State of Nevada

Division of Children and Family Services (DCFS)

Deliverable 3.5.3.2
Requirements

Version: 1.0
Date: October 15, 2024
Author: KPMG
Submitted To: DCFS – State of Nevada

Transmittal

KPMG

KPMG LLP
303 Peachtree Street, NE, Atlanta GA 30308

Telephone   +1 404 556 8198

Kpmg.com

October 15, 2024

Srinivas Bokka
DCFS IT Applications Manager
State of Nevada
Division of Children and Family Services
4126 Technology Way,
Carson City, Nevada 89706

Davor Milicevic
DCFS IT Manager
State of Nevada
Division of Children and Family Services
4126 Technology Way
Carson City, Nevada 89706

Dear Mr. Bokka and Mr. Milicevic,

On behalf of KPMG LLP (KPMG or Firm), I am pleased to submit the enclosed Deliverable Document for Deliverable 3.5.3.2. Requirements.

Please do not hesitate to contact me at 404-556-8198 or vrkrishnan@kpmg.com if I can provide any additional information or answer any questions.

Very truly yours,

KPMG LLP

Venkat R Krishnan

Managing Director, State and Local Solutions

UNITY Modernization Project

Description: *This worksheet provides a table with hyperlinks to the respective sections found in this spreadsheet.*

Requirements Table of Contents

Tab #	Topic type	Requirement Topic Area	REQ #	Topic
I1.	Intro	**First page**	N/A	N/A
I2.	Intro	**Transmittal Letter**	N/A	N/A
I3.	Intro	**Table of Contents**	N/A	N/A
I4.	Intro	**Definition & Logistics**	N/A	N/A
F1	Functional	**Intake**	IN-#	Functional
F2	Functional	**Assessment / Investigation**	AS-## , INV-##	Functional
F3	Functional	**Case Management**	CM-##	Functional
F4	Functional	**Case Review**	M-##	Functional
F5	Functional	**Medical Case Management / Treatment**	CR-##	Functional
F6	Functional	**Foster Care Services for App Licensing / Licensing Caseload and Resource Availability**	FCL-##	Functional
F7	Functional	**Placement Stability & Permanency (Make, Maintain, Preserve Placement)**	PL-##	Functional
F8	Functional	**Adoptions (Case Management of)**	A-##	Functional
F9	Functional	**Independent Living**	IL-##	Functional
F10	Functional	**Court Processing**	CP-##	Functional
F11	Functional	**Eligibility**	E-##	Functional
F12	Functional	**Financial Management / Payment Processing**	FP-##	Functional
F13	Functional	**Provider Management**	PM-##	Functional
F14	Functional	**Child, Guardians, Parents, Resources, and Collateral Profile Management**	CPGRC-##	Functional
F15	Functional	**Worker Workflows**	WW-#	Functional
NF1	Non-functional	**Forms**	F-##	Non-Functional
NF2	Non-functional	**System Interfaces**	IF-##	Non-Functional
NF3	Non-functional	**Reporting and Analytics**	R-##	Non-Functional
NF4	Non-functional	**Security**	S-##	Non-Functional
NF5	Non-functional	**Data Management and Data Quality**	D-##	Non-Functional
A1.	Appendix	**List of Workshops Conducted**	N/A	N/A
A2.	Appendix	**Glossary of Terms**	N/A	N/A
A3.	Appendix	**List of Materials Consulted**	N/A	N/A

Notes:

* Non-functional (Forms, Interfaces, Reporting and Analytics, Security) requirements associated with Functional areas are listed in the respective

* Requirements associated with any Juvenile Justice (JJ) scope beyond the perspective reflected into the RFP Process (where JJ System is

Description: This worksheet provides a table with definitions of the contents found in this spreadsheet.

Definitions and Logistical Details

Column	Definition	Example
Topic Area	The high-level category such as functional area or non-functional area	See TOC for full list. Examples include: Intake (functional) & Security (non-functional)
Sub-topic	Second level category for specific processes within a functional or non-functional area, as needed	Differential Response, Data Quality, Intake Referral
Requirement #	Sequential numbering by functional or nonfunctional area	See REQ ID on Table of Contents tab
Requirement Description	The text describing the requirement (what the system must do or allow the user to accomplish)	*Examples:* The system shall allow the user to search within the system of record for Child Welfare (CW) history. The system shall assign a status to each Intake Referral according to business rules (e.g., Under assessment, Pending supervisor review).
Status (Pending Validation, Validated)	Status indicators include Pending Validation and Validated	Pending Validation indicates approval is needed from DCFS. Validated indicates approved in the stakeholder workshops with vendor KPMG.
Notes	A notes column can help track if requirements are linked to other requirement areas or if there is a pending policy change or decision that would impact the requirement.	*Example:* Potential policy change in CCWIS Data Quality plan in the future

Intake Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Intake	Additional information documentation	IN-01	The system shall automatically document contact attempts (e.g., calls/emails) performed by authorized users as part of additional information gathering efforts.	Validated	
Intake	Additional information documentation	IN-02	The system shall allow authorized users to manually document contacts with collaterals.	Validated	
Intake	Additional information documentation	IN-03	The system shall allow for a history of incoming contacts (e.g.;, call, emails) received as part of the additional information gathering at the intake referral level.	Validated	
Intake	Additional information documentation	IN-04	The system shall be able to provide a structured way to capture and reflect all collateral contacts.	Validated	
Intake	Alerts and notifications	IN-05	The system shall allow customization for notifications generated when the supervisor has finalized the Intake Referral (no further action needed from Screener).	Validated	
Intake	Alerts and notifications	IN-06	The system shall automatically generate a notification for various related parties when an intake referral has been created for an open case.	Validated	
Intake	Alerts and notifications	IN-07	The system shall alert appropriate authorized users when an intake referral has been linked to an existing case/investigation or person of interest for a case.	Validated	
Intake	Alerts and notifications	IN-08	The system should allow for associated request response times to present / impending danger types.	Validated	
Intake	Alerts and notifications	IN-09	The system must alert supervisors if they did not complete a report.	Validated	
Intake	Alerts and notifications	IN-10	The system must alert worker/screener if they did not complete a report.	Validated	
Intake	Alerts and notifications	IN-11	The system shall display several key flags in an easy to see way (without having dig through multiple screens), ideally in a banner/flag form on all major screens relates to intake/person profile/case profile/etc. to specifically indicate elements including but not limited to if the case has had a previous child death, history of violence, prior substance use identified by medical professionals, repeat referrals (defined by 4 or more from at least 2 different source categories), substance exposed infant, and any prior substantiation.	Validated	
Intake	Allegation Association	IN-12	The system shall have the ability to add an Allegation to a temporary participant	Validated	
Intake	Allegation Association	IN-13	The system shall have the ability to add an Allegation to a temporary Institutional/School worker/staff	Validated	
Intake	Allegations	IN-14	The system shall have worker tips as it relates to allegation definitions for physical injury, mental injury, sexual abuse or exploitation, pending / impending dangers, negligent treatment or maltreatment.	Validated	
Intake	Case Role	IN-15	The system shall allow users the ability to change/correct case role effective date.	Validated	
Intake	Child Documentation	IN-16	The system shall have the ability to document Current Location and Condition of Children	Validated	
Intake	Conversion	IN-17	The system shall have the ability to convert the temporary Source into a Unity person	Validated	
Intake	Correspondence	IN-18	The system shall automatically generate relevant communication/notifications for the outside parties according to business rules.	Validated	
Intake	Disposition	IN-19	The system shall validate user dispositions based on business rules.	Validated	
Intake	Disposition	IN-20	The system shall allow the user at any point before disposition to replace a person in the entire process without losing completed work.	Validated	
Intake	Disposition	IN-21	The system should be able to run checks and balances on evaluations and dispositions.	Validated	
Intake	General	IN-22	The system shall de-couple the staff person from the non-staff person throughout intake process.	Validated	
Intake	General	IN-23	The system shall record the status of the intake referral (pending, completed) according to business rules.	Validated	
Intake	General	IN-24	The system must allow for supervisors and seniors to re-assign a referral if appropriate user has access that should not.	Validated	
Intake	General	IN-25	The system shall allow authorized users to modify/delete Intake Referral details to correct errors or catch up with additional information received	Validated	
Intake	General	IN-26	The system shall allow authorized users to search for prior history (persons/incidents).	Validated	
Intake	General	IN-27	The system shall allow authorized users to link an intake referral to a previously created intake information only referral.	Validated	
Intake	General	IN-28	The system shall allow authorized users to link an intake referral to another investigation case.	Validated	
Intake	General	IN-29	The system shall allow authorized users to add/edit/delete details on an intake referral record.	Validated	
Intake	General	IN-30	The system shall give users the ability to record intake, contact, referral information, encounter notes, and any additional notes linked to the source of the information.	Validated	
Intake	General	IN-31	The system must allow authorized users to add a new source contributing information on an existing intake referral record.	Validated	
Intake	General	IN-32	The system should be able to create an information source as "Anonymous".	Validated	

Intake	General	IN-33	The system shall be able to record information regarding abandoned newborns (e.g. Safe Haven).	Validated	
Intake	General	IN-34	The system shall be able to record when the intake referral was originated from an individual who is considered to be a mandated reporter.	Validated	
Intake	General	IN-35	The system shall be able to track and record reports from anonymous reporters.	Validated	
Intake	General	IN-36	The system shall display all prior reports having the same alleged perpetrator and the dates of those reports.	Validated	
Intake	General	IN-37	The system shall track and store the mandated law enforcement report that must be generated by screener and / or secondary screener during an Intake.	Validated	
Intake	General	IN-38	The system shall allow authorized users to view draft intake referral screening information from a different user.	Validated	
Intake	General	IN-39	The system shall allow the user to create a new case as a result of a completed intake/investigation.	Validated	
Intake	General	IN-40	The system shall be able to link the intake to the cases and/or participants involved in the intake.	Validated	
Intake	General	IN-41	The system shall display on one page all prior reports received on the alleged victim(s), dates of those reports, allegations, findings, perpetrator, victim, and a count of the reports received.	Validated	
Intake	General	IN-42	The system shall immediately alert the investigation worker in corresponding geo zones / rural regional areas of reports of harm requiring immediate action.	Validated	
Intake	General	IN-43	The system shall allow authorized user to open new screening referral.	Validated	
Intake	General	IN-44	The system shall prompt Shared Computer Operation Projection for and Enforcement System and Nevada Operations Multi-Automated Data System (SCOPE/NOMADs) welfare, sex offender, criminal history check, local Child Protective Services (CPS), and a background / history check by authorized user.	Validated	
Intake	General	IN-45	The system should have the ability to add pictures/documents to referral.	Validated	
Intake	General	IN-46	The system should have a notes section for intake worker notes.	Validated	
Intake	General	IN-47	The system shall automatically collect contact details (e.g., call in number, time, date, caller id) for each Intake Referral or contact as available	Validated	
Intake	General	IN-48	The system shall allow screener to view intakes that have been "screened out".	Validated	
Intake	General	IN-49	The system shall support a screening tool to generate recommendations for determining the screening decisions for Child Protective Services (CPS) intakes.	Validated	
Intake	General	IN-50	The system shall allow authorized user to complete the screening record template in a dynamic fashion.	Validated	
Intake	General	IN-51	The system shall require documentation of tribal inquiry activities including but not limited to recording inquiries to tribes, recording responses from tribes and recording subsequent level of tribal involvement for individuals identified as tribal affiliated.	Validated	
Intake	General	IN-52	The system shall prompt authorized user to perform a tribal inquiry prior to being able to proceed.	Validated	
Intake	General	IN-53	The system shall allow authorized user to record tribal membership and citizenship.	Validated	
Intake	General	IN-54	The system shall prompt authorized user to record the tribal inquiry outcome.	Validated	
Intake	General	IN-55	The system shall allow the user to search within the system of record for Child Welfare (CW) history.	Validated	
Intake	General	IN-56	The system shall allow the user to link from the system of record into the referral for Shared Computer Operation Projection for and Enforcement System and Nevada Operations Multi-Automated Data System (SCOPE/NOMADs) welfare, sex offender, criminal history check, local Child Protective Services (CPS), and a background / history check by authorized user.	Validated	
Intake	General	IN-57	The system shall allow the user to link Child Welfare history findings from the system of record to the referral.	Validated	
Intake	General	IN-58	The system shall be able to assess whether the screening information collected is insufficient to proceed to assessment.	Validated	
Intake	General	IN-59	The system shall allow authorized users (workers/supervisors) to add allegations on an Intake Referral	Validated	
Intake	General	IN-60	The system shall allow authorized user to capture details in a structured format from consulting with tribal partners about risk level and response time aligned with the Intake Assessment results (when such contact is mandated according to business rules).	Validated	
Intake	General	IN-61	The system should be able to provide work tips / on page help.	Validated	
Intake	Intake Assessment	IN-62	The system shall facilitate the handoff from intake to investigation in a way that accurately reflects worker responsibility including but not limited to dual ownership.	Validated	
Intake	Intake Assessment	IN-63	The system shall be able to prompt different questions for a traditional assessment for present danger assessments.	Validated	
Intake	Intake Assessment	IN-64	The system shall be able to prompt different questions for a institutional assessment for present danger assessments.	Validated	
Intake	Intake Assessment	IN-65	The system shall be able to prompt different questions for a corporal assessment for present danger assessments.	Validated	
Intake	Intake Assessment	IN-66	The system shall be able to prompt different questions for a safe haven assessment for present danger assessments.	Validated	
Intake	Intake Assessment	IN-67	The system shall be able to prompt different questions for a traditional assessment for impending danger assessments.	Validated	
Intake	Intake Assessment	IN-68	The system shall be able to prompt different questions for a institutional assessment for impending danger assessments.	Validated	
Intake	Intake Assessment	IN-69	The system shall be able to prompt different questions for a corporal assessment for impending danger assessments.	Validated	

Intake	Intake Assessment	IN-70	The system shall be able to prompt different questions for a safe haven assessment for impending danger assessments.	Validated	
Intake	Intake Assessment	IN-71	The system shall be able to prompt different questions for a traditional assessment for maltreatment assessments.	Validated	
Intake	Intake Assessment	IN-72	The system shall be able to prompt different questions for a institutional assessment for maltreatment assessments.	Validated	
Intake	Intake Assessment	IN-73	The system shall be able to prompt different questions for a corporal assessment for present maltreatment assessments.	Validated	
Intake	Intake Assessment	IN-74	The system shall be able to prompt different questions for a safe haven assessment for maltreatment assessments.	Validated	
Intake	Intake Assessment	IN-75	The system shall be able to prompt different questions for a traditional assessment for tracking characteristics assessments.	Validated	
Intake	Intake Assessment	IN-76	The system shall be able to prompt different questions for a institutional assessment for tracking characteristics assessments.	Validated	
Intake	Intake Assessment	IN-77	The system shall be able to prompt different questions for a corporal assessment for tracking characteristics assessments.	Validated	
Intake	Intake Assessment	IN-78	The system shall be able to prompt different questions for a safe haven assessment for tracking characteristics assessments.	Validated	
Intake	Intake Assessment	IN-79	The system shall have a drop down in the beginning of the intake assessment to select what type of report, and then populate the specific correlating questions.	Validated	
Intake	Intake Queue Management	IN-80	The system should assign a status to each Intake Referral according to business rules (e.g., completed, completed unknown, incomplete, needs review, needs update, under review, unknown, transfer).	Validated	
Intake	Intake Queue Management	IN-81	The system shall have a robust assigning tool that considers location, intake needs, previous history, etc. in making assignments.	Validated	
Intake	Intake Referral	IN-82	The system shall have the ability to add a temporary Source to the referral	Validated	
Intake	Intake Referral	IN-83	The system shall have the ability to add a temporary Participant to the referral	Validated	
Intake	Intake Referral	IN-84	The system shall have the ability to add a temporary Institutional/School worker/staff to the referral	Validated	
Intake	Intake Referral	IN-85	The system shall have the ability to allow for flagging a referral as an Unknown reporter	Validated	
Intake	Submit for Supervisor Review	IN-86	The system shall have the ability to submit a referral for review while having Unknown participant(s)	Validated	
Intake	Intake Referral Set up	IN-87	The system shall have the ability to document Birth Information in the referral (Comprehensive Addiction and Recovery Act - CARA)	Validated	
Intake	Intake Referral Set up	IN-88	The system shall have the ability to document Drug Testing in the referral (Comprehensive Addiction and Recovery Act - CARA).	Validated	
Intake	Delete Intake Referral	IN-89	The system shall have the ability to delete a referral after it has been started	Validated	
Intake	Print Intake Referral	IN-90	The system shall have the ability to print the referral as you see it on the web page with data	Validated	
Intake	Print Intake Referral	IN-91	The system shall have the ability to print an empty referral as you see it on the web page without data	Validated	
Intake	Intake Referral Set up	IN-92	The system shall have the ability to document Drug Testing in the referral (Comprehensive Addiction and Recovery Act - CARA).	Validated	
Intake	Intake Referral Set up	IN-93	The system shall have the ability to document Birth Information in the referral.	Validated	
Intake	Intake Referral Set up	IN-94	The system shall have the ability to provide exploratory questions for a traditional referral.	Validated	
Intake	Intake Referral Set up	IN-95	The system shall have the ability to provide exploratory questions for an institutional referral.	Validated	
Intake	Intake Referral Set up	IN-96	The system shall have the ability to provide exploratory questions for a corporal punishment referral.	Validated	
Intake	Intake Referral Set up	IN-97	The system shall have the ability to provide exploratory questions for a safe haven referral.	Validated	
Intake	Intake Referral Set up	IN-98	The system shall have the ability to identify the referral type including but not limited to traditional, institutional, and corporal punishment.	Validated	
Intake	Intake Referral Set up	IN-99	The system shall have the ability to change the referral type after the referral has been started.	Validated	
Intake	Intake Referral Set up	IN-100	The system shall allow authorized users to search for a person / institution in the system client interface / master client index database according to business rules.	Validated	
Intake	Intake Referral Set up	IN-101	The system shall require authorized users to perform a person/institution search before allowing the user to add a new person to the database.	Validated	
Intake	Intake Referral Set up	IN-102	The system shall allow name changes to be associated to the same record (example: aka for a person or institution).	Validated	
Intake	Intake Referral Set up	IN-103	The system shall allow authorized users to update a person / institution profile that exists in the database according to business rules.	Validated	
Intake	Intake Referral Set up	IN-104	The system shall allow authorized users to add or update relationships between persons / institutions / household relationships that exists in the database according to business rules.	Validated	
Intake	Intake Referral Set up	IN-105	The system shall allow authorized users to add or update roles between persons / institutions that exists in the repository according to business rules.	Validated	
Intake	Intake Referral Set up	IN-106	The system shall allow supervisors to flag intake referrals as confidential.	Validated	
Intake	Intake Referral Set up	IN-107	The system shall allow seniors to flag intake referrals as confidential.	Validated	
Intake	Intake Referral Set up	IN-108	The system must be discretionary based on county practice to allow for different access permissions for different users.	Validated	
Intake	Intake Referral Set up	IN-109	The system shall allow the user to upload and attach any external electronically transmittable formatted documents photos, etc. with the related referral attached automatically.	Validated	
Intake	Intake Referral Set up	IN-110	The system shall allow authorized users to add a person / institution to the database according to business rules.	Validated	
Intake	Intake Referral Set up	IN-111	The system shall allow authorized users to add relevant persons/institutions to an Intake referral record.	Validated	

