated system	1 day	Tue 1/2/01	Tue 1/2/01					
170	Evaluate resource levels of lead county supporting automated conversions	1 day	Tue 1/2/01	Tue 1/2/01					
171	Regionalization Activities	1 day	Tue 1/2/01	Tue 1/2/01					
172	Discuss with other counties possibility of regionalization	1 day	Tue 1/2/01	Tue 1/2/01					
173	Develop Regionalization Plan	1 day	Tue 1/2/01	Tue 1/2/01					
174	Complete agreements and/or contracts with counties regarding regionalization	1 day	Tue 1/2/01	Tue 1/2/01					

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TRANSITION BUDGET GUIDELINE

INSTRUCTIONS:

- Transition costs are those costs incurred by the county solely as a result of IV-D Agency transitioning to a separate county department.
- Submit justification of need and backup documentation for all category costs listed on the budget matrix. Provide as much detail as possible for both one-time and ongoing costs specific to the transition.
- Include both increases and decreases in costs resulting from the county's transition to a separate department.
- Use < > to indicate a decrease in costs.
- Round all costs to the nearest dollar.
- Do not include costs already funded through the routine administrative or interim systems, M&O automation funding process. Costs included on the Local Agency Transition Budget Matrix are for the entire transition project, not by individual fiscal year(s).

CATEGORIES:

- Transition Team Costs – Are planning and implementation costs above your IV-D administrative allocation from the State. Describe the activities, estimate the costs, and list implementation date(s) of each activity.
- Personal Services Costs – If additional staff are needed to perform activities within the IV-D program resulting from the transition to a separate agency, describe the tasks, estimate staffing levels, additional staffing costs, and implementation date(s).
- Operation Costs – Operating costs include space, moving costs, repairs, alterations, equipment, vehicles, publications, printing costs, supplies, etc. This includes costs to be incurred during the transition as either one-time or ongoing costs, but only those costs not otherwise covered by the county's annual administrative allocation.
- Indirect Costs – Are overhead costs, including any A-87 countywide cost plan increases or decreases to the IV-D agency. Upon transition, the indirect costs of the District Attorney's Office may no longer be claimed through an indirect cost rate proposal. This should create a negative cost. Any costs to the local IV-D agency, for district attorney's services, need to be claimed via a cooperative purchase of services agreement with the local child support agency.

TRANSITION BUDGET GUIDELINE**CATEGORIES (Continued):**

- Purchase of Services – This may include costs incurred from private or public agencies to assist with transition. Ongoing costs may continue beyond the transition period.
- EDP Costs – Please include any additional M&O automation costs associated with the IV-D Agency's transition to a separate county department. Do not include any costs funded through the interim systems M&O automation funding process.