Intake	Intake Referral Set up	IN-112	The system shall provide suggested known family members or household members to be added to an intake.	Validated	
Intake	Intake Referral Set up	IN-113	The system shall allow authorized users to assign a person a relevant participant role on the intake referral.	Validated	
Intake	Intake Referral Set up	IN-114	The system shall allow authorized users to search the existing intake referrals, cases, or any related records for a person/institution.	Validated	
Intake	Intake Referral Set up	IN-115	The system shall display history search results grouped by type (e.g., intake referral, investigation record, case) and date.	Validated	
Intake	Intake Referral Set up	IN-116	The system shall allow for several types of participants (e.g., persons, institutions) to be added to an Intake referral.	Validated	
Intake	Intake Referral Set up	IN-117	The system must be able to account for multiple sources on an intake referral.	Validated	
Intake	Intake Reporting	IN-118	The system shall pre-populate the P1 entry report with the intake referral.	Validated	
Intake	Merge	IN-119	The system shall have the ability to merge a temporary profile with another profile that exists in the database.	Validated	
Intake	Perform Assessment	IN-120	The system shall record the recommended disposition by the screener	Validated	
Intake	Perform Assessment	IN-121	The system shall automatically route an Intake Referral to a Supervisor when a recommended disposition has been added by a screener	Validated	
Intake	Perform Assessment / Add allegations	IN-122	The system shall be able to allow a user to start a new intake referral using methods other than phone call (e.g. emails, fax, in-person	Validated	
Intake	Perform Assessment / Add allegations	IN-123	The system shall allow authorized users to document a source for the intake referral.	Validated	
Intake	Perform Assessment / Add allegations	IN-124	The system shall automatically capture the source of an Intake referral if available. (e.g., call ID, email, web form submission)	Validated	
Intake	Perform Assessment / Add allegations	IN-125	The system shall automatically capture the method in which the Intake referral was received. (e.g., telephone, fax, email, web form submission)	Validated	
Intake	Perform Assessment / Add allegations	IN-126	The system must prompt questions to authorized users to enter evaluation source information to the intake referral (e.g. why is source calling today, source's relationship to the family, source's exposure to the family, source's exposure to the incident, source's opinion of what needs to happen) .	Validated	
Intake	Perform Assessment / Add allegations	IN-127	The system shall be able to track and record allegations codes as they correspond to the regulations.	Validated	
Intake	Perform Assessment / Add allegations	IN-128	The system shall allow authorized users to add multiple allegations to a single intake referral at any time throughout the Intake process.	Validated	
Intake	Perform Assessment / Add allegations	IN-129	The system shall allow for one or multiple allegations against a person/institution.	Validated	
Intake	Perform Assessment / Add allegations	IN-130	The system shall support adding one or multiple allegation participants to an allegation record.	Validated	
Intake	Perform Assessment / Add allegations	IN-131	The system shall be able to support both individual or institutional allegation participants.	Validated	
Intake	Perform Assessment / Add allegations	IN-132	The system shall allow "Anonymous" as a source for the Intake referral.	Validated	
Intake	Perform Assessment / Disposition	IN-133	The system shall be able to associate a priority response level and recommended timeline to each disposition type which an intake worker can override.	Validated	
Intake	Perform Assessment / Disposition	IN-134	The system shall allow authorized users to assign a disposition type.	Validated	
Intake	Perform Assessment / Disposition	IN-135	The system shall customize the available disposition for an intake referral based on the information available on the intake referral record (E.g., allegations added / no allegations added) and business rules.	Validated	
Intake	Perform Assessment / Disposition	IN-136	The system shall prompt authorized users to select a recommended disposition from the list of available dispositions	Validated	
Intake	Perform Assessment / Disposition	IN-137	The system shall capture the data stamp, user, and other details for any changes made to a record (including dispositions).	Validated	
Intake	Perform Assessment / Disposition General	IN-138	The system shall allow authorized users (power users) to customize/edit/add dispositions types and associated timelines.	Validated	
Intake	Perform Assessment / Disposition General	IN-139	The system shall allow authorized users (E.g., power users) to edit the timeliness associated with each of the dispositions.	Validated	
Intake	Perform Assessment / Disposition General	IN-140	The system shall allow authorized users (E.g., power users) to edit the available dispositions.	Validated	
Intake	Perform Screening	IN-141	The system shall allow authorized users to document referral intake information not limited to: type of intake; participant type; reporter description; reporter method of discovery; incident location; safety threats; unique identifier, law enforcement involvement information; law enforcement event number.	Validated	
Intake	Perform Screening	IN-142	The system shall allow authorized user to complete the screening record template in any order.	Validated	
Intake	Perform Screening	IN-143	The system shall be able to perform screening assessments based on information associated with the Intake Referral.	Validated	
Intake	Perform Screening	IN-144	The system shall be able to perform screening assessment recommendations based on information available on the Intake Referral record	Validated	
Intake	Perform Screening	IN-145	The system shall allow authorized users to edit the screening assessment recommendations issued by the system	Validated	
Intake	Personnel Conversion	IN-146	The system shall have the ability to convert the temporary Participant into a Unity person	Validated	
Intake	Personnel Conversion	IN-147	The system shall have the ability to merge the temporary Participant with a Unity person	Validated	
Intake	Personnel Conversion	IN-148	The system shall have the ability to convert the temporary Institutional/School worker/staff into a Unity person	Validated	
Intake	Personnel Conversion	IN-149	The system shall have the ability to merge the temporary Institutional/School worker/staff into a Unity person	Validated	
Intake	Sup Return to Worker	IN-150	The system shall allow the authorized users (e.g., supervisors/reviewers) to return the intake referral to worker for additional editing.	Validated	

Intake	Sup review	IN-151	The system shall allow authorized users after a referral has been submitted (e.g., supervisors/reviewers) to add notes to an Intake Referral recommended disposition regardless of the action taken (e.g., approve without changes, return to worker).	Validated	
Intake	Sup review	IN-152	The system shall allow authorized users (e.g., supervisors/reviewers) to approve the suggested recommended disposition without changes	Validated	
Intake	Sup review	IN-153	The system shall allow authorized users (e.g., supervisors/reviewers) to add notes to an Intake Referral recommended disposition regardless of the action taken (e.g., approve without changes, return to worker)	Validated	
Intake	Sup review	IN-154	The system shall allow supervisors to make edits to the Intake Referral including changes to the screener recommended disposition without a need to return to Intake Referral to the worker for editing.	Validated	
Intake	Sup review	IN-155	The system shall mark as complete an Intake referral that has a disposition approved/edited at a supervisor/reviewer level.	Validated	
Intake	Supervisor Functionality	IN-156	The system shall allow authorized users (reviewers/supervisors) to approve, reject or edit a disposition recommended by a previous worker/screener.	Validated	
Intake	Supervisor Functionality	IN-157	The system shall allow authorized users (reviewers/supervisors) to enter comments when approving, rejecting or requesting edits on a disposition recommended by a worker/screener.	Validated	
Intake	Supervisor Functionality	IN-158	The system must be able to have the supervisor override the screeners decision without deleting the previous history of the screening.	Validated	
Intake	Transferring Cases from Intake to other areas	IN-159	The system shall provide user the ability to add one or more persons at a time to their unit of work.	Validated	
Intake	Transferring Cases from Intake to other areas	IN-160	The system shall allow for persons attached to a unit of work to travel to the next juncture in the work flow intact.	Validated	
Intake	Tribal inquiry and documentation	IN-161	The system shall prompt / require specific questions for tribal inquiry documentation.	Validated	
Intake	Tribal inquiry and documentation	IN-162	The system shall support the requirements of the Indian Child Welfare Act (ICWA).	Validated	
Intake	User Experience	IN-163	The system shall display any intake with a prior child fatality or near fatality in the color red.	Validated	
Intake	Work Items Mng	IN-164	The system shall add work items to a list with an initial status (e.g., status=received)	Validated	
Intake	Work Items Mng	IN-165	The system shall rank work items in the respective queue according to business rules.	Validated	
Intake	Work Items Mng	IN-166	The system shall route work items and update work items statuses according to business rules.	Validated	
Intake	Work Items Mng/ Generic	IN-167	The system should display work items in the queue based on several criteria (e.g., disposition type/response time, date, new assignee, jurisdiction, screeners name).	Validated	
Intake	Work Items Mng/ Generic	IN-168	The system shall create and route work items to assigned user group.	Validated	
Intake	Work Items Mng/ Generic	IN-169	The system shall allow users to take ownership of an work item from a queue they are assigned to.	Validated	
Intake	Work Items Mng/ Generic	IN-170	The system shall allow users to remove themselves as the work item owner.	Validated	
Intake	Work Items Mng/ Generic	IN-171	The system shall return any work items without an owner to the respective queue.	Validated	
Intake	Work Items Mng/ Generic	IN-172	The system shall log date, time, user, action taken whenever a user takes or removes ownership of an work item.	Validated	
Intake	Work Items Mng/ Generic	IN-173	The system should display a status for each work item in the queue.	Validated	
Intake	Work Items Mng/ Generic	IN-174	The system should lock for editing a work item that was picked by an authorized user for processing.	Validated	
Intake	Work Items Mng/Send to Sup	IN-175	The system shall create a work item for supervisory review upon submission of the recommended disposition by screener/intake worker.	Validated	
Intake	Work Items Mng/Send to Sup	IN-176	The system shall route a recommended disposition for review according to business rules (e.g., based on county / jurisdiction queue)	Validated	
Intake	Work Items Mng/Send to Sup	IN-177	The system shall create a work item for editing of Intake Referral upon Supervisor/reviewer selecting a "Returned to worker" option as part of their review.	Validated	
Intake	Work Items Mng/Sup approval	IN-178	The system shall create a work item for the screener upon the supervisors/reviewers returning the Intake Referral record to them for additional processing.	Validated	
Intake	Worker Documentation	IN-179	The system shall have the ability to document Worker Safety Issues	Validated	

Assessment/Investigation Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Investigation	Alerts/Notifications	INV-01	The system shall alert the authorized user if worker safety concerns apply to household/site.	Validated	
Investigation	Alerts/Notifications	INV-02	The system shall be able to alert any worker across jurisdictions that is assigned to, or involved with, the case when a report is received against a provider or facility.	Validated	
Investigation	Alerts/Notifications	INV-03	The system shall send necessary alerts to identified users at the beginning and end of a provider or facility investigation.	Validated	
Investigation	Alerts/Notifications	INV-04	The system shall have an Alert or Ticker for the Supervisor to indicate a piece of work is coming due for major events (safety milestones only).	Validated	
Investigation	Alerts/Notifications	INV-05	The system shall be able to alert the user when an investigation is late.	Validated	
Investigation	Alerts/Notifications	INV-06	The system shall alert an authorized user if an address is not in Nevada.	Validated	
Investigation	Alerts/Notifications	INV-07	The system shall alert users to case information such as prolonged periods of inactivity, receipt of documents, missing court order(s), missing birth certificate, and missing social security card, etc.	Validated	
Investigation	Alerts/Notifications	INV-08	The system shall provide alerts for when an authorized user will be timed out while completing a work item.	Validated	
Investigation	Alerts/Notifications	INV-09	The system shall flag safety reports that are not immediate danger, but still urgent.	Validated	
Investigation	Alerts/Notifications	INV-10	The system shall alert an authorized user when a specific policy or statute may be applicable, and provide a summary of that policy in a pop-up format.	Validated	
Investigation	Alerts/Notifications	INV-11	The system shall have alerts and notifications regarding case assignments, including alert to supervisor and coordinator for new report assignment.	Validated	
Investigation	Alerts/Notifications	INV-12	The system shall send notifications to all meeting participants ahead of scheduled meeting.	Validated	
Investigation	Alerts/Notifications	INV-13	The system shall record court dates and send notifications to workers, foster care parents, child placement worker, etc.	Validated	
Investigation	Alerts/Notifications	INV-14	The system shall be able to alert law enforcement if assessment results reveal trafficking/exploitation history or active status.	Validated	
Investigation	Alerts/Notifications	INV-15	The system shall create alerts for community partners if child runaway, absconded, NRIT, etc.	Validated	
Investigation	Appeals	INV-16	The system shall allow for multiple levels of appeals if an allegation is appealed adhering to 432b.317.	Validated	
Investigation	Appeals	INV-17	The system shall allow an authorized internal user to adjust jurisdictional timeframe requirements for appeal by a perpetrator/institution.	Validated	
Investigation	Appeals/ Alerts/Notifications	INV-18	The system shall notify the appropriate parties during an appeals process, and record the notification.	Validated	
Investigation	Assessments	INV-19	The system shall facilitate the determination of formal and informal safety assessments.	Validated	
Investigation	Assessments	INV-20	The system shall be able to bypass requirements for Safety Plan Determination Assessment, Safety Plan Determination Meeting, and Safety Plan if Child is NOT in Foster Care.	Validated	
Investigation	Assessments	INV-21	The system shall have a "Child Deceased" option for the Present Danger Assessment.	Validated	
Investigation	Assessments	INV-22	The system shall recognize a deceased child at the beginning of an investigation, and pre-fill assessments with a "Child Deceased" option.	Validated	
Investigation	Assessments	INV-23	The system shall create a Nevada Initial Assessment Summary for Case Transfer Meeting.	Validated	
Investigation	Assessments	INV-24	The system shall allow for multiple safety assessments to be created for one investigation.	Validated	
Investigation	Assessments	INV-25	The system shall be able to record and track results of Assessment tools and allow the results to be prepopulated into Case Plan.	Validated	
Investigation	Assessments	INV-26	The system shall be able to auto-populate child/family information into Assessment documents.	Validated	
Investigation	Assessments	INV-27	The system shall allow Assessments to be initiated at any moment throughout the investigation/case.	Validated	
Investigation	Assessments	INV-28	The system shall allow an authorized user to create a draft of the NIA and shift to other screens.	Validated	
Investigation	Assessments	INV-29	The system shall allow for configurable assessment signoff processes, requiring a supervisor to accept, reject, or send back for modification.	Validated	
Investigation	Assessments	INV-30	The system shall record and track the date and time the assessment was completed or approved.	Validated	
Investigation	Case Notes	INV-31	The system shall allow an authorized user to search for specific terms, key words, names within case notes.	Validated	
Investigation	Case Notes	INV-32	The system shall have the function to "lock" and "unlock" case notes.	Validated	
Investigation	Case Notes	INV-33	The system shall allow for an approval process for case note change requests, and maintain a log of change requests, justifications, and approvals.	Validated	
Investigation	Case Notes	INV-34	The system shall have the ability to mask a specific case note if requested, but continue to store in the full record.	Validated	
Investigation	Case Notes	INV-35	The system shall be able to transfer case note entries to another case.	Validated	
Investigation	Case Notes	INV-36	The system shall allow an authorized user to search other case notes while writing case notes.	Validated	
Investigation	Case Notes	INV-37	The system shall allow an authorized user to save case notes and continue to edit remainder of the form.	Validated	
Investigation	Case Notes	INV-38	The system shall have an auto-save option for case notes.	Validated	
Investigation	Case Notes	INV-39	The system shall allow a speech-to-text function for all case notes	Validated	
Investigation	Case Transfer	INV-40	The system shall prevent nags for investigation worker after case transfer with additional prevention of nags for events that occurred in prior investigations/cases.	Validated	
Investigation	Central Registry	INV-41	The system shall allow an authorized user to search the Central Registry using key words, names, name pronunciations, dates, social security, etc.	Validated	
Investigation	Central Registry	INV-42	The system shall allow an authorized user to expunge or automatically delete a record in the Central Registry according to NRS432.120.	Validated	
Investigation	Central Registry	INV-43	The system shall notify the appropriate parties when an expungement is initiated.	Validated	

Investigation	Closures	INV-44	The system shall allow authorized users to be able to close an investigation when no services are deemed necessary.	Validated	
Investigation	Contacts	INV-45	The system shall record and track details of contacts including initial contacts, collateral contacts, attempted contacts, date and time of contact, an option to document if family is uncooperative with contact attempts, and the narrative/description of the contact.	Validated	
Investigation	Contacts	INV-46	The system shall link the contacts to the individual, organization, and family record.	Validated	
Investigation	Contacts	INV-47	The system shall record and track the method of contact including, but not limited to: Face to face; Telephone; Correspondence; and Other.	Validated	
Investigation	Contacts	INV-48	The system shall record and track the reason that the contact was not face to face, including "Unable to Locate."	Validated	
Investigation	Contacts	INV-49	The system shall record and track the reason that authorized user could not make individual contact with child.	Validated	
Investigation	Differential Response	INV-50	The system shall allow for an Investigation to be transferred to Differential Response path, and visa-versa.		
Investigation	Document Management	INV-51	The system shall have the capability to attach specific documents, of varying multi-media types, to case, child, provider records during an investigation. The system shall present different types of documents that are available depending on the context / functional area the user is currently viewing.	Validated	
Investigation	Document Management	INV-52	The system shall automatically update any previously completed investigation documentation with updated contact and demographic information when edited by an authorized user.	Validated	
Investigation	General	INV-53	The system shall provide the ability to track when the investigation began.	Validated	
Investigation	General	INV-54	The system shall be able to pre-fill information from the linked/associated Intake into the Investigation/Assessment.	Validated	
Investigation	General	INV-55	The system shall record information regarding the law enforcement officer, police report number, and disposition details for any investigation where law enforcement was involved.	Validated	
Investigation	General	INV-56	The system shall allow for authorized users to modify components on the CPS reports during the investigative process.	Validated	
Investigation	General	INV-57	The system shall collect and record investigation information.	Validated	
Investigation	General	INV-58	The system shall record and track information during assessment/investigation including, but not limited to: Person information; Allegation type; Allegation details; Disposition of each allegation; Domestic Violence and human trafficking: services provided during the investigation/assessment; All types of child abuse and neglect.	Validated	
Investigation	General	INV-59	The system shall be able to pre-fill information screens into forms as needed throughout the Investigation process.	Validated	
Investigation	General	INV-60	The system shall record and track investigation activities.	Validated	
Investigation	General	INV-61	The system shall have appropriate user (e.g. worker, supervisor and management) dashboards that will allow for staff to see when work shall be completed (e.g. 15, 10, 5 days before due-dates).	Validated	
Investigation	General	INV-62	The system shall be able to track and record when a request is made to extend the investigative timeframes, including the approval of the extension request.	Validated	
Investigation	General	INV-63	The system shall enable the investigator to package evidence, associated documentation such as assessments, and findings in a form that can be transmitted to law enforcement, courts and/or attorneys including redaction of records/files as needed.	Validated	
Investigation	General	INV-64	The system shall allow any contributing party to input requested evidence, records, and information into UNITY for a specific case.	Validated	
Investigation	General	INV-65	The system shall be able to store multiple file types.	Validated	
Investigation	General	INV-66	The system shall record the investigation decision, including but not limited to: Close, Administrative Closure, Unable to Find/Locate, Referral for Services, Transfer to Permanency.	Validated	
Investigation	General	INV-67	The system shall be able to create a comprehensive summary of investigation details, including but not limited to: dates, allegations, outcomes, reports, forms, concerted efforts to prevent removal, TPRs, removal history.	Validated	
Investigation	General	INV-68	The system shall link the assessment/investigation decisions to the individual, organization and family record.	Validated	
Investigation	General	INV-69	The system shall create a user dashboard customizable by person/role.	Validated	
Investigation	General	INV-70	The system shall create a case dashboard, customizable by person/role.	Validated	
Investigation	General	INV-71	The system shall create a case dashboard option for report summaries by case.	Validated	
Investigation	General	INV-72	The system shall create a dashboard option for direct access to case notes.	Validated	
Investigation	General	INV-73	The system shall use logic to create genograms of family/ fictive kin relationships, and update throughout the case as individuals are identified.	Validated	
Investigation	General	INV-74	The system shall use this logical genogram to flag the key case actors/participants.	Validated	
Investigation	General	INV-75	The system shall use this logical genogram to populate forms, reports, and assessments with family information for all children involved in a case.	Validated	
Investigation	General	INV-76	The system shall have an Investigation Assessment dashboard that allows intuitive navigation from the Nevada Initial Assessment to other assessments, configurable to person/role/agency.	Validated	
Investigation	General	INV-77	The system shall have an Investigation Assessment dashboard that should incomplete/missing assessments.	Validated	
Investigation	General	INV-78	The system shall have an Investigation Assessment dashboard that shows summary screens of completed assessments.	Validated	
Investigation	General	INV-79	The system shall have an Investigation Assessment dashboard that allows an authorized user to hover over a screen to show a summary on the decision made for each assessment.	Validated	
Investigation	General	INV-80	The system shall have a dashboard to show data points on Investigation performance, trends, history, child contacts, etc.	Validated	
Investigation	General	INV-81	The system shall allow an authorized user to view key case information (e.g. allegation type) while filling out reports.	Validated	
Investigation	General	INV-82	The system shall alert an authorized user if information is missing on an assessment, form, or report, consistent with data quality functionality for facilities, providers, cases, and persons.	Validated	
Investigation	General	INV-83	The system shall house the Nevada Rapid Indicator Tool (NRIT) in the "Child Functioning" section of the NIA.	Validated	
Investigation	General	INV-84	The system shall quickly incorporate policy changes, use Artificial Intelligence to type in policy questions and receive an answer citing the correlating policy.	Validated	

Investigation	General	INV-85	The system shall prompt an authorized user to send an auto-generated substantiation letter after supervisor approves investigation.	Validated	
Investigation	General	INV-86	The system shall possess a robust internal auditing system that shows date, time, print actions, requests, etc.	Validated	
Investigation	General	INV-87	The system shall allow for multiple participant role options to account for different types of guardianship.	Validated	
Investigation	General	INV-88	The system shall update these participant roles once the child is over 18.	Validated	
Investigation	General	INV-89	The system shall identify a youth in extended foster care as "non-minor dependent," and store as an additional participant role.	Validated	
Investigation	General	INV-90	The system shall allow an authorized user to bypass forms, reports, and assessments in the case of a deceased case participant.	Validated	
Investigation	General	INV-91	The system shall populate court reports with past investigation history and findings for families.	Validated	
Investigation	General	INV-92	The system shall pre-populate a Nevada Initial Assessment document when a new caregiver is identified.	Validated	
Investigation	General	INV-93	The system shall allow an authorized user to close a new report or case when old placements/services/ICPC are not end-dated.	Validated	
Investigation	General	INV-94	The system shall provide detailed, intuitive error messages.	Validated	
Investigation	General	INV-95	The system shall automatically update the family membership information of a child when they are adopted.	Validated	
Investigation	General	INV-96	The system shall be able to have mutually exclusive Visitation and Safety Plans.	Validated	
Investigation	General	INV-97	System shall allow four child safety options at the conclusion of the Nevada Initial Assessment: Child Safe, Child Unsafe, Child Safe in Alternative Arrangement, Child Deceased.	Validated	
Investigation	General	INV-98	The system shall record and track information related to home studies/home evaluations that are performed.	Validated	
Investigation	General	INV-99	The system shall allow an authorized user to opt-out of its decision-making intelligence tool.	Validated	
Investigation	Identification	INV-100	The system shall generate a unique person identifier number for each unknown participant.	Validated	
Investigation	Identification	INV-101	The system shall allow an authorized user to merge this unique person ID with an existing person or create a new person ID if person subsequently found in UNITY.	Validated	
Investigation	Identification	INV-102	The system shall allow an authorized user to input placeholders for "unknown participants" within forms and case notes.	Validated	
Investigation	Identification	INV-103	The system shall automatically replace the "unknown person" placeholders within forms, reports, case notes when the unknown person ID is merged or created as a new person in UNITY.	Validated	
Investigation	Mobile Solution	INV-104	The system shall support mobile working.	Validated	
Investigation	Mobile Solution	INV-105	The system shall record mobile work offline, and upload information when online.	Validated	
Investigation	Mobile Solution	INV-106	The system shall allow an authorized user to be alerted by their mobile solution when they assigned a new referral or case while out in the field.		
Investigation	Mobile Solution	INV-107	The system shall support mobile assessments on an intermittently-connection portable device.	Validated	
Investigation	Placement	INV-108	The system shall allow an authorized user initiate steps to provide emergency placement at any point throughout the investigation.	Validated	
Investigation	Placement	INV-109	The system shall allow the investigator to initiate out-of-home placement decisions and select placement resources.	Validated	
Investigation	Portals	INV-110	The system shall have the ability to select the law enforcement jurisdictional county for Nevada administrative messages through secure law enforcement		
Investigation	Providers	INV-111	The system shall record and track regulatory violations and program concerns during an investigation for a provider or facility.	Validated	
Investigation	Providers	INV-112	The system shall record Foster Care home abuse/neglect allegations and investigation results.	Validated	
Investigation	Records	INV-113	The system shall allow investigators to access closed case records when new allegations are levied against parents who have previously lost custody of their children.	Validated	
Investigation	Referrals	INV-114	The system shall allow a worker to initiate a referral for services and/or programs at any time during the investigation/assessment process, and any time throughout the case.	Validated	
Investigation	Referrals	INV-115	The system shall record all service referral efforts and outcomes.	Validated	
Investigation	Referrals	INV-116	The system shall automatically submit a referral to Early Intervention Services for an child under 3 years of age with a substantiated allegation.	Validated	
Investigation	Referrals	INV-117	The system shall house this Early Intervention Services referral in the "Child Functioning" section of the NIA.	Validated	
Investigation	Response Times	INV-118	The system shall automatically capture compliance with priority response times, according to state and federal requirements.	Validated	
Investigation	Response Times	INV-119	The system shall allow an authorized user to provide an explanation for why a priority response time was not met in a structured data field.	Validated	
Investigation	Response Times	INV-120	The system shall allow an authorized user to transfer priority response time requirements across jurisdictions.	Validated	
Investigation	Response Times / Investigation Reporting and Analytics	INV-121	The system shall calculate priority response times for each alleged child victim and flag compliance/non-compliance.	Validated	
Investigation	Safe Haven	INV-122	The system shall record the information and efforts of a Safe Haven investigation.	Validated	
Investigation	Safe Haven	INV-123	The system shall detect the surrender site of a Safe Haven baby and refer for medical services if needed.	Validated	
Investigation	Worker Workflows	INV-124	The system shall allow an authorized user to receive work items from a supervisor regarding the initiation of an investigation.	Validated	
Investigation	Worker Workflows	INV-125	The system shall document concerns regarding worker personal safety, i.e., extensive violent criminal history, access to weapons, dangerous animals, dogs, etc.	Validated	
Investigation	Worker Workflows	INV-126	The system shall generate an alert as open ended text box for specific case participant characteristics that may impact worker safety based on information recorded in UNITY, e.g. domestic violence history, drug abuse history, mental health history, CSEC history.	Validated	
Investigation	Worker Workflows	INV-127	The system shall allow an authorized user to view a detailed summary of each safety alert for further information, in the form of a text box or pop-up modal/alert.	Validated	
Investigation	Worker Workflows	INV-128	The system shall be able to apply logical mapping capabilities to inform worker assignments and logistics, based upon geographic location, interview protocol, timeframes, traffic patterns and other business rules.	Validated	

Investigation	Worker Workflows	INV-129	The system shall be able to record a finding at the conclusion of the investigation process, ensuring finding is aligned with NRS432b.305.	Validated	
Investigation	Worker Workflows	INV-130	The system shall allow for configurable signoff processes for investigation decisions, requiring a supervisor to accept, reject, or send back for modification.	Validated	
Investigation	Worker Workflows	INV-131	The system shall allow an authorized user to create a work item to refer an investigation to prevention services.	Validated	
Investigation	Worker Workflows	INV-132	The system shall allow an authorized user to initiate a case escalation to a permanency worker.	Validated	
Investigation	Worker Workflows	INV-133	The system shall be able to transfer all investigation findings to an assigned permanency worker.	Validated	
Investigation	Worker Workflows	INV-134	The system shall allow an authorized user to opt-out of specific investigation elements if not applicable in the NIA.	Validated	
Investigation	Worker Workflows	INV-135	The system shall allow an authorized user to select the type of NIA they are performing at the beginning of the investigation, and guide them through assessments based upon that NIA type.	Validated	
Investigation	Worker Workflows	INV-136	The system shall allow for an override feature for required case activity in the workflow, with approval and area for supervisor/manager to explain the exception to the workflow.	Validated	
Investigation	Worker Workflows	INV-137	The system shall indicate to a supervisor if an investigation worker did not review intake/case history prior to completing investigation.	Validated	
Investigation	Worker Workflows	INV-138	The system shall assign reports to workers based on availability while considering factors including but not limited to worker availability, priority response of worker current caseload, equitable assignments between workers, and case load size. The system shall subsequently allow supervisor override of assignment decisions.	Validated	
Investigation	Worker Workflows	INV-139	The system shall have tools to use an evidence-based approach and guide caseworkers in making optimal decisions regarding assessment inputs.	Validated	
Investigation	Worker Workflows	INV-140	The system shall prompt authorized user to schedule meetings when necessary for assessment procedure.	Validated	
Assessments	General	AS-01	The system shall record and track the date and time the assessment started.	Validated	
Assessments	General	AS-03	The system shall be able to auto-populate child/family information into Assessment documents.	Validated	
Assessments	General	AS-04	The system shall allow Assessments to be initiated at any moment throughout the case.	Validated	
Assessments	General	AS-05	The system shall provide notifications when Assessment deadlines are approaching.	Validated	
Assessments	General	AS-06	The system shall support mobile assessments on an intermittently-connected portable device.	Validated	
Assessments	General	AS-07	The system assessment model shall support an array of question types, including but not limited to: free text narrative, numerical entry, numerical range entry, date entry, exclusive and nonexclusive multiple-choice entry, true/false.	Validated	
Assessments	General	AS-08	The system shall support scoring logic that allows for numerical or logical results to be calculated based on formulas applied to user responses.	Validated	
Assessments	General	AS-09	Assessments shall be embeddable as mandatory and/or optional steps.	Validated	
Assessments	General	AS-10	The system shall allow for configurable assessment signoff processes, requiring a supervisor to accept, reject, or send back for modification.	Validated	
Assessments	General	AS-11	The system shall prompt an authorized user to schedule meetings when necessary for assessment procedure.	Validated	
Assessments	General	AS-12	The system shall send notifications to all meeting participants ahead of scheduled meeting.	Validated	
Assessments	General	AS-13	The system shall be able to generate letters of recommendations for clients who self-refer to services.	Validated	
Assessments	General	AS-14	The system shall be able to alert law enforcement if assessment results reveal trafficking/exploitation history or active status.	Validated	
Assessments	General	AS-15	The system shall allow an authorized user to lock an assessment once completed.	Validated	
Assessments	General	AS-16	The system shall be able to provide assessment outcomes electronically and in print.	Validated	
Assessments	General	AS-17	The system shall have a dashboard configuration that displays all assessments that are in progress/completed/outstanding for a child and family.	Validated	
Assessments	General	AS-18	The system shall allow an authorized user/supervisor to track the progress of an assessment to include tracking child contacts by child.	Validated	
Assessments	General	AS-19	The system shall allow an authorized user to save multiple versions of the same assessment.	Validated	
Assessments	General	AS-20	The system shall have configurable assessment process that allows for multiple channels of approval.	Validated	
Assessments	General	AS-21	The system shall allow an authorized user to complete the assessment in order of user discretion.	Validated	
Assessments	General	AS-22	The system shall provide a guided user experience for completion of assessment. i.e. checklist.	Validated	
Assessments	General	AS-23	The system shall allow an authorized user to reference past assessments of the same type.	Validated	
Assessments	General	AS-24	The system shall allow an authorized user to transfer information from past assessments of the same type.	Validated	
Assessments	General	AS-25	The system shall be able to link child/family profiles to assessment.	Validated	
Assessments	General	AS-26	The system shall be able to identify cases from children of same family, and link assessments across cases.	Validated	
Assessments	General	AS-27	The system shall provide the capability to maintain an inventory of documents associated/linked with each assessment, as well as an indicator that attachments are available.	Validated	
Assessments	Investigation	AS-28	The system shall allow for multiple Risk Assessments to be created for one investigation.	Validated	
Assessments	Investigation	AS-29	The system shall have tools to use an evidence-based approach and guide caseworkers in making optimal decisions regarding assessment inputs.	Validated	
Assessments	Investigation	AS-30	The system shall be able to record and track results of Assessment tools, such as: Risk Assessment, Safety Assessment, Reunification Assessment, and allow the results to be prepopulated into Case Plan.	Validated	
Assessments	Investigation	AS-31	The system should be able to allow an appropriate user to record and track a reason for not completing a risk or safety assessment.	Validated	
Assessments	Licensing	AS-32	The system shall record and track information related to home studies/home evaluations that are performed.	Validated	

Case Management Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Case Management	Adoption	CM-01	The system shall be able to support supervisor self-approval for initiation of certain approval chains. This must be configurable.	Validated	
Case Management	Alerts / Notifications	CM-02	The system shall create alerts and notifications for Key Performance Indicator (KPIs) which drop below defined thresholds as defined by DCFS business needs.	Validated	
Case Management	Alerts / Notifications	CM-03	The system shall allow customizable business needs alerts per program area and jurisdictions.	Validated	
Case Management	Alerts / Notifications	CM-04	The system shall alert a user that other changes to the document have been made while they are offline.	Validated	
Case Management	Alerts / Notifications	CM-05	The system shall notify worker of outstanding tasks and deadlines upon logging onto the system differentiating between things coming due, past due, and near due.	Validated	
Case Management	Alerts / Notifications	CM-06	The system shall have customizable alerts based on user needs.	Validated	
Case Management	Alerts / Notifications	CM-07	The system shall have a nag for when an unannounced visit is required with surrounding business rules.	Validated	
Case Management	Alerts / Notifications	CM-08	The system shall have a nag to remind user to complete a Safety Assessment after completing a Protective Capacity Family Assessment (PCFA)	Validated	
Case Management	Alerts / Notifications	CM-09	The system shall notify user to complete a Protective Capacity Placement Assessment (PCPA) per policy every 90-120 days.	Validated	
Case Management	Alerts / Notifications	CM-10	The system shall notify user of upcoming court reports deadlines at 15-day intervals starting 45 days in advance of court date until court report is submitted	Validated	
Case Management	Alerts / Notifications	CM-11	The system shall alert the worker within the dashboard with previous Temporary Protective Order (TPO), Consent, Relinquishment surrounding the case.	Validated	
Case Management	Alerts / Notifications	CM-12	The system shall have a "missing data" pop up and prevent user from submitting work for approval when required information fields are not completed	Validated	
Case Management	Alerts / Notifications	CM-13	The system shall have a nag for ICWA outstanding tasks and deadlines	Validated	
Case Management	Alerts / Notifications	CM-14	The system shall have a nag for when a child needs to been seen in placement	Validated	
Case Management	Alerts / Notifications	CM-15	The system shall have a nag for reminding user when a child was last was visited before being able to submit the child's case for transfer	Validated	
Case Management	Alerts / Notifications	CM-16	The system shall notify user/s of other users working in the case/document simultaneously and the status (Read-only, Editing, etc.)	Validated	
Case Management	Alerts / Notifications	CM-17	The system shall send meeting notification reminders to users and case participants	Validated	
Case Management	Alerts / Notifications	CM-18	The system shall have a time ticker for workers and supervisors to complete case planning tasks within timeframes, per policy	Validated	
Case Management	Alerts / Notifications	CM-19	The system shall notify supervisors of completed assessments that require approvals	Validated	
Case Management	Alerts / Notifications	CM-20	The system shall notify supervisors of transferred cases	Validated	
Case Management	Alerts / Notifications	CM-21	They system shall notify workers when they have had an assignment change (receive new case, end dated on case, etc.)	Validated	
Case Management	Alerts / Notifications	CM-22	The system shall notify the clients and assigned case management workers, if the external providers modify their contact information.	Validated	
Case Management	Alerts / Notifications	CM-23	The system shall trigger reminders to follow up on referrals for status updates to help ensure they are on track once they have been submitted by the case management worker.	Validated	
Case Management	Alerts / Notifications	CM-24	The system shall alert the worker within the Protective Capacity Placement Assessment (PCPA) if there is any previous issues surrounding the case.	Validated	
Case Management	Alerts / Notifications	CM-25	The system shall alert the worker within the dashboard with threats or emergencies.		
Case Management	Alerts / Notifications	CM-26	The system shall have reminders surrounding Family First Prevention Services Act (FFPSA) timelines.		
Case Management	Alerts, Ticklers & Notifications	CM-27	The system shall be able to provide a summary view of ongoing cases with information such as: Case Name, Primary Worker, Date Opened, Date Due, Date Closed, Reason Closed, Reason Opened, Case Plan Review Date, Service Due Date, Eligibility Status and Supervisor.	Validated	
Case Management	Approvals	CM-28	The system shall be able to record and track a history of case assignments, ensuring that data reflects the specific point in time, including but not limited to: Social Worker name, Supervisor name, Case name, Case type, Assignment begin date, Assignment end date, Substantiated, Not Substantiated, Outcome, Court Involved Case, Parent Termination of Parental Rights (TPR), Parent Relinquishment of a Child, Child Relinquishment or Consent, District Attorney (DA) Assignment, CASA Assignment, Other Participants in the Case, Diligent Search Worker Assignee.	Validated	
Case Management	Approvals	CM-29	The system shall be able to record and track assignment records, including, but not limited to: Start Date and Time; End Date and Time; Type of Assignment; Status (active or inactive); Assignment Ending Reason.	Validated	
Case Management	Approvals	CM-30	The system is able to differentiate in custody and out of custody.	Validated	
Case Management	Approvals	CM-31	The system shall record and track case assignment.	Validated	
Case Management	Approvals	CM-32	The system shall allow an appropriate user to electronically submit completed work to an appropriate user (e.g. his/her assigned supervisor) for approval.	Validated	
Case Management	Approvals	CM-33	The system shall allow appropriate users (e.g. supervisors) the ability to delegate approval authority to another user.	Validated	
Case Management	Approvals	CM-34	The system shall allow appropriate users to record and track workflow event extensions per specific business rules such as only supervisors having the ability to approve workflow exemptions/extensions.	Validated	
Case Management	Approvals	CM-35	The system shall allow authorized users to transfer cases from one jurisdiction to another, with or without court involvement.	Validated	
Case Management	Approvals	CM-36	The system shall allow for cases to be assigned to the following including but not limited to multiple offices, zones, and regions within the system.	Validated	
Case Management	Approvals	CM-37	The system shall allow for cases to be assigned to program areas within the system.	Validated	

Case Management	Approvals	CM-38	The system shall allow the users to recall an approval process workflow item.	Validated	
Case Management	Approvals	CM-39	The system shall be able to automatically determine the phases of the pieces of work within the case (e.g. intake, investigation, foster care) and logically move the pieces of work from one phase to the next based on predefined business rules.	Validated	
Case Management	Approvals	CM-40	The system shall be able to provide for the routing of work to appropriate users (e.g. supervisors and managers) for approvals or authorizations.	Validated	
Case Management	Approvals	CM-41	The system shall be able to support multiple levels of approval e.g.: Hierarchical Management Structure, Escalation to 1 or more in the chain. This must be configurable.	Validated	
Case Management	Approvals	CM-42	The system shall have checklists for tracking the events and activities for specific business functions and allow them to link them to the field / items for that business functions.	Validated	
Case Management	Approvals	CM-43	The system shall have the ability to identify "In Progress" work items and the status of these items.	Validated	
Case Management	Approvals	CM-44	The system shall have the ability to identify multiple stages of a work item or workflow and visually display the status of these items (e.g.: New, Initial, In Progress, Pending, Complete, Step1, StepN).	Validated	
Case Management	Approvals	CM-45	The system shall have the capability to support categorizing and routing tasks and activities based on area, region offices and functions.	Validated	
Case Management	Approvals	CM-46	The system shall have the flexibility to assign work items to a unit or a worker. E.g. the request for IV-E info for the subsidy unit can go to the subsidy unit and not a specific worker.	Validated	
Case Management	Approvals	CM-47	The system shall notify the appropriate users of assignment to case.	Validated	
Case Management	Approvals	CM-48	The system shall provide a user interface that is consistent navigation that reflects the child welfare business workflow.	Validated	
Case Management	Approvals	CM-49	The system shall provide navigation to the areas requiring completion and / or correction at the time of validation.	Validated	
Case Management	Approvals	CM-50	The system shall record and track associated data such as (date, approved by, new due date) for all workflow event extensions.	Validated	
Case Management	Approvals	CM-51	The system shall support approval routing w/ ability to re-route to appropriate hierarchy. This must be configurable process.	Validated	
Case Management	Approvals	CM-52	The system shall support Workflow capabilities for various business functions.	Validated	
Case Management	Approvals	CM-53	The system shall have the capability to allow appropriate users to configure individual dashboards for individual workload management.	Validated	
Case Management	Approvals	CM-54	The system shall provide mechanisms to assist the users in identifying the state of tasks and in prioritizing their tasks and activities.	Validated	
Case Management	Auto population	CM-55	The system shall allow the user to select and add assessments as separate attachments to the court report automatically	Validated	
Case Management	Auto population	CM-56	The system shall auto-populate fields when Nevada Initial Assessment (NIA) information is being added to the Protective Capacity Family Assessment (PCFA)	Validated	
Case Management	Auto population	CM-57	The system shall pull placement status and location into assessment automatically when dealing with an out of home case	Validated	
Case Management	Case	CM-58	The system shall assign case to worker.	Validated	
Case Management	Case	CM-59	The system shall establish a Case record.	Validated	
Case Management	Case	CM-60	The system shall allow an individual to have multiple relationships and roles within the same case.	Validated	
Case Management	Case	CM-61	The system shall be able to display a case timeline which shows selected events in the life of a household's engagement with the agency.	Validated	
Case Management	Case	CM-62	The system shall be able to link multiple individuals to a single case.	Validated	
Case Management	Case	CM-63	The system shall lockdown all completed pieces of work.	Validated	
Case Management	Case	CM-64	The system shall record and track case status and status date.	Validated	
Case Management	Case	CM-65	The system shall be able to display a client's name, number of cases, previous history, relationships (quick summary).	Validated	
Case Management	Case Assignment	CM-66	The system shall allow multiple workers to be co-assigned to a case (e.g. Adoption and Permanency Workers)	Validated	
Case Management	Case Closure	CM-67	The system shall not allow a case without secondary approval / override to be closed if there are outstanding pieces of work that are in progress (example: open placements, pending investigation).	Validated	
Case Management	Case Closure	CM-68	The system shall allow appropriate users to close a case and record and track the following information including but not limited to: Date closed; Reason for closure; Worker name.	Validated	
Case Management	Case Closure	CM-69	The system shall allow authorized users to close a case when appropriate.	Validated	
Case Management	Case Closure	CM-70	The system shall allow authorized users to reopen closed cases, retain information, and update information that may be outdated.	Validated	
Case Management	Case Planning	CM-71	The system shall allow the Visitation Plan to be updated while user is completing other assessments	Validated	
Case Management	Case Planning / Service Provision	CM-72	The system shall document service/case plans.	Validated	
Case Management	Case Planning / Service Provision	CM-73	The system shall allow exporting of case service / case plans.	Validated	
Case Management	Case Planning / Service Provision	CM-74	The system shall allow editing of case service / case plans including digital signatures.	Validated	
Case Management	Case Planning / Service Provision	CM-75	The system shall allow importing case service / case plans.	Validated	
Case Management	Case Planning / Service Provision	CM-76	The system shall allow authorized user to enter other assessment information.	Validated	
Case Management	Case Planning / Service Provision	CM-77	The system shall allow authorized users to enter clinical information ensuring HIPPA compliance / lockdown capabilities behind this information.	Validated	
Case Management	Case Planning / Service Provision	CM-78	The system shall interface with Children's Mental Health entity.	Validated	
Case Management	Case Planning / Service Provision	CM-79	The system shall alert the appropriate case worker a case plan must be started, resumed, completed by, and updated.	Validated	
Case Management	Case Planning / Service Provision	CM-80	The system shall be able to capture Safety Assessments.	Validated	
Case Management	Case Planning / Service Provision	CM-81	The system shall be able to capture safety factors from safety assessments.	Validated	
Case Management	Case Planning / Service Provision	CM-82	The system shall be able to capture triggers for when conditions for return must be completed or updated.	Validated	

Case Management	Case Planning / Service Provision	CM-83	The system shall be able to display / link all service provider referrals for each individual/family.	Validated	
Case Management	Case Planning / Service Provision	CM-84	The system shall be able to link the strengths and needs identified from the Protective Capacity Family Assessment (Protective Capacity Family Assessment (PCFA)) with the Case Plan.	Validated	
Case Management	Case Planning / Service Provision	CM-85	The system shall interface with Assessments program area in order to share information with Case Management.	Validated	
Case Management	Case Planning / Service Provision	CM-86	The system shall be able to record multiple case plan documents.	Validated	
Case Management	Case Planning / Service Provision	CM-87	The system shall be able to record and track results of Assessment tools, such as: Safety Assessment, Protective Capacity Progress Assessment (Protective Capacity Placement Assessment (PCPA)), Conditions for Return (CFRs), and allow the results to be prepopulated into Case Plan.	Validated	
Case Management	Case Planning / Service Provision	CM-88	The system shall be able to search for a provider based on their proximity to a school district of origin with a map showing the distance.	Validated	
Case Management	Case Planning / Service Provision	CM-89	The system shall be able to search for a provider based on their proximity to a placement with a map showing the distance.	Validated	
Case Management	Case Planning / Service Provision	CM-90	The system shall be able to send alert to an appropriate user (e.g. social worker supervisor) to approve case plan within a configurable timeframe after initiating in Ongoing services.	Validated	
Case Management	Case Planning / Service Provision	CM-91	The system shall be able to track and record case worker visits with child, parent, primary caregiver, placement or not, and announced or unannounced,	Validated	
Case Management	Case Planning / Service Provision	CM-92	The system shall be able to prompt certain criteria / notes from a case visit.	Validated	
Case Management	Case Planning / Service Provision	CM-93	The system shall prompt different worker tips / drop downs depending on criteria entered by the case worker including but not limited to disabilities, visit child alone or not, safe sleep environment, medical needs, medical appointments, age, permanency plan discussions.	Validated	
Case Management	Case Planning / Service Provision	CM-94	The system shall interface with infinite campus.	Validated	
Case Management	Case Planning / Service Provision	CM-95	The system shall interface with Department of Education.	Validated	
Case Management	Case Planning / Service Provision	CM-96	The system shall be able to track information on the Safety Plan and Assessment including, but not limited to the steps of the safety plan and assessment, and date of the plan and assessment, and track time frames and alert appropriate user based on pre-determined time frames, issues with the safety provider.	Validated	
Case Management	Case Planning / Service Provision	CM-97	The system shall record and track monthly contact with adults, including, but not limited to: Date and time of contact; Type of contact; Location of contact; Others present during contact; Reason for contact; Result.	Validated	
Case Management	Case Planning / Service Provision	CM-98	The system shall record and track the needs identified for the case plan and allow appropriate user to manually add needs.	Validated	
Case Management	Case Planning / Service Provision	CM-99	The system shall require certain data elements/fields be completed prior to submitting a draft Case Plan for approval.	Validated	
Case Management	Case Planning / Service Provision	CM-100	The system shall give the ability to pre-fill court approved permanency goals into the Case Plan.	Validated	
Case Management	Case Planning / Service Provision	CM-101	The system shall give the ability to manually update court approved permanency goals into the Case Plan.	Validated	
Case Management	Case Planning / Service Provision	CM-102	The system shall alert the worker following a court hearing that they need to input the coordinating information.	Validated	
Case Management	Case Planning / Service Provision	CM-103	The system shall collect and record further case information.	Validated	
Case Management	Case Planning / Service Provision	CM-104	The system shall collect and record special needs/problems.	Validated	
Case Management	Case Planning / Service Provision	CM-105	The system shall determine and record needed services.	Validated	
Case Management	Case Planning / Service Provision	CM-106	The system shall estimate and track actual costs of resources/services.	Validated	
Case Management	Case Planning / Service Provision	CM-107	The system shall identify and match services to meet the client's case plan needs.	Validated	
Case Management	Case Planning / Service Provision	CM-108	The system shall identify program outcome measures.	Validated	
Case Management	Case Planning / Service Provision	CM-109	The system shall prepare and record referrals to other agencies.	Validated	
Case Management	Case Planning / Service Provision	CM-110	The system shall record contact with and acquisition of needed resources/services.	Validated	
Case Management	Case Planning / Service Provision	CM-111	The system shall request and record supervisory approval of plan, if needed.	Validated	
Case Management	Case Planning / Service Provision	CM-112	The system shall alert appropriate user (e.g. social worker) when a visitation plan needs to be created or updated.	Validated	
Case Management	Case Planning / Service Provision	CM-113	The system shall allow access for authorized users to view a child specific case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-114	The system shall allow an appropriate user to assign pieces of work to a worker in the appropriate unit (e.g. CPS, Foster Care, Adoption).	Validated	
Case Management	Case Planning / Service Provision	CM-115	The system shall allow authorized user to enter Child and Adolescent Strengths and Needs assessment information.	Validated	
Case Management	Case Planning / Service Provision	CM-116	The system shall allow for a worker to scan and upload any items and/or documents that support the case planning process (including permanency planning/reviews and evaluations) details and allow the items/documents to be associated with the specific case.	Validated	
Case Management	Case Planning / Service Provision	CM-117	The system shall allow for an individual who previously was in foster care and is over the age of majority to receive services.	Validated	
Case Management	Case Planning / Service Provision	CM-118	The system shall allow for the ability to copy a case plan when creating a new or updated case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-119	The system shall automatically generate notifications to appear on the appropriate users work list at a pre-determined date for pre-defined system events.	Validated	
Case Management	Case Planning / Service Provision	CM-120	The system shall be able to alert appropriate users (e.g. Social Workers) to submit draft case plan within a specified time frame.	Validated	
Case Management	Case Planning / Service Provision	CM-121	The system shall be able to associate services to an individual.	Validated	

Case Management	Case Planning / Service Provision	CM-122	The system shall be able to capture goals in response to each Strength and Need identified.	Validated	
Case Management	Case Planning / Service Provision	CM-123	The system shall be able to have a demographic section within the Case Plan which pulls all demographic information from case participants, pre-filled from other areas of the system (i.e., education, health, visitation plans, biographical information such as name, contact information, etc.).	Validated	
Case Management	Case Planning / Service Provision	CM-124	The system shall be able to maintain a historical view of Permanency Plans when created.	Validated	
Case Management	Case Planning / Service Provision	CM-125	The system shall be able to provide the ability to generate reports/ narratives and plans in hard copy or electronic format for case planning.	Validated	
Case Management	Case Planning / Service Provision	CM-126	The system shall be able to record and track a child's Permanency Plan(s).	Validated	
Case Management	Case Planning / Service Provision	CM-127	The system shall be able to record and track a history of services within the case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-128	The system shall be able to record and track a visitation plan with family members, including siblings.	Validated	
Case Management	Case Planning / Service Provision	CM-129	The system shall be able to record and track information on all referrals to service providers and place within Case Plan including but not limited to: Name of provider; Type of service; Date of service; Cost of service; Treatment goal; date of referral.	Validated	
Case Management	Case Planning / Service Provision	CM-130	The system shall be able to record and track information pertaining to the client's involvement including: Family's response to agency intervention, Family's feedback, Identification of strengths and needs of the family, all while assessing safety factors.	Validated	
Case Management	Case Planning / Service Provision	CM-131	The system shall be able to record and track information pertaining to the family's formal and informal support network, including: Identified Strengths Identified Needs.	Validated	
Case Management	Case Planning / Service Provision	CM-132	The system shall be able to record and track the beginning and end dates for services provided in the case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-133	The system shall be able to record and track the completion dates of case plan activities.	Validated	
Case Management	Case Planning / Service Provision	CM-134	The system shall be able to record and track the completion of the initial and final drafts of the case plan document by an appropriate user (e.g. the worker) and the dates completed.	Validated	
Case Management	Case Planning / Service Provision	CM-135	The system shall be able to record and track the goals and objectives and outcomes developed in response to each need identified in the case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-136	The system shall be able to record and track the initial and final supervisory approvals and approval dates of the draft and final case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-137	The system shall be able to record and track the time frames associated with each service to meet the associated goal or outcome.	Validated	
Case Management	Case Planning / Service Provision	CM-138	The system shall be able to record reason why services were not provided in the pre-determined time frame.	Validated	
Case Management	Case Planning / Service Provision	CM-139	The system shall be able to track and record outcomes which allow the child to preserve connections (ex. child is remaining in their original school).	Validated	
Case Management	Case Planning / Service Provision	CM-140	The system shall be able to track and record permanency goals for the child.	Validated	
Case Management	Case Planning / Service Provision	CM-141	The system shall be able to track and record services planned and provided and associate with individual needs and case plan goals.	Validated	
Case Management	Case Planning / Service Provision	CM-142	The system shall be able to track and record the child's educational development (ex. educational plan, grade level).	Validated	
Case Management	Case Planning / Service Provision	CM-143	The system shall be able to track and record the family's involvement in the Case Planning process.	Validated	
Case Management	Case Planning / Service Provision	CM-144	The system shall be able to track the array of available services.	Validated	
Case Management	Case Planning / Service Provision	CM-145	The system shall be able to track when a permanency goal has been achieved.	Validated	
Case Management	Case Planning / Service Provision	CM-146	The system shall capture a progress update narrative entered by the worker.	Validated	
Case Management	Case Planning / Service Provision	CM-147	The system shall capture the identified needs of the child and the parents as well as the planned and provided services for the child by the foster parents.	Validated	
Case Management	Case Planning / Service Provision	CM-148	The system shall have a summary view of goals in the history of the case, and whether they have been achieved.	Validated	
Case Management	Case Planning / Service Provision	CM-149	The system shall provide the ability to track efforts to provide services to the family to prevent children's entry into foster care or re-entry after reunification.	Validated	
Case Management	Case Planning / Service Provision	CM-150	The system shall record and track outcomes of authorized services and the units of services authorized and their costs.	Validated	
Case Management	Case Planning / Service Provision	CM-151	The system shall record and track the appropriate user activities associated with all phases of case plan development, and approvals including but not limited to: draft case plan submission, final case plan submission, court approved case plan.	Validated	
Case Management	Case Planning / Service Provision	CM-152	The system shall allow appropriate user to record the permanency planning decision.	Validated	
Case Management	Case Planning / Service Provision	CM-153	The system shall be able to freeze a case plan when appropriate.	Validated	
Case Management	Case Planning / Service Provision	CM-154	The system shall be able to view historical case plans.	Validated	
Case Management	Case Planning / Service Provision	CM-155	The system shall be able to track and record individuals who are no longer in the placement and care authority of the Agency, but will continue or restart receiving services.	Validated	
Case Management	Case Planning / Service Provision	CM-156	The system shall give a case worker the ability to generate and view genograms for each case participant.	Validated	
Case Management	Case Review	CM-157	The system shall conduct and record results of case review.	Validated	
Case Management	Case Review	CM-158	The system shall generate alerts/ticklers to conduct case review/evaluation as needed.	Validated	
Case Management	Case Visit	CM-159	The system shall prompt specific drop-down questions for documenting case visit outcomes / findings through the caregiver portal.	Validated	
Case Management	Case Visit	CM-160	The system shall prompt specific drop-down questions for placement for the foster child.	Validated	
Case Management	Caseload Weighting	CM-161	The system shall assist in workload management.	Validated	
Case Management	Caseload Weighting	CM-162	The system shall allow a Worker Record to have multiple assignment types within the same case at the same time predicated on Caseload Weighting that must be implemented.	Validated	

Case Management	Caseload Weighting	CM-163	The system shall automatically recognize any Worker Record assignment changes and calculate caseload weighting accordingly based on the point designations.	Validated	
Case Management	Caseload Weighting	CM-164	The system shall create a case load point system for case weighting based on Worker Record assignment and role.	Validated	
Case Management	Caseload Weighting	CM-165	The system shall display the worker's caseload weight totals to appropriate users (e.g. Supervisor) and should be displayed when searching for the worker.	Validated	
Case Management	Caseload Weighting	CM-166	The system shall provide the ability for Supervisors to review and evaluate workers' performance through the production of various workload and production reports, such as: Caseload size and type; Number of home visits conducted; Number of escalated alerts.	Validated	
Case Management	Caseload Weighting	CM-167	The system shall utilize assignments (e.g. Intakes / Cases / Investigations / Administrative Case Review (ACRs)) to determine how many points, if any, each Worker Record assigned to a case receives depending on their role.	Validated	
Case Management	Close Case	CM-168	The system shall provide the case management worker with a dynamic case closure checklist.	Validated	
Case Management	Close Case	CM-169	The system shall provide the case management supervisor with a dynamic case closure checklist.	Validated	
Case Management	Close Case	CM-170	The system shall provide automated output of required case closure documents and notifications.	Validated	
Case Management	Close Case	CM-171	The system shall provide a list of entities that a case is currently open with.	Validated	
Case Management	Close Case	CM-172	The system shall provide end dates when an entity closes their task(s) related to that case.	Validated	
Case Management	Close Case	CM-173	The system shall list open cases, what they are pending progress on, and current status on the dashboard.	Validated	
Case Management	Close Case	CM-174	The system shall list closed cases for that group and if they are pending action with other groups.	Validated	
Case Management	Close Case	CM-175	The system shall send an alert when an entity closes a case to other entities involved.	Validated	
Case Management	Close Case	CM-176	The system shall provide a data checking tool to screen for common errors entered by workers.	Validated	
Case Management	Close Case	CM-177	The system shall alert a supervisor and send an alert if a case status has not been changed in 60 days.		
Case Management	Close Case	CM-178	The system shall delete a draft if it has not been edited in 60 days.		
Case Management	Close Case	CM-179	The system shall not have a case open without an assignment to a worker.		
Case Management	Close Case	CM-180	The system should not let the investigation close with anything in draft or pending approval.		
Case Management	Concurrent Planning	CM-181	The system shall have a worker tip that shares the policy document for Nevada Concurrent Planning Guide.	Validated	
Case Management	Concurrent Planning	CM-182	The system shall be able to place notes in multiple places by providing a checklist of all the locations notes need to be added to.	Validated	
Case Management	Court Reports	CM-183	The system shall allow user to work on multiple screens simultaneously	Validated	
Case Management	Dashboard	CM-184	The system shall allow supervisors to schedule / create alerts and add them to the top of the worker's dashboards.	Validated	
Case Management	Dashboard	CM-185	The system shall have dashboard feature that shows key content associated with cases	Validated	
Case Management	Dashboard	CM-186	The system shall have a separate dashboard viewing their assigned workers' caseloads	Validated	
Case Management	Dashboard	CM-187	The system shall have customizable dashboard based on user roles	Validated	
Case Management	Dashboard	CM-188	The system shall contain a service provider dashboard	Validated	
Case Management	Dashboard	CM-189	The system shall capture the number of visitations on the workers dashboard.	Validated	
Case Management	Dashboard	CM-190	The system shall rank the dashboard as to what is in view first being higher priority.	Validated	
Case Management	Dashboard	CM-191	The system shall have a daily, weekly, and monthly view of the dashboard.	Validated	
Case Management	Dashboard	CM-192	The system shall have different views / layout that you can adjust between varying based on user role.	Validated	
Case Management	Dashboard	CM-193	The system shall have a dashboard surrounding Family First Prevention Services Act (FFPSA) efforts tracking tasks, task prioritization, and due dates.		
Case Management	Differential Response / Prevention Services	CM-194	The system shall ONLY allow State/County Case worker to access the history of a CPS case on the system.	Validated	
Case Management	Differential Response / Prevention Services	CM-195	The system shall allow Differential Response workers to easily record reasonable efforts		
Case Management	Differential Response / Prevention Services	CM-196	The system shall allow Differential Response workers to easily record diligent search efforts		
Case Management	Differential Response / Prevention Services	CM-197	The system shall allow Differential Response workers to have access to electronic forms		
Case Management	Differential Response / Prevention Services	CM-198	The system shall allow Differential Response workers to have electronic forms for diligent search		
Case Management	Differential Response / Prevention Services	CM-199	The system shall allow the Differential Response worker to capture ICWA inquiry information electronically		
Case Management	Differential Response / Prevention Services	CM-200	The system shall allow tracking of referrals on the dashboard for Differential Response workers.		
Case Management	Differential Response / Prevention Services	CM-201	The system shall allow alerts if anything pertinent needs to be shared with a worker immediately		
Case Management	Evaluate Visitation	CM-202	The system shall scheduled visitations on the workers dashboard such as what workers are on visits today.	Validated	
Case Management	Evaluate Visitation	CM-203	The system shall have the ability to rank the engagement of the visitation attendance including but not limited to parents were very appropriate with children, parents were appropriate with children, and parents were not appropriate with children with notes to justify the ranking with a worker tip showing a rubric in policy of what each ranking means.	Validated	
Case Management	Evaluate Visitation	CM-204	The system shall be able to rank the environment of the visitation including but not limited to cleanly, disorderly, and safe.	Validated	
Case Management	Evaluate Visitation	CM-205	The system shall track visitation attendance details such as who was in attendance, how long the visit was, and next steps regarding the visit.	Validated	
Case Management	Evaluate Visitation	CM-206	The system shall track progress on improvement or decline of the quality of the visitation attendance.	Validated	
Case Management	Evaluate Visitation	CM-207	The system shall have structured questions on what to ask the engagement participants based off the previous quality of the visits.	Validated	

Case Management	Facilitating Needs	CM-208	The system when identifying resources shall have a drop-down for specific questions depending on resource chosen.	Validated	
Case Management	Facilitating Needs	CM-209	The system shall have a centralized repository of internal contacts for resources for facilitating needs.	Validated	
Case Management	Family First Prevention Services Act (FFPSA)	CM-210	The system shall interface with Community Pathways and allow them to enter federally required data information.		
Case Management	Family First Prevention Services Act (FFPSA)	CM-211	The system shall track referrals related to Family First Prevention Services Act (FFPSA).		
Case Management	Family First Prevention Services Act (FFPSA)	CM-212	The system shall be able to capture reasonable efforts regarding Family First Prevention Services Act (FFPSA).		
Case Management	Family First Prevention Services Act (FFPSA)	CM-213	The system shall provide a place to list services provided through Family First Prevention Services Act (FFPSA).		
Case Management	Family First Prevention Services Act (FFPSA)	CM-214	The system shall allow community provider to enter safety assessment.		
Case Management	Family First Prevention Services Act (FFPSA)	CM-215	The system shall interface with external providers with limited access.		
Case Management	Financial	CM-216	The system shall track spending / costs surrounding Family First Prevention Services Act (FFPSA) efforts.		
Case Management	General	CM-217	The system shall allow appropriate users to edit Provider Records when appropriate considering business rules.	Validated	
Case Management	General	CM-218	The system shall have guided AI assistance to help those reporting fill in report initiation to provide the case worker with more information as applicable to the case.	Validated	
Case Management	General	CM-219	The system shall provide an authorized user with a mobile solution that has Global Positioning System (Global Positioning System (GPS)) / mapping / traffic functionality or integrates with a navigation product that when offline remains the same as the plan determined at the beginning of the day.	Validated	
Case Management	General	CM-220	The system shall be integrated with the Case Management Module which enables the Service Referral Module to access real-time case details, ensuring that service recommendations are based on the most up-to-date information.	Validated	
Case Management	General	CM-221	The system shall allow multiple users to work simultaneously on the same case and documents within.	Validated	
Case Management	General	CM-222	The system shall allow user to open multiple cases at a time to work on them simultaneously	Validated	
Case Management	General	CM-223	The system shall take completed service referrals and add them to Court Report	Validated	
Case Management	General	CM-224	The system shall attach visitation stats reports to the court report associated with the corresponding case	Validated	
Case Management	General	CM-225	The system shall allow the Visitation Plan to be updated at any time	Validated	
Case Management	General	CM-226	The system shall aggregate data from team meetings so that it can automatically distribute notes and information to the invitees following the conclusion of the team meeting	Validated	
Case Management	General	CM-227	The system shall not require a Protective Capacity Family Assessment (PCFA) or Protective Capacity Placement Assessment (PCPA) to be completed if the case is not set for reunification	Validated	
Case Management	Interface	CM-228	The system shall interface with the Sex Offender Registry.	Validated	
Case Management	Interface	CM-229	The system shall be able to interface with caregiver (relatives, foster parent or whoever)	Validated	
Case Management	Interface	CM-230	The system shall interface with participants receiving referrals.		
Case Management	Interface	CM-231	The system shall input Family First Prevention Services Act (FFPSA) plan into service array form including but not limited to information surrounding provider(s).		
Case Management	Meetings	CM-232	The system shall give a case worker the ability to document and track diligent search efforts.	Validated	
Case Management	Merge Case, Person, Provider	CM-233	The system shall allow a worker to identify the specific data elements that are to be retained when merging / associating case records.	Validated	
Case Management	Merge Case, Person, Provider	CM-234	The system shall allow a worker to identify the specific data elements that are to be retained when merging / associating person records.	Validated	
Case Management	Merge Case, Person, Provider	CM-235	The system shall allow a worker to identify the specific data elements that are to be retained when merging / associating provider records.	Validated	
Case Management	Merge Case, Person, Provider	CM-236	The system shall have the capability for appropriate users to copy / move / reference multiple case documents and case files, at a time from one case to another.	Validated	
Case Management	Merge Case, Person, Provider	CM-237	The system shall provide the ability to merge / associate case records.	Validated	
Case Management	Merge Case, Person, Provider	CM-238	The system shall provide the ability to merge / associate person records.	Validated	
Case Management	Merge Case, Person, Provider	CM-239	The system shall provide the ability to merge / associate provider records.	Validated	
Case Management	Missing Information	CM-240	The system Shall have the ability to produce template for contact notes aligned to policy and CFSR requirements to assure worker addresses all required topics.	Validated	
Case Management	Missing Information	CM-241	The system shall have the ability to produce template for contact notes aligned to policy and CFSR requirements to assure worker addresses all required topics.	Validated	
Case Management	Mobile Solution	CM-242	The system shall have all content, including data, document, and multi-media (e.g. pictures, audio recordings) must be encrypted within the mobile software container application, not stored in the standard mobile device file structure, and have business rules surrounding multiple access levels.	Validated	
Case Management	Mobile Solution	CM-243	The system shall provide an authorized user with a mobile solution that has Global Positioning System (Global Positioning System (GPS)) / mapping / traffic functionality or integrates with a navigation product.	Validated	
Case Management	Mobile Solution	CM-244	The system shall send an alert if an email address is not valid.	Validated	
Case Management	Mobile Solution	CM-245	The system shall be able to edit a user to identify them as the preferred contact.	Validated	
Case Management	Mobile Solution	CM-246	The system shall be built to allow application access using multiple portable devices.	Validated	
Case Management	Mobile Solution	CM-247	The system shall allow application access using multiple browsers and browser versions.	Validated	
Case Management	Mobile Solution	CM-248	The system shall have the ability to be compatible with iOS platforms.	Validated	
Case Management	Mobile Solution	CM-249	The system shall have the ability to be compatible with Android platforms.	Validated	

Case Management	Mobile Solution	CM-250	The system shall send objects, such as audio recordings and photos to the database using a standard and secure interface method, such as an Representational State Transfer Application Programming Interface (REST API), Simple Object Access Protocol (SOAP) web service API, or similar method.	Validated	
Case Management	Mobile Solution	CM-251	The system shall have full synchronization management capabilities: a. Configurable synchronization frequency, both when mobile device is continually online and becomes active after being offline; b. ability to track changes passed through synchronization and the system being updated by these changes; c. ability to detect and resolve conflicts according to configurable business rules or alter system administrator when conflicts occur; d. ability to manage slow network connection synchronization by identifying priority data for synchronization or similar method; e. ability to roll back changes and/or recover from breaks from synchronization; f. ability to perform background synchronization without locking a device while this activity occurs; g. if more than one intermediary database is used, the ability to manage multiple synchronization topologies.	Validated	
Case Management	Mobile Solution	CM-252	The system shall allow an authorized user to have voice to text functionality for their mobile solution.	Validated	
Case Management	Mobile Solution	CM-253	The system shall allow an authorized user to enter data for a case on their mobile device when they are offline and have the ability for the device to automatically sync with the system of record when it comes online.	Validated	
Case Management	Mobile Solution	CM-254	The system shall allow an authorized user to access electronic documentation from a case record when they are offline. While online, the system must retrieve this information and store it within the solution to prepare for their offline work.	Validated	
Case Management	Mobile Solution	CM-255	The system shall allow an authorized user to be alerted by their mobile solution when they assigned a new referral or case while out in the field.	Validated	
Case Management	Mobile Solution	CM-256	The system shall allow an authorized user to contact their supervisor and/or local law enforcement at any time from their solution. (Example: a panic button)	Validated	
Case Management	Mobile Solution	CM-257	The system shall provide an authorized user a mobile solution that will track the Global Positioning System (GPS) location of their workers while they are in the field.	Validated	
Case Management	Mobile Solution	CM-258	The system shall allow an authorized user to approve case reviews that require their attention from the field via the mobile solution, which includes but is not limited to assessments and case notes.	Validated	
Case Management	Mobile Solution	CM-259	The system shall allow an authorized user to sort and filter their pending caseload tasks based on their current Global Positioning System (GPS) location.	Validated	
Case Management	Mobile Solution	CM-260	The system shall provide an authorized user with a secure way to access their email while in the field via a mobile solution.	Validated	
Case Management	Mobile Solution	CM-261	The system shall allow an authorized user to capture pictures or videos with their phone and automatically upload them to an investigation or case.	Validated	
Case Management	Mobile Solution	CM-262	The system shall allow an authorized user to directly access the system via the link provided to them through an email or alert on their mobile device.	Validated	
Case Management	Mobile Solution	CM-263	The system shall allow an authorized user to review and edit any case information that was added via a mobile solution.	Validated	
Case Management	Mobile Solution	CM-264	The system shall provide an authorized user with a mobile solution to present existing assessments, forms and documentation in a manner that is user friendly and viewable when presented on a mobile device.	Validated	
Case Management	Mobile Solution	CM-265	The system shall allow an authorized user to complete assessments, case notes and forms from a mobile solution, which includes but is not limited to home studies and safety plans.	Validated	
Case Management	Mobile Solution	CM-266	The system shall provide an authorized user with a mobile solution that is able to send customizable alerts based on tasks and deadlines.	Validated	
Case Management	Mobile Solution	CM-267	The system shall allow an authorized user to access historical client and case level data from a mobile solution.	Validated	
Case Management	Mobile Solution	CM-268	The system shall allow an authorized user to search structured data within current or past case information easily within the mobile solution, which includes but is not limited to date of birth, social security number, and name.	Validated	
Case Management	Mobile Solution	CM-269	The system shall allow an authorized user to search unstructured data (e.g. case notes) within current or past case information easily within the mobile solution.	Validated	
Case Management	Monitor Services Provider	CM-270	The system shall have alerts and notifications as to when parents and case management workers appointments are on a time-contingent basis.	Validated	
Case Management	Monitor Services Provider	CM-271	The system shall provide details including but not limited to attendance, participation, significant findings, and other pertinent case information of a case in a centralized location when a worker is filling out their Protective Capacity Placement Assessment (PCPA).	Validated	
Case Management	Monitor Services Provider	CM-272	The system shall allow a worker to do a Protective Capacity Placement Assessment (PCPA) at any point throughout the case management process.	Validated	
Case Management	Monitor Services Provider	CM-273	The system shall track referrals and their progress with coordinating time-contingent reminders.	Validated	
Case Management	Monitor Services Provider	CM-274	The system shall track progress report requests and due dates.	Validated	
Case Management	Monitor Services Provider	CM-275	The system shall provide summary of progress to parents on a time-contingent basis with information including but not limited to drug tests, number of visits, quality of visits, and next steps.	Validated	
Case Management	Notes	CM-276	The system shall have multiple contact note fields specific to information types according to specified business rules.	Validated	
Case Management	Notes	CM-277	The system shall allow users to create multiple case note types at the same time	Validated	
Case Management	Permanency	CM-278	The system shall utilize a configurable list of permanency goals, and associated documents, forms, etc. to those goals as needed.		
Case Management	Permanency	CM-279	The system shall allow a user to pursue multiple permanency goals at one time.		
Case Management	Portals	CM-280	The system shall allow external portal access based on pre-determined business rules.	Validated	
Case Management	Portals	CM-281	The system shall capture information around sibling visits from external portal users and DCFS staff when siblings are not placed together.	Validated	
Case Management	Portals	CM-282	The system shall allow a youth with an open case or investigation and to submit and access information and communicate with case workers through an interface / portal.	Validated	
Case Management	Portals	CM-283	They system shall provide portal access for reportable incidents in child placements.	Validated	
Case Management	Portals	CM-284	The system shall have the ability to select the law enforcement jurisdictional county for Nevada administrative messages through secure law enforcement	Validated	

Case Management	Portals	CM-285	The solution shall be able to support portals for internal actors and external stakeholders that have configurable levels of accessibility and permissions according to business rules.	Validated	
Case Management	Portals	CM-286	The system shall allow a provider to submit and access information, complete applications, upload required documentation, and communicate with case workers.	Validated	
Case Management	Portals	CM-287	The system shall allow a parent or caregiver to submit and access information, complete applications, upload required documentation, and communicate with case workers.	Validated	
Case Management	Portals	CM-288	The system shall allow an authorized user to view information submitted via external portals and have the ability to communication with users who have access to the portal.	Validated	
Case Management	Portals	CM-289	The system shall allow a law enforcement officer to submit and access information, upload documentation, and communicate with case workers.	Validated	
Case Management	Protective Capacity Family Assessment (PCFA) Contact Notes	CM-290	The system shall track Protective Capacity Family Assessment (PCFA) and parent contact notes in order to assure requirements for Protective Capacity Family Assessment (PCFA) and parent/case visits can be simultaneously reflected as met when appropriate.	Validated	
Case Management	Recruitment	CM-291	The system shall be able to revisit the recruitment process throughout any time in the case.	Validated	
Case Management	Reopen Cases	CM-292	The system shall allow a new case to be created based on older case.		
Case Management	Reopen Cases	CM-293	The system shall create a new id for a new case that was created based on an older case.		
Case Management	Reopen Cases	CM-294	The system shall create a new id built off the old id for ease identifying connection between these cases.		
Case Management	Reopen Cases	CM-295	The system shall show the lifecycle of a case when a new case is created based on an older case.		
Case Management	Reopen Cases	CM-296	The system shall pull data from the old case into the new case automatically as applicable.		
Case Management	Respite Care	CM-297	The system shall produce a daily report of children currently in respite care/outside of normal environment that is able to be monitored by supervisors and has associated alerts.		
Case Management	Respite Care	CM-298	The system shall document respite care placement information.		
Case Management	Respite Care	CM-299	The system shall notify an authorized user of a respite care request.		
Case Management	Respite Care	CM-300	The system shall display active respite requests for a placement provider and planned placement for request respite.		
Case Management	Respite Care	CM-301	The system shall require approval from both a case worker and a licensing worker for a respite care request, as applicable based on agency jurisdiction process standards		
Case Management	Respite Care	CM-302	The system shall notify a supervisor if a agency representative receives a respite care request while they are out of office, and route that approval to the supervisor.		
Case Management	Respite Care	CM-303	The system shall notify a placement provider if a respite care request was approved or denied.		
Case Management	Respite Care	CM-304	The system shall inform Fiscal / Billing if respite care request approved.		
Case Management	Respite Care	CM-305	The system shall notify an authorized user if the provider requests help finding respite care placement.		
Case Management	Respite Care	CM-306	The system shall document respite placement tax information.		
Case Management	Respite Care	CM-307	The system shall track the time child was in respite care.		
Case Management	Respite Care	CM-308	The system shall update and track provider respite days.		
Case Management	Respite Care	CM-309	The system shall allow authorized users to updated the amount of respite days allowed for providers, as applicable		
Case Management	Respite Care	CM-310	The system shall track the funding spent on respite days		
Case Management	Respite Care	CM-311	The system shall allow providers to view their amount of used and remaining respite days		
Case Management	Respite Care	CM-312	The system shall track how many unduplicated children are in respite care at any one time.		
Case Management	Respite Care	CM-313	The system shall have a dashboard to track respite care details including but not limited to children, days, and amount spent.		
Case Management	Respite Care	CM-314	The system shall track how many families use respite care, for how long, type of license, etc.		
Case Management	Respite Care	CM-315	The system shall track the type of respite care used, including inclusive respite care, special circumstances, unlicensed fictive kin, normalcy babysitting, etc.		
Case Management	Reunification	CM-316	The system shall notify the Eligibility Office when placement type is changed to parent		
Case Management	Safety Assessment	CM-317	The system shall be able to capture triggers for when a Safety Assessment must be completed.	Validated	
Case Management	Scheduling	CM-318	The system shall have a scheduling tool to coordinate meetings, planning sessions, and case visits	Validated	
Case Management	Supervisor	CM-319	The system shall allow user supervisors to review work items and return them to the submitter for modifications as many times as necessary until the work item is approvable.	Validated	
Case Management	Transfer Case	CM-320	The system shall allow case workers to submit requests to supervisor to transfer cases	Validated	
Case Management	Worker Workflows	CM-321	The system shall provide flexibility for worker assignments and access to records amongst organizational and staff changes.	Validated	

Case Review Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Case Review	Alerts & Notifications	CR-01	The system shall be able to notify appropriate users to schedule Case Review meetings.	Validated	
Case Review	Alerts & Notifications	CR-02	The system shall include automated reminders for Case Review scheduling (e.g. pulling in case participants, initial notification when created, due date for letter generation).	Validated	
Case Review	Alerts & Notifications	CR-03	The system shall send notifications for every Case Review meeting to all meeting participants. The notification shall provide details including but not limited to: date and time; type of meeting.	Validated	
Case Review	Alerts & Notifications	CR-04	The system shall have the ability to alert the appropriate user when the targeted case review is not approved within a specified number of days.	Validated	
Case Review	Alerts & Notifications	CR-05	The system shall identify cases for case reviewers to review in order of a specified priority.	Validated	
Case Review	Alerts & Notifications	CR-06	The system shall alert the case review worker that a piece of the case is missing information.	Validated	
Case Review	Calendar	CR-07	The systems shall meetings shall integrate with outlook or other calendar scheduling system.	Validated	
Case Review	Child and Family Services Review	CR-08	The system shall auto-generate a random list based on input business rules for the child and family services review.	Validated	
Case Review	Dashboard	CR-09	The system shall have a dashboard for Case Review that generates reports for Child and Family Services Review (CFSR).	Validated	
Case Review	Dashboard	CR-10	The system shall have a specific dashboard for case review.	Validated	
Case Review	Documentation	CR-11	The system shall be able to track reasons why Case Review meetings may be out of compliance or beyond proposed date (e.g. parents not attending, parent requested, youth requested, weather, attorney requested, coverage, Child Protective Services (CPS) staff not available, interpreter not available).	Validated	
Case Review	Documentation	CR-12	The system shall capture information regarding the preparation for and results of a Case Review.	Validated	
Case Review	Documentation	CR-13	The system shall capture and compile relevant / current documentation in preparation for a Case review such as: narrative; 6-month follow-up; previous Case Review outcomes; previous Case reviews according to pre-defined business rules.	Validated	
Case Review	Documentation	CR-14	The system shall be able to pull all relevant documentation related to a case review when requested by the worker according to specified business rules.	Validated	
Case Review	Federal Children's Bureau	CR-15	The system shall have the ability to calculate data indicators for Case Review to monitor internally to the Federal Children's Bureau.	Validated	
Case Review	Historical Record	CR-16	The system shall be able to maintain a historical view of Case Reviews.	Validated	
Case Review	Logical Flow	CR-17	The system shall be able to pivot from Child and Family Services Review (CFSR) to other areas.	Validated	
Case Review	Mobile Solution	CR-18	The system shall allow an authorized user to approve case reviews that require their attention from the field via the mobile solution, which includes but is not limited to assessments and case notes.	Validated	
Case Review	Permanency Supervisors	CR-19	The system shall allow supervisors to review cases within their units to aid in training and practicing improvement.	Validated	
Case Review	Requests for Criminal Investigation	CR-20	The system shall allow requests for information in the course of a criminal investigation.	Validated	
Case Review	Sample of Cases	CR-21	The system shall have collated review of a sample of cases to identify practice trends within agencies, units/counties, & state and training needs.	Validated	
Case Review	Summary	CR-22	The system shall provide an objective high-level view / summary of what is happening in a case for case review according to specific business rules.	Validated	
Case Review	Types of Case Reviews	CR-23	The system shall support input of information for the following types of case reviews including but not limited to Child Fatality, Near Fatality, State Review, Programmatic (fidelity reviews, policy, model adherence, rate Child and Family Services Review (CFSR) items, Nevada Rapid Indicator Tool (NRIT)), Targeted Case Reviews, Critical Incident Entry, Collated Reviews.	Validated	
Case Review	Worker Performance	CR-24	The system shall have performance measures to provide to Human Resources (HR) that only supervisors have access to the reviews.	Validated	
Case Review	Worker Performance	CR-25	The system shall drill down to review individual worker performance metrics as according to specified business rules.	Validated	

Medical Case Management / Treatment Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Medical Case Management	Alerts and Notifications	M-01	The system shall alert staff, workers, & care providers based on state-wide policy requirements for things that are coming due according to different business rules.	Validated	
Medical Case Management	Alerts and Notifications	M-02	The system shall alert foster parents, staff, care providers, & care givers as applicable that they have appointments on specific days according to business rules.	Validated	
Medical Case Management	Alerts and Notifications	M-03	The system shall captures appointments and alerts the worker of them.	Validated	
Medical Case Management	Alerts and Notifications	M-04	The system shall send an alert within 30 days of entering care surrounding EPSTD if an appointment has not yet been scheduled.	Validated	
Medical Case Management	Alerts and Notifications	M-05	The system shall alert that a document has been added to the child's file.	Validated	
Medical Case Management	Alerts and Notifications	M-06	The system shall prompt the worker to validate if diagnosis are still relevant from particular providers.	Validated	
Medical Case Management	Alerts and Notifications	M-07	The system shall prompt to confirm medications, change/update medications, or end date old medications at various pre-defined intervals.	Validated	
Medical Case Management	Appointments	M-08	The system shall automate the arrangement / scheduling of appointments surrounding trauma referrals.	Validated	
Medical Case Management	Appointments	M-09	The system shall automate the arrangement / scheduling of appointments surrounding Early and Periodic Screening Diagnostic & Treatment (EPSDT).	Validated	
Medical Case Management	Appointments	M-10	The system shall arrange a dental exam for the child within 90 days of coming into care if at least 1 year old.	Validated	
Medical Case Management	Appointments	M-11	The system shall auto generate / allow editing a case note when entering appointments so their not entering information into two different areas with careful consideration of HIPAA (Health Insurance Portability and Accountability Act).	Validated	
Medical Case Management	Assessment	M-12	The system shall provide an assessment for Bio psychosocial - Children's Uniform Mental Health Assessment.	Validated	
Medical Case Management	Assessment	M-13	The system shall provide an health assessment within the Child and Adolescence Service Intensity Instrument (CASI).	Validated	
Medical Case Management	Assignee	M-14	The system shall show which clinician is assigned to which child.	Validated	
Medical Case Management	Assignee	M-15	The system shall identify / assign Regional Center respective assignees.	Validated	
Medical Case Management	Associations	M-16	The system shall associate medications to diagnoses, appointments, and more.	Validated	
Medical Case Management	Behavioral Concerns	M-17	The system shall prompt the user to confirm or edit behavioral concerns every 6 months.	Validated	
Medical Case Management	Caseload Calculations	M-18	The system shall allow clinical staff's caseload to be calculated differently than case management staff.	Validated	
Medical Case Management	Children Diagnoses	M-19	The system shall save child's previous history of diagnosis while highlighting the most recent / pertinent diagnosis.	Validated	
Medical Case Management	Clinical Needs	M-20	The system shall connect Rx and diagnosis.	Validated	
Medical Case Management	Clinical Needs	M-21	The system shall include within the service array Partial Hospitalization Program (PHP) and Intensive Outpatient Program (IOP) according to specific identified business fields.	Validated	
Medical Case Management	Clinical Needs	M-22	The system shall include worker tips indicating the type of information that should be input into required fields.	Validated	
Medical Case Management	Clinical Needs	M-23	The system shall show a historical view of the child's service array within the child's window.	Validated	
Medical Case Management	Clinical Needs	M-24	The system shall alert the worker that there is a need to refer child to internal clinicians for assessment.	Validated	
Medical Case Management	Clinical Needs	M-25	The system shall include the child specific service array within the child's window.	Validated	
Medical Case Management	Clinical Notes	M-26	The system shall automate basic clinical notes into UNITY based on if someone visited the child and who they are assigned to.	Validated	
Medical Case Management	Document Sharing	M-27	The system shall allow sharing of embedded documents within a child's file to other needed parties.	Validated	
Medical Case Management	Documentation Uploads	M-28	The system shall allow documentation upload of child diagnoses.	Validated	
Medical Case Management	Embed Documents	M-29	The system shall allow a worker to embed different documents within a child's file.	Validated	
Medical Case Management	Health Screens Improvement	M-30	The system shall improve health screens to capture important information based on specific business rules.	Validated	
Medical Case Management	Hospital Stays	M-31	The system shall have a process for documenting hospital stays and details according to respective business rules.	Validated	
Medical Case Management	Information Locking	M-32	The system shall have selective redaction of specific protected information.	Validated	
Medical Case Management	Information Locking	M-33	The system shall be able to HIPAA (Health Insurance Portability and Accountability Act) protect certain documents.	Validated	
Medical Case Management	Information Locking	M-34	The system shall flag HIPAA (Health Insurance Portability and Accountability Act) information to the worker when it is in a field that it should not be.	Validated	
Medical Case Management	Medical Dashboard	M-35	The system shall have a medical dashboard for the child that pertains only to their medical information.	Validated	
Medical Case Management	Medical Needs	M-36	The system shall allow information such as birth, medical, mental health, educational, developmental, social history and more to be entered by parents.	Validated	
Medical Case Management	Medical Needs	M-37	The system shall refer for mental health assessment within 30 days of coming into care if mental health issues are indicated to be suspected.	Validated	
Medical Case Management	Medical Needs	M-38	The system shall have alerts for Child Abuse Prevention and Treatment Act (CAPTA) referrals to Early Intervention for children under 3 within 5 days according to specified business rules.	Validated	
Medical Case Management	Medical Needs	M-39	The system shall have a place to document child / youth allergies.	Validated	

Medical Case Management	Medical Needs	M-40	The system shall schedule a medical exam for child / youth once Commercial Sexual Exploitation of Children (CSEC) is confirmed.	Validated	
Medical Case Management	Medical Needs	M-41	The system shall have an input for parents to enter medications the child / youth is taking.	Validated	
Medical Case Management	Medical Needs	M-42	The system shall recommend for pregnant child/youth support in obtaining medical care as needed.	Validated	
Medical Case Management	Medical Needs	M-43	The system shall have a place to document necessary adaptive, assistive, medical equipment the child needs.	Validated	
Medical Case Management	Medical Needs	M-44	The system shall alert the worker of appointments captured and remind the worker of them.	Validated	
Medical Case Management	Medical Needs	M-45	The system shall have an input for parents to enter Over the Counter (OTCs).	Validated	
Medical Case Management	Medical Needs	M-46	The system shall alert Person Legally Responsible (PLR) with court for child under psychiatric care and / or taking psych meds.	Validated	
Medical Case Management	Medical Needs	M-47	The system shall alert a worker to schedule an eye exam annually for kids 3 and older.	Validated	
Medical Case Management	Medical Passport	M-48	The system shall have a check box under school in the medical passport section if the child has Individualized Education Program (IEP) or not.	Validated	
Medical Case Management	Outdated Information	M-49	The system shall mark certain information as outdated to alleviate workers viewing of outdated and not pertinent information.	Validated	
Medical Case Management	Point in Time Observations	M-50	The system shall be able to capture point in time observations to correctly capture a child's developmental growth over time.	Validated	
Medical Case Management	Point in Time Observations	M-51	The system shall be able to capture point in time observations to correctly capture a child's behavioral changes over time.	Validated	
Medical Case Management	Point in Time Observations	M-52	The system shall be able to capture point in time observations to correctly capture a child's physical development changes over time.	Validated	
Medical Case Management	Point in Time Observations	M-53	The system shall be able to capture point in time observations to correctly capture a child's mental health changes over time.	Validated	
Medical Case Management	Point in Time Observations	M-54	The system shall be able to capture point in time observations to correctly capture a child's mental social development over time.	Validated	
Medical Case Management	Point in Time Observations	M-55	The system shall be able to capture point in time observations to correctly capture a child's mental educational development over time.	Validated	
Medical Case Management	Point in Time Observations	M-56	The system shall have defined business rules surrounding point in time observations and what information needs to be entered for the child.	Validated	
Medical Case Management	Pregnancy	M-57	The system shall have a window for pregnancy when entering a person's health information	Validated	
Medical Case Management	Provider End Date	M-58	The system shall allow an end date to be entered for a provider.	Validated	
Medical Case Management	Psychotropic Cases	M-59	The system shall capture children who have Personal Legally Responsible for the Psychiatric Care of a Child (PLRs) and are in psychiatric services.	Validated	
Medical Case Management	Psychotropic Cases	M-60	The system shall identify / assign who the Personal Legally Responsible for the Psychiatric Care of a Child (PLR) is to the child.	Validated	
Medical Case Management	Psychotropic Cases	M-61	The system shall capture children who take psychotropic medications in their health windows.	Validated	
Medical Case Management	Service Array	M-62	The system shall search its own service array database and flag the user if the person / their respective information has potentially has already been entered into the system.	Validated	
Medical Case Management	Service Array	M-63	The system shall search its own service array / provider database and flag the user if the person / their respective information potentially has already been entered into the system.	Validated	
Medical Case Management	Service Array	M-64	The system shall provide internet searches to see if providers within the service array are still active.	Validated	
Medical Case Management	Service Array	M-65	The system shall interface with the service array to see if Medicaid providers are still actively participating in the program.	Validated	
Medical Case Management	Summary	M-66	The system shall be able to provide a summary to respective parties at a home visit including but not limited to bio-parent and foster care provider.	Validated	
Medical Case Management	Transformation of Information	M-67	The system shall have a seamless transformation of information applicable to clinical staff cases from case management and vice versa based on business rules.	Validated	
Medical Case Management	Worker Tip	M-68	The system shall have a worker tip for different tips of medication giving general background on general purpose, FDA approval, and side effects.	Validated	

Foster Care Licensing Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Foster Care Licensing	Alert/Notification	FCL-01	The system shall be able to allow users to get notifications on reminders for upcoming due dates for trainings and upcoming expiration.	Validated	
Foster Care Licensing	Alert/Notification	FCL-02	The system shall allow users to be notified on if their training certification is approved or denied.	Validated	
Foster Care Licensing	Alert/Notification	FCL-03	The system shall be able to notify and send a link to required application(s) to non-primary users when they are added to an application.	Validated	
Foster Care Licensing	Alert/Notification	FCL-04	The system shall be able to notify references when added to an application and send each reference the reference questionnaire with the ability to complete the questionnaire within the user portal and have it automatically sent to the agency facing side with customization of the alert and questionnaire per jurisdiction.	Validated	
Foster Care Licensing	Alert/Notification	FCL-05	The system shall be able to notify licensing staff member when an application is submitted for a family assigned to them.	Validated	
Foster Care Licensing	Alert/Notification	FCL-06	The system shall be able to select which notifications workers receive based on user role.	Validated	
Foster Care Licensing	Alert/Notification	FCL-07	The system shall allow notifications for (Contract, Agreement, and MOU Due for Renewal).	Validated	
Foster Care Licensing	Alert/Notification	FCL-08	The system shall allow users to receive renewal notices.	Validated	
Foster Care Licensing	Alert/Notification	FCL-09	The system shall be able to notify licensing worker when account information is updated.	Validated	
Foster Care Licensing	Alert/Notification	FCL-10	The system shall be able to have a priority notification matrix/flagging for licensing workers.	Validated	
Foster Care Licensing	Alert/Notification	FCL-11	The system shall send eligible consolidated results to users and other recipients.	Validated	
Foster Care Licensing	Alert/Notification	FCL-12	The system shall determine if users are eligible and ineligible.	Validated	
Foster Care Licensing	Alert/Notification	FCL-13	The system shall publish information about becoming a Resource Home Parent.	Validated	
Foster Care Licensing	Alert/Notification	FCL-14	The system shall publish information about Resource Homes.	Validated	
Foster Care Licensing	Alert/Notification	FCL-15	The system shall notify agency of Resource Home Selection by notifying licensing that a bed is filled.	Validated	
Foster Care Licensing	Alert/Notification	FCL-16	The system shall allow users to request clearances to be sent to other recipients.	Validated	
Foster Care Licensing	Alert/Notification	FCL-17	The system shall select which clearances to send to recipients and update recipients on all progress.	Validated	
Foster Care Licensing	Alert/Notification	FCL-18	The system shall notify users of Errors/Timeframes.	Validated	
Foster Care Licensing	Alert/Notification	FCL-19	The system shall allow Resource Home Parents to register for recruitment events and receive notification of registration.	Validated	
Foster Care Licensing	Alert/Notification	FCL-20	The system shall publish information about Recruitment Events/Promotions.	Validated	
Foster Care Licensing	Alert/Notification	FCL-21	The system shall be able to inform users when SPLC Annual Evaluation is Due	Validated	
Foster Care Licensing	Alert/Notification	FCL-22	The system shall inform Supervisors when written responses are Ready for Review.	Validated	
Foster Care Licensing	Alert/Notification	FCL-23	The system shall send notifications for home inspection.	Validated	
Foster Care Licensing	Alert/Notification	FCL-24	The system shall send notifications for Emergency Home Approval.	Validated	
Foster Care Licensing	Alert/Notification	FCL-25	The system shall provide notifications of denial of Emergency Home Approval.	Validated	
Foster Care Licensing	Alert/Notification	FCL-26	The system shall allow users to initiate Formal Child Abuse History Certification.	Validated	
Foster Care Licensing	Alert/Notification	FCL-27	The system shall notify users for Subsidy Agreement Termination.	Validated	
Foster Care Licensing	Alert/Notification	FCL-28	The system will notify relevant parties of Subsidy Agreement Termination.	Validated	
Foster Care Licensing	Alert/Notification	FCL-29	The system shall document Subsidy Agreement Termination Request/Need.	Validated	
Foster Care Licensing	Alert/Notification	FCL-30	The system shall send users notifications of certification and licensing.	Validated	
Foster Care Licensing	Alert/Notification	FCL-31	The system shall send tasks to external providers.	Validated	
Foster Care Licensing	Alert/Notification	FCL-32	The system shall assign Home Study Tasks.	Validated	
Foster Care Licensing	Alert/Notification	FCL-33	The system shall send notifications to Resource Home Parent (RHP) with Requirements/Process Information.	Validated	
Foster Care Licensing	Alert/Notification	FCL-34	The system shall send notifications to Appropriate Parties about documentation requirements.	Validated	
Foster Care Licensing	Alert/Notification	FCL-35	The system shall verify that Resource Home Parent(s) (RHPs) are aware of Discipline, Punishment and Control Policy.	Validated	
Foster Care Licensing	Alert/Notification	FCL-36	The system create Renewal Notifications for Resource Home (RH) Approvals.	Validated	
Foster Care Licensing	Alert/Notification	FCL-37	The system shall be able to generate and update Resource Family Home (RFH) Registry Application and notify users.	Validated	
Foster Care Licensing	Alert/Notification	FCL-38	The system shall be able to update waivers with final decisions and send notifications to all parties.	Validated	
Foster Care Licensing	Alert/Notification	FCL-39	The system shall be able to generate waiver renewal/expiration notification.	Validated	
Foster Care Licensing	Approval	FCL-40	The system shall allow users to upload approvals and populate final contract data.	Validated	
Foster Care Licensing	Confirmation	FCL-41	The system shall allow users to create conduct safety and needs assessments.	Validated	
Foster Care Licensing	Confirmation	FCL-42	The system shall confirm training requirements are completed for users.	Validated	
Foster Care Licensing	General	FCL-43	The system shall include user tracking of trainings and hours.	Validated	
Foster Care Licensing	General	FCL-44	The system shall be able to track expiration dates for upcoming expiration of completed trainings.	Validated	
Foster Care Licensing	General	FCL-45	The system shall be able to track required training completion status.	Validated	
Foster Care Licensing	General	FCL-46	The system shall identify training tracks based on licensing type.	Validated	
Foster Care Licensing	General	FCL-47	The system shall have the ability to accept collateral verification in lieu of completing trainings for renewal of certifications and licensing.	Validated	
Foster Care Licensing	General	FCL-48	The system shall be able to assign specific trainings to users based on the needed requirements for the user.	Validated	
Foster Care Licensing	General	FCL-49	The system shall be able to change the required training hours for users based on needed requirements.	Validated	
Foster Care Licensing	General	FCL-50	The system shall be able to allow users to include references on an application with fields including but not limited to name, contact information, and email address.	Validated	

Foster Care Licensing	General	FCL-51	The system shall be able to assign application type to users	Validated	
Foster Care Licensing	General	FCL-52	The system shall be able to track references.	Validated	
Foster Care Licensing	General	FCL-53	The system shall be able to have a multilanguage selection option.	Validated	
Foster Care Licensing	General	FCL-54	The system shall allow documents to be accessible for users across device types (e.g. tablet, phone, computer).	Validated	
Foster Care Licensing	General	FCL-55	The system shall be able to capture the race, ethnicity and culture of individuals being recruited for foster and adoptive parents.	Validated	
Foster Care Licensing	General	FCL-56	The system shall be able to capture SOGIE related fields per state and federal guidelines.	Validated	
Foster Care Licensing	General	FCL-57	The system shall be able to allow users to identify their home language and allow them to select multiple language options.	Validated	
Foster Care Licensing	General	FCL-58	The system shall be able to allow users to identify if an interpreter is needed.	Validated	
Foster Care Licensing	General	FCL-59	The system shall alert appropriate users when information contained in a Provider Record has been modified that requires the Provider License to be Renewed.	Validated	
Foster Care Licensing	General	FCL-60	The system shall alert appropriate users when Provider Licenses are issued, renewed, suspended, revoked, or placed on hold.	Validated	
Foster Care Licensing	General	FCL-61	The system shall alert the appropriate users, in a configurable number of days, when a Provider License is nearing its expiration date.	Validated	
Foster Care Licensing	General	FCL-62	The system shall be able to have information be configurable to each specific jurisdiction.	Validated	
Foster Care Licensing	General	FCL-63	The system shall automatically make a License "Inactive" when it expires.	Validated	
Foster Care Licensing	General	FCL-64	The system shall generate, track, and store all documents and forms required during the Licensing and Licensing Renewal Process for all types of Provider Licenses (e.g. Home Studies).	Validated	
Foster Care Licensing	General	FCL-65	The system shall generate, track, and store all Letters used when issuing Provider Licenses (e.g., Congregate Care Provisional and Regular Licenses, Foster Home Licenses, Adoptive Family Licenses).	Validated	
Foster Care Licensing	General	FCL-66	The system shall generate, track, and store all Letters used when refusing to issue Provider Licenses (e.g., Congregate Care Provisional and Regular Licenses, Foster Home Licenses, Adoptive Family Licenses).	Validated	
Foster Care Licensing	General	FCL-67	The system shall generate, track, and store all Provider Licenses and clearance types (e.g., Congregate Care Provisional and Regular Licenses, Adoptive Family Licenses, Foster Home Licenses, clearance type non-primary, clearance type caregiver, clearance type boarder, clearance type agency director).	Validated	
Foster Care Licensing	General	FCL-68	The system shall identify Out of State Providers.	Validated	
Foster Care Licensing	General	FCL-69	The system shall record and track other professional licenses, accreditations, credentials, and facility qualifications to provide specific services for each provider. (for example, required caregiver training, home and vehicle modification).	Validated	
Foster Care Licensing	General	FCL-70	The system shall record and track the status, reasons, timeframes and dates associated with the suspension/revocation of a License.	Validated	
Foster Care Licensing	General	FCL-71	The system shall record, track, and provide current vacancy information for state licensed providers, as well as historical utilization statistics by provider, by program and by site (e.g. foster/adoptive homes, residential, congregate care, group homes).	Validated	
Foster Care Licensing	General	FCL-72	The system shall be able to manage the tracking of vacancies, holds, and breaks for foster care homes.	Validated	
Foster Care Licensing	General	FCL-73	The system shall be able to track vacancies, holds, breaks, reasonings for breaks, length of time, and time of year.	Validated	
Foster Care Licensing	General	FCL-74	The system shall be able to include a self-guided system usability training (user role based)/ training mode.	Validated	
Foster Care Licensing	General	FCL-75	The system shall be able to track and record when new background checks are due for all foster care providers, including all license / clearance types of parents/caregivers.	Validated	
Foster Care Licensing	General	FCL-76	The system shall allow users to set up individual accounts.	Validated	
Foster Care Licensing	General	FCL-77	The system shall allow linking organizational accounts to individual accounts.	Validated	
Foster Care Licensing	General	FCL-78	The system shall be able to set up a group home account.	Validated	
Foster Care Licensing	General	FCL-79	The system shall be able to track and record group home trainings, certifications, clearances, and workers.	Validated	
Foster Care Licensing	General	FCL-80	The system shall maintain a historic record/log of all completed trainings entered into the system regardless of changes made to current training track or requirements.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-81	The system shall process foster care and adoptive home applications.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-82	The system shall process applications of all licensing and clearance types.		
Foster Care Licensing	Inquiry & Recruiting	FCL-83	The system shall be able to track and record all foster care and adoptive recruitment processes.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-84	The system shall record and track information related to the recruitment of prospective Foster and Adoptive Homes (e.g. Date that the recruitment was initiated, date that the recruitment was completed, type of recruitment, outcome of recruitment).	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-85	The system shall be able to track events and outreach information.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-86	The system shall be able to allow users to add which recruitment events they attended.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-87	The system shall be able to track follow-up contacts with interested parties.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-88	The system shall be able to allow users to track which recruiter attended, hosted events and outreach.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-89	The system shall record the date and findings of the formal contacts / interviews the Agency conducts with the prospective Foster Home / Adoptive Provider during the Licensing Process	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-90	The system shall support consistent Foster and Adoptive Parent Licensing, Recruitment and Retention standards.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-91	The system shall capture the status of a licensing/re licensing application and record the decision and decision reason.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-92	The system shall display the licensing status for each provider in search results (example: approved, suspended, revoked, or placed on hold).	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-93	The system shall not allow Provider Licenses to be granted unless required Licensing activities are completed (e.g. background checks).	Validated	

Foster Care Licensing	Inquiry & Recruiting	FCL-94	The system shall provide a configurable interactive checklist to guide the worker through the licensing process for all types of providers.	Validated	
Foster Care Licensing	Inquiry & Recruiting	FCL-95	The system shall provide the ability to convert a license from provisional/temporary to regular status once the licensing requirements are met.	Validated	
Foster Care Licensing	Licensing	FCL-96	The system shall be able to have an open notes section to allow for additional information regarding the status of licensing applications.	Validated	
Foster Care Licensing	Licensing	FCL-97	The system shall be able to send completed licensing checklist to foster parents for their signature.	Validated	
Foster Care Licensing	Licensing	FCL-98	The system shall be able to use DocuSign or similar platform for all forms, applications, reports, etc.	Validated	
Foster Care Licensing	Licensing	FCL-99	The system shall be able to track and record contacts made with appropriate parties regarding the suspension, revocation and denial.	Validated	
Foster Care Licensing	Licensing	FCL-100	The system shall be able to track reasoning for users that are not choosing to renew or close their license.	Validated	
Foster Care Licensing	Licensing	FCL-101	The system shall alert the appropriate users of tasks, requests, and other relevant assignments during the licensing process.	Validated	
Foster Care Licensing	Licensing	FCL-102	The system shall be able to allow licensing worker/supervisor the ability to assign tasks to foster parents, resource families, etc.	Validated	
Foster Care Licensing	Licensing	FCL-103	The system shall allow Provider Licenses to be granted for Provider Records not meeting all required Licensing Criteria only if a waiver (or equivalent) has been issued and recorded with the ability internally to mark items as N/A that may not apply to every home, so lack of completion or formal waiver / variance does not prevent licensure in such circumstances.	Validated	
Foster Care Licensing	Licensing	FCL-104	The system shall be able to include a date of approval for waiver or waiver equivalent (e.g. variance).	Validated	
Foster Care Licensing	Licensing	FCL-105	The system shall be able to record initial training for staff users.	Validated	
Foster Care Licensing	Licensing	FCL-106	The system shall be able to record ongoing training for staff users.	Validated	
Foster Care Licensing	Licensing	FCL-107	The system must be able to record required criminal background checks for foster care and all license / clearance types of parents/caregivers adoptive parents.	Validated	
Foster Care Licensing	Licensing	FCL-108	The system shall record and attach the results of licensing background checks and fingerprint searches to the Provider Record in such a way that is accessible to the appropriate user	Validated	
Foster Care Licensing	Licensing	FCL-109	The system shall record and track information related to a provider's eligibility to provide certain services (For example, licenses, credentials, specialties).	Validated	
Foster Care Licensing	Licensing	FCL-110	The system shall record and track licensing issues about providers.	Validated	
Foster Care Licensing	Licensing	FCL-111	The system shall record the date of all approvals required during the licensing process.	Validated	
Foster Care Licensing	Licensing	FCL-112	The system shall be able to track which worker/supervisor licensed the home.	Validated	
Foster Care Licensing	Licensing	FCL-113	The system shall support a License Status to designate when a License has expired but the Provider is undergoing the Licensing Renewal Process.	Validated	
Foster Care Licensing	Licensing	FCL-114	The system shall be able to include a pending status for when license status lapsed but is undergoing the renewal process.	Validated	
Foster Care Licensing	Licensing	FCL-115	The system shall support all types of Licenses and contracts the Agency has with Providers (e.g. Placement and Non-Placement Agencies, Foster Homes).	Validated	
Foster Care Licensing	Licensing	FCL-116	The system shall support different types of Provider Licenses to reflect the types of Providers and Agency Licenses, including Out of State Licenses for Interstate Compact Cases.	Validated	
Foster Care Licensing	Licensing	FCL-117	The system shall track and record all amendments made to Licenses for all types of Providers.	Validated	
Foster Care Licensing	Licensing	FCL-118	The system shall select clearances manually and perform selected clearances and verifications (e.g. National Sex Offender Registry (NSOR), Federal Bureau of Investigations (FBI) Criminal History, Out-of-State (OOS), Child Abuse History, State Police Criminal History and more)	Validated	
Foster Care Licensing	Licensing	FCL-119	The system shall allow users to submit additional information requested.	Validated	
Foster Care Licensing	Licensing	FCL-120	The system shall allow users to review status of clearances.	Validated	
Foster Care Licensing	Licensing	FCL-121	The system shall allow users to be notified that the request is pending CPS Referral.	Validated	
Foster Care Licensing	Licensing	FCL-122	The system shall request information from users.	Validated	
Foster Care Licensing	Licensing	FCL-123	The system shall notify user requests are closed due to lack of information.	Validated	
Foster Care Licensing	Licensing	FCL-124	The system shall determine if active clearance exists for users.	Validated	
Foster Care Licensing	Licensing	FCL-125	The system shall allow users to get notice of clearance cancellation.	Validated	
Foster Care Licensing	Request	FCL-126	The system shall be able to allow users to request Modification to Subsidy Agreement.	Validated	
Foster Care Licensing	Request	FCL-127	The system shall record and document home inspection results.	Validated	
Foster Care Licensing	Request	FCL-128	The system shall allow issuance of Preliminary Clearance without Out-of-State (OOS) Results if not received within 45 days.	Validated	
Foster Care Licensing	Request	FCL-129	The system shall be able to withdraw Preliminary Clearance Due to Lack of Out-of-State (OOS) Results if not received within 90 days.	Validated	
Foster Care Licensing	Request	FCL-130	The system shall send request for corrections for Background Checks/Clearances.	Validated	
Foster Care Licensing	Request	FCL-131	The system shall be able to assign waiver to appropriate workflow.	Validated	
Foster Care Licensing	Request	FCL-132	The system shall be able to send tasks to External Providers.	Validated	
Foster Care Licensing	Request	FCL-133	The system shall allow users to withdraw License Requests.	Validated	
Foster Care Licensing	Request	FCL-134	The system shall allow the submission of document of approval for Kinship/Resource Family Home (RFH) to Supervisor for approval.	Validated	
Foster Care Licensing	Request	FCL-135	The system shall allow users to create Resource Family Home (RFH) Contract.	Validated	
Foster Care Licensing	Request	FCL-136	The system shall allow users to create License or Certification.	Validated	
Foster Care Licensing	Training	FCL-137	The system shall include online training modules for users.	Validated	
Foster Care Licensing	Upload/Submit	FCL-138	The system shall allow users to upload certifications.	Validated	
Foster Care Licensing	Upload/Submit	FCL-139	The system shall be able to approve or deny completed uploaded certifications if the training does not meet the required standards.	Validated	
Foster Care Licensing	Upload/Submit	FCL-140	The system shall allow for agency user (licensing worker) to approve or deny, as well as require and track each approval.		
Foster Care Licensing	Upload/Submit	FCL-141	The system shall be allow users to complete application documentation.	Validated	
Foster Care Licensing	Upload/Submit	FCL-142	The system shall be able to track the date the application was submitted.	Validated	
Foster Care Licensing	Upload/Submit	FCL-143	The system shall be able to identify license type on submitted applications.	Validated	

Foster Care Licensing	Upload/Submit	FCL-144	The system shall allow users to edit and update applications on an ongoing basis, however, once the application is signed and submitted the user should no longer be able to edit it.	Validated	
Foster Care Licensing	Upload/Submit	FCL-145	The system shall allow the agency user to approve or deny the application (ex. if information was missing or incomplete) and if denied, then the applicant user would be allowed to edit and update again until resubmitted.	Validated	
Foster Care Licensing	Upload/Submit	FCL-146	The system shall be able to allow users to upload paper copy applications.	Validated	
Foster Care Licensing	Upload/Submit	FCL-147	The system shall be able to allow users to upload any documentation required.	Validated	
Foster Care Licensing	Upload/Submit	FCL-148	The system shall allow users to submit contract documentation with accommodations in place for required review / notary in-person according to specified business rules.	Validated	
Foster Care Licensing	Upload/Submit	FCL-149	The system shall allow users to update provider information with contracted services.	Validated	
Foster Care Licensing	Upload/Submit	FCL-150	The system shall allow users to update account information according to specified business rules for each user type and what they fields they can update.	Validated	
Foster Care Licensing	Upload/Submit	FCL-151	The system shall allow users to update last clearance information.	Validated	
Foster Care Licensing	Upload/Submit	FCL-152	The system shall send ineligible clearance results to users.	Validated	
Foster Care Licensing	Upload/Submit	FCL-153	The system shall be able to create Resource Home Parent History with Multiple Agencies.	Validated	
Foster Care Licensing	Upload/Submit	FCL-154	The system shall allow users to submit written response to Candidate for Review.	Validated	
Foster Care Licensing	Upload/Submit	FCL-155	The system shall complete and update Approval decisions.	Validated	
Foster Care Licensing	Upload/Submit	FCL-156	The system shall be able to submit for approval or denial of users (Policy Worker, Supervisor, and Director).	Validated	
Foster Care Licensing	Upload/Submit	FCL-157	The system shall be able to submit waivers to Deputy Secretary for Approval or Denial.	Validated	

Placement Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Placement	Change Placement	PL-01	The system shall document a reason for a placement change.	Validated	
Placement	Change Placement	PL-02	The system shall keep a running tracker of children's clothing, supplies, and special belongings as they move placements.	Validated	
Placement	Change Placement	PL-03	The system shall document a School Transportation Plan for children when they change placements.	Validated	
Placement	Change Placement	PL-04	The system shall include a list of people that are/are not allowed to pick up the child from school in the School Transportation Plan.	Validated	
Placement	Change Placement	PL-05	The system shall document a Transportation Plan for the child to and from the placement.	Validated	
Placement	Change Placement	PL-06	The system shall inform Eligibility of a placement change or end of placement. During a change of placement, the system shall automatically end the previous placement	Validated	
Placement	Change Placement	PL-07	The system shall generate a 10-day notification to legal parties for a planned placement change.	Validated	
Placement	Change Placement	PL-08	The system shall notify related attorneys for a placement change.	Validated	
Placement	Change Placement	PL-09	The system shall notify child's school district when a placement is changed.	Validated	
Placement	Change Placement	PL-10	The system shall notify Social Security Administration of placement change.	Validated	
Placement	Change Placement	PL-11	The system shall identify if a child qualifies for a specialized rate on the Placement Change Form/ related change forms.	Validated	
Placement	Change Placement	PL-12	The system shall provide child's medical information to the provider through a Provider Portal.	Validated	
Placement	Change Placement	PL-13	The system shall start date service authorization for a new placement.	Validated	
Placement	Change Placement	PL-14	The system shall obtain a child Medicaid card upon placement change.	Validated	
Placement	Emergency Placement	PL-15	The system shall support the process to request a warrant if the agency does not have custody of the child, with necessary forms, paperwork, communication, and recording of decision.	Validated	
Placement	Emergency Placement	PL-16	The system shall determine if a child is in an emergency placement for over 6 months.	Validated	
Placement	Emergency Placement	PL-17	The system shall provide notifications at pre-determined intervals for how long a child has been in emergency placement.	Validated	
Placement	Emergency Placement	PL-18	The system shall track efforts to find placement for child outside of emergency placement.	Validated	
Placement	End Placement	PL-19	The system shall record when a child leaves/ is removed from a placement setting.	Validated	
Placement	End Placement	PL-20	The system shall record the reason for the end in placement.	Validated	
Placement	End Placement	PL-21	The system shall provide a drop down to categorize the for the end of placement (i.e. planned placement change, child discharged, etc.), as well as a narrative section.	Validated	
Placement	End Placement	PL-22	The system shall allow a case worker or placement worker to edit this screen.	Validated	
Placement	End Placement	PL-23	The system shall submit letters and requests for records during an end of placement.	Validated	
Placement	End Placement	PL-24	The system shall end date service authorization for a placement that is ended.	Validated	
Placement	Foster Care	PL-25	The system shall track all efforts to place a child with a kinship resource prior to placement in foster care.	Validated	
Placement	Foster Care	PL-26	The system shall notify the appropriate worker when a prospective foster care match has been identified.	Validated	
Placement	Foster Care	PL-27	The system shall support transition plans for youth transitioning out of foster care due to age.	Validated	
Placement	Foster Care	PL-28	The system shall automatically flag youth prior to age 16, alerting caseworkers to start including exploration of transition and independent living in case plans.	Validated	
Placement	General	PL-29	The system shall maintain data collection requirements that are consistent with updated AFCARS rules and requirements.	Validated	
Placement	General	PL-30	The system shall maintain a configurable running list of "relevant parties" that are informed of placement updates, receipt of court orders, etc., according to business rules.	Validated	
Placement	General	PL-31	The system shall allow for a configurable supervisory review process for placement decisions, documents, forms, etc.	Validated	
Placement	General	PL-32	The system shall allow an authorized user to send a placement request with pre-filled child information and choose necessary attachments.	Validated	
Placement	General	PL-33	The system shall generate uniform, intuitive headings for case notes.	Validated	
Placement	General	PL-34	The system shall allow for dual-entry of licensing and CPS case notes.	Validated	
Placement	ICPC	PL-35	The System will be able to electronically route an approved incoming ICPC placement to a third-party service provider for ongoing supervision, upon confirmation from the ICPC Administrator.	Validated	
Placement	ICPC	PL-36	The system shall alert appropriate users when ICPC related Progress Reports are due.	Validated	
Placement	ICPC	PL-37	The system shall alert the appropriate user prior to expiration of an out of state license.	Validated	
Placement	ICPC	PL-38	The system shall alert the appropriate users of any changes in an ICPC placement.	Validated	
Placement	ICPC	PL-39	The system shall allow for the entering of case history activity notes in an ICPC case.	Validated	
Placement	ICPC	PL-40	The system shall allow users to record and track the child's legal status in all ICPC out of state cases.	Validated	
Placement	ICPC	PL-41	The system shall be able to track approvals, denials, placements and requests for interstate compact (e.g. ICAMA, Interstate Criminal Justice, Interstate Mental Health).	Validated	
Placement	ICPC	PL-42	The system shall generate track and store all relevant information for ICPC, including the ICPC packet.	Validated	
Placement	ICPC	PL-43	The system shall generate, track, and store the ICPC Forms 100-A and 100-B and capture the data points addressed on these forms.	Validated	

Placement	ICPC	PL-44	The system shall have a checklist for each Interstate Compact request that is incoming and outgoing.	Validated	
Placement	ICPC	PL-45	The system shall maintain a list of all individual resources associated with the case in all active ICPC cases.	Validated	
Placement	ICPC	PL-46	The system shall record and track information on Adoption ICPC cases including: Name of sending/receiving state or territory, Location of placement, Date of placement, Custody or legal status of child(ren), Type of placement, Name of adoptive resource.	Validated	
Placement	ICPC	PL-47	The system shall record and track information on Incoming Residential Child Care Facility and Child Placement Agency placements on ICPC cases including: Name of residential facility or placement agency, Location of placement, Date of placement Custody.	Validated	
Placement	ICPC	PL-48	The system shall record and track information on services for ICPC cases including: Name of service provider, Type of service, Location of placement, Date of placement, Custody or legal status of child(ren) Type of placement.	Validated	
Placement	ICPC	PL-49	The system shall record and track the date the ICPC case was sent to another jurisdiction.	Validated	
Placement	ICPC	PL-50	The system shall record and track the following information for ICPC cases: Date home study received, Date of the ICPC Forms 100A and 100B was issued/received, Indication of provider approvals or certifications.	Validated	
Placement	ICPC	PL-51	The system shall record and track the ICPC sending state office from a list of all 50 states and territories.	Validated	
Placement	ICPC	PL-52	The system shall record and track the initial date of the request for an ICPC home study.	Validated	
Placement	ICPC	PL-53	The system shall record and track the sending and receiving states involved under ICPC.	Validated	
Placement	ICPC	PL-54	The system shall record and track the type ICPC case (e.g. Parental care; Relative care; Foster care; Adoptive care; Group home; Residential placement; Institutional Child Care).	Validated	
Placement	ICPC	PL-55	The system shall record and track the type of ICPC home study requested (e.g. Parent Home Study Relative Home Study Adoptive Home Study Foster Home Study).	Validated	
Placement	ICPC	PL-56	The system shall record and track various ICPC resource types such as Private - Agency, Private - Other state agency, Private - Attorney, Individual, Individual - Other state, Court, and Court - Other state.	Validated	
Placement	ICPC	PL-57	The system shall record the location of placement and services provided to ICPC clients.	Validated	
Placement	ICPC	PL-58	The system shall require that a valid Form 100A be completed before allowing a referral to the state office.	Validated	
Placement	ICPC	PL-59	The system shall track and record all comments/edits/recommendations from the appropriate Supervisors regarding approvals of the 100-A and 100-B.	Validated	
Placement	ICPC	PL-60	The system should be able to track, record, and update all information for ICPC Form 100-B.	Validated	
Placement	ICPC	PL-61	The system shall interface with NEICE to receive reports of ICPC disruption, child travel, and child receipt.	Validated	
Placement	ICPC	PL-62	The system shall send notify the agency when a report of ICPC placement disruption is received.	Validated	
Placement	ICPC	PL-63	The system shall document travel arrangements for an ICPC placement disruption.	Validated	
Placement	ICPC	PL-64	The system shall create, send, and receive ICPC case closure work items.	Validated	
Placement	ICPC	PL-65	The system shall record approvals and denials of ICPC case closures.	Validated	
Placement	ICPC	PL-66	The system shall send and receive notifications from out-of-state ICPC offices.	Validated	
Placement	ICPC	PL-67	The system shall interface with NEICE to submit and receive Forms 100A and 100B.	Validated	
Placement	ICPC	PL-68	The system shall be able to send and receive Forms 100A and 100B to/from out-of-state ICPC offices.	Validated	
Placement	ICPC	PL-69	The system shall send confirmations that Forms 100A and 100B have been sent/received.	Validated	
Placement	ICPC	PL-70	The system shall create notifications for information requests from a receiving state.	Validated	
Placement	ICPC	PL-71	The system shall assign case workers to conduct home studies for an ICPC case.	Validated	
Placement	ICPC	PL-72	The system shall send and receive home study approvals and denials, and record the reasons for each.	Validated	
Placement	ICPC	PL-73	The system shall notify the ICPC office when monthly statistical reports are coming due.	Validated	
Placement	ICPC	PL-74	The system shall submit monthly statistical reports to NEICE.	Validated	
Placement	ICPC	PL-75	The system shall send and receive ICPC progress reports.	Validated	
Placement	Intrastate Placement	PL-76	The system shall support communication between agencies for the intra-state placement of a child.	Validated	
Placement	Intrastate Placement	PL-77	The system shall allow the sending agency to submit a placement request to the receiving agency.	Validated	
Placement	Intrastate Placement	PL-78	The system shall determine if the intra-state placement requires a licensing procedure.	Validated	
Placement	Kinship Resource Identification	PL-79	The system shall employ a Kinship Navigator Tool that tracks the ability of kinship resources to be placement resources/provide placement support in the future.	Validated	
Placement	Kinship Resource Identification	PL-80	The system shall maintain a record of kinship resources identified, and actions taken to pursue placement with each resource.	Validated	
Placement	Kinship Resource Identification	PL-81	The system shall provide a genogram function that depicts family relationships identified through diligent search.	Validated	
Placement	Kinship Resource Identification	PL-82	The system shall detect half-siblings, in addition to other family relationships, for a child.	Validated	
Placement	Kinship Resource Identification	PL-83	The system shall identify half-siblings currently in placement.	Validated	
Placement	Kinship Resource Identification	PL-84	The system shall track diligent search efforts to establish paternity.	Validated	
Placement	Kinship Resource Identification	PL-85	The system shall generate Foster Connections Letters to identified kinship resources.	Validated	
Placement	Kinship Resource Identification	PL-86	The system shall record all diligent search efforts to identify kinship resources.	Validated	
Placement	Kinship Resource Identification	PL-87	The system shall allow a user to view a child's siblings' placement, visitation, and level of care.	Validated	

Placement	Make Placement	PL-88	The system shall record the most current physical location, including temporary living situations, of the client regardless of the location of the official placement.	Validated	
Placement	Make Placement	PL-89	The system shall track the time frame of a placement (days and time).	Validated	
Placement	Make Placement	PL-90	The system shall track temporary placements within a placement type without affecting term of placement in the primary setting.	Validated	
Placement	Make Placement	PL-91	The system shall have configurable workflow / steps to assist the worker with specific activities around placement.	Validated	
Placement	Make Placement	PL-92	The system shall notify a worker for variances in placement/gaps in placement.	Validated	
Placement	Make Placement	PL-93	The system shall allow appropriate users to track and correct gaps in placement when appropriate.	Validated	
Placement	Make Placement	PL-94	The system shall allow for children to be placed in different jurisdictions as needed.	Validated	
Placement	Make Placement	PL-95	The system shall allow for overlapping placements if applicable and allow the user to define the two services that cannot be provided at the same time.	Validated	
Placement	Make Placement	PL-96	The system shall send and capture all necessary letters and notices for placement.	Validated	
Placement	Make Placement	PL-97	The System shall allow an authorized user to record the circumstances of child and family at time of each removal/episode which will include all required AFCARS circumstances, either alleged or substantiated.	Validated	
Placement	Make Placement	PL-98	The system shall record the date and time a child leaves agency placement and care authority.	Validated	
Placement	Make Placement	PL-99	The system shall verify that the Child Welfare Agency has custody of a child when they are awaiting placement.	Validated	
Placement	Make Placement	PL-100	The system shall document details of planned absences, including respite care.	Validated	
Placement	Make Placement	PL-101	The system shall inform Eligibility upon any end or change in placement.	Validated	
Placement	Make Placement	PL-102	The system shall track placement disruptions and reasons for disruption.	Validated	
Placement	Missing Child	PL-103	The system shall document the details of a missing child report.	Validated	
Placement	Missing Child	PL-104	The system shall file law enforcement reports of a missing child, and record police report number, current photo, how the child escaped, etc.	Validated	
Placement	Missing Child	PL-105	The system shall support data collection requirements and policy for a missing confirmed/potential CSEC victim, consistent with CSEC policy.	Validated	
Placement	Missing Child	PL-106	The system shall interface with NCMEC in the case of a missing child.	Validated	
Placement	Missing Child	PL-107	The system shall notify appropriate parties when a missing child is reported and when missing child is found, including law enforcement and NCMEC.	Validated	
Placement	Missing Child	PL-108	The system shall notify Eligibility of a missing child report.	Validated	
Placement	Missing Child	PL-109	The system shall support the process obtain a pickup order through court action for a missing child.	Validated	
Placement	Missing Child	PL-110	The system shall document in a log or case note search efforts for a missing child.	Validated	
Placement	Missing Child	PL-111	The system shall document attempts to serve a Pickup Order for a missing child.	Validated	
Placement	Missing Child	PL-112	The system shall document a Harm Reduction Strategy for a child that has been missing.	Validated	
Placement	Missing Child	PL-113	The system shall communicate with providers to request bed holds and provide notifications when bed holds are expiring.	Validated	
Placement	Missing Child	PL-114	The system shall record the specificized time limit for a bed hold.	Validated	
Placement	Missing Child	PL-115	The system shall accommodate timeframe requirements for bed holds in different placement types (SFC, hospital, runaway, etc.)	Validated	
Placement	Missing Child	PL-116	The system shall document the location of a child if contact is made.	Validated	
Placement	Monitor Placement	PL-117	The system shall allow a user to view all children in a specific placement, and filter by multiple parameters (i.e. level of care).	Validated	
Placement	Monitor Placement	PL-118	The system shall allow an authorized user to view other workers with children in the same placement.	Validated	
Placement	Monitor Placement	PL-119	The system shall notify a user when a complaint is made against a provider where they have a child placed.	Validated	
Placement	Monitor Placement	PL-120	The system shall allow an authorized user to view on a map all placements where they have children living.	Validated	
Placement	Monitor Placement	PL-121	The system shall track siblings and half-siblings within placements.	Validated	
Placement	Monitor Placement	PL-122	The system shall link the provider window to the placement window, and allow for easy navigation between them.	Validated	
Placement	Monitor Placement	PL-123	The system shall have a unified documentation system for when foster care parents are contacted, their response, and rationale.	Validated	
Placement	Monitor Placement	PL-124	The system shall record updated contact and address information for a child, including lat / long when an address is added / updated in the system.	Validated	
Placement	Monitor Placement	PL-125	The system shall track payments, purchases, and services for foster care placements.	Validated	
Placement	Monitor Placement	PL-126	The system shall generate reminders for placement team, case workers, etc. at pre-determined milestones (i.e. for emergency placements, check-in periods, placement expiration)	Validated	
Placement	Monitor Placement	PL-127	The system shall alert an authorized user when CSE tool ratings are low or have changed.	Validated	
Placement	Monitor Placement	PL-128	The system shall refer to placement team for referral and review when CSE ratings are low/have changed significantly.	Validated	
Placement	Placement Absences	PL-129	The system shall document details of unplanned absences, including hospitalizations, child arrests, natural disaster placements, and missing children.	Validated	
Placement	Placement Absences	PL-130	The system shall document the contact details of the hospital social worker if a child is hospitalized.	Validated	
Placement	Placement Absences	PL-131	The system shall document when a child returns to placement from a planned or unplanned absence.	Validated	
Placement	Placement Absences	PL-132	The system shall document the arrest details of a child, including booking details, arrest details, a court report, and probation details.	Validated	
Placement	Placement Absences	PL-133	The system shall determine if a young adult is their own payee.	Validated	
Placement	Placement Absences	PL-134	The system shall record if a temporary placement change is needed in the case of a natural disaster, and record placement details.	Validated	
Placement	Placement Activities	PL-135	The system shall support the provision of necessary pre-placement paperwork, in the form of a configurable Pre-Placement Handbook.	Validated	
Placement	Placement Activities	PL-136	The system shall be able to upload the Pre-Placement Handbook to the Provider Portal.	Validated	
Placement	Placement Activities	PL-137	The system shall document all necessary removal, child, parent, education, and health information prior to a placement.	Validated	
Placement	Placement Activities	PL-138	The system shall provide all necessary information to the placement resource ahead of placement.	Validated	

Placement	Placement Matching	PL-139	The system shall employ a Matching Tool, which allows an authorized user to input advanced search criteria (e.g. location (map with facility location), placement duration, child needs, license type etc.).	Validated	
Placement	Placement Matching	PL-140	The system shall employ a Matching Tool that generates a ranked list of best matches for placements/providers based on the search criteria, availability, and documented history.	Validated	
Placement	Placement Matching	PL-141	The system shall allow an authorized user to save the generated Matching Tool list to continue to reference as needed.	Validated	
Placement	Placement Matching	PL-142	The system shall provide a detailed summary of each placement option within the Matching Tool, including known availability, history, and other relevant factors.	Validated	
Placement	Placement Matching	PL-143	The system shall filter out any providers that have had licenses revoked, on hold, suspended, inactive, denied, or closed, or under investigation for a complaint, from the Matching Tool placement options.	Validated	
Placement	Placement Matching	PL-144	The system shall document youth and family preferences for placement.	Validated	
Placement	Placement Matching	PL-145	The system shall provide a mapping tool to show the location of each provider, and be able to filter by community of origin, school district, proximity to siblings, zip code, etc.	Validated	
Placement	Placement Matching	PL-146	The system shall be able to send out communications to all providers identified.	Validated	
Placement	Placement Matching	PL-147	The system shall allow the user to document all contacts made with potential placement providers.	Validated	
Placement	Placement Matching	PL-148	The system shall provide alerts for when a selected provider does not meet the provider's documented preferences and skills.	Validated	
Placement	Placement Matching	PL-149	The system shall provide placement options that are ranked by compatibility to licensing requirements.	Validated	
Placement	Placement Matching	PL-150	The system shall generate a notification for licensing when a placement is selected that requires an age-range change or bed increase.	Validated	
Placement	Placement Matching	PL-151	The system shall provide a real-time count of beds in placement provider settings.	Validated	
Placement	Prepare for Placement	PL-152	The system shall support identification of various placement settings, provider types, and service categories for an out-of-home placement.	Validated	
Placement	Prepare for Placement	PL-153	The system shall notify an authorized user when a placement request has been withdrawn.	Validated	
Placement	Prepare for Placement	PL-154	The system shall notify an authorized user when a provider denies a placement request and the reason for the denial.	Validated	
Placement	Prepare for Placement	PL-155	The system shall allow an authorized user to identify placements for a child outside of the jurisdiction, if needed.	Validated	
Placement	Prepare for Placement	PL-156	The system shall record home studies, assessments, preferences, and skills of prospective placement settings.	Validated	
Placement	Prepare for Placement	PL-157	The system shall transfer case information over to new caregiver associated with child(ren) in the event a current caregiver is dissolved from a case	Validated	
Placement	Prepare for Placement	PL-158	The system shall determine if a child will be separated from their siblings in placement.	Validated	
Placement	Prepare for Placement	PL-159	The system shall track the reason for why siblings are separated in a placement (i.e. beds, behavior, higher level of care, etc.)	Validated	
Placement	Prepare for Placement	PL-160	The system shall document a Visitation Plan for a child to visit their siblings.	Validated	
Placement	Prepare for Placement	PL-161	The system shall notify an authorized user to create a sibling visitation plan at any time siblings are separated from placement.	Validated	
Placement	Prepare for Placement	PL-162	The system shall generate a case note for when contact placement denied.	Validated	
Placement	Prepare for Placement	PL-163	The system shall track foster care and child-specific adoption recruitment efforts and reasons.	Validated	
Placement	Prepare for Placement	PL-164	The system shall require additional approval for higher level of care, including residential treatment centers, specialized foster care, etc.	Validated	
Placement	Reporting and Analytics	PL-165	The system shall allow a user to request a report on a child, even if data points (i.e. address or phone number) do not match.	Validated	
Placement	Reporting and Analytics	PL-166	The system shall allow for more detailed data capture in the case of disruption (i.e. behaviors and circumstances).	Validated	
Placement	Respite Care	PL-167	The system shall produce a daily report of children currently in respite care/outside of normal environment.	Validated	
Placement	Respite Care	PL-168	The system shall document respite care placement information.	Validated	
Placement	Respite Care	PL-169	The system shall notify an authorized user of a respite care request.	Validated	
Placement	Respite Care	PL-170	The system shall display active respite requests for a placement provider and planned placement for request respite.	Validated	
Placement	Respite Care	PL-171	The system shall require approval from both a case worker and a licensing worker for a respite care request.	Validated	
Placement	Respite Care	PL-172	The system shall notify a supervisor if a case worker receives a respite care request while they are out of office, and route that approval to the supervisor.	Validated	
Placement	Respite Care	PL-173	The system shall notify a placement provider if a respite care request was approved or denied.	Validated	
Placement	Respite Care	PL-174	The system shall inform Eligibility if respite care request approved.	Validated	
Placement	Respite Care	PL-175	The system shall determine if the provider requests help finding respite care placement.	Validated	
Placement	Respite Care	PL-176	The system shall document respite placement tax information.	Validated	
Placement	Respite Care	PL-177	The system shall track the time child was in respite care.	Validated	
Placement	Respite Care	PL-178	The system shall update and track provider allotted respite days.	Validated	
Placement	Respite Care	PL-179	The system shall track how many unduplicated children are in respite care at any one time.	Validated	
Placement	Respite Care	PL-180	The system shall track how many families use respite care, for how long, type of license, etc.	Validated	
Placement	Respite Care	PL-181	The system shall track the type of respite care used, including inclusive respite care, special circumstances, unlicensed fictive kin, normalcy babysitting, etc.	Validated	
Placement	Tribal Placement	PL-182	The system shall record registered native providers for placement of a child under ICWA.	Validated	
Placement	Tribal Placement	PL-183	The system shall document tribal inquiries and collaboration regarding placement activities.	Validated	
Placement	Tribal Placement	PL-184	The system shall document tribal placement preferences.	Validated	
Placement	Tribal Placement	PL-185	The system shall document tribal consultation for placement.	Validated	
Placement	Tribal Placement	PL-186	The system shall document tribal approval or denial of a placement setting, and the reasons for the decision.	Validated	
Placement	Tribal Placement	PL-187	The system shall determine if the identified placement option is on tribal land.	Validated	
Placement	Tribal Placement	PL-188	The system shall identify if the Child Welfare Agency and Tribe have an existing Memorandum of Understanding (MOU).	Validated	

Placement	Unaddressed Needs in Placements	PL-189	The system shall record communication from providers regarding unaddressed needs, including emails, phone calls, etc.	Validated	
Placement	Unaddressed Needs in Placements	PL-190	The system shall determine if a client/provider/worker has unaddressed needs or inquiries regarding Medicaid of Foster Care Payments, and notify Eligibility if so.	Validated	
Placement	Unaddressed Needs in Placements	PL-191	The system shall determine the nature of the unaddressed need, and if it involves Visitation, Services, or another need.	Validated	
Placement	Unaddressed Needs in Placements	PL-192	The system shall record a request from a provider for reimbursements for incidental expenses.	Validated	
Placement	Unaddressed Needs in Placements	PL-193	The system shall notify the assigned case worker of reimbursement of incidental expenses payments made to a provider.	Validated	
Placement	Unaddressed Needs in Placements/ICPC	PL-194	The system shall automatically alert sending state ICPC office if a natural disaster is taking place.	Validated	
Placement	Voluntary Placement	PL-195	The system shall generate a Voluntary Placement Agreement, and send to Parents/Legal Guardians for a signature.	Validated	
Placement	Voluntary Placement	PL-196	The system shall require manager-level approval to send a Voluntary Placement Agreement.	Validated	
Placement	Voluntary Placement	PL-197	The system shall notify an authorized user if a voluntary placement has expired.	Validated	
Placement	Voluntary Placement	PL-198	The system shall notify an authorized user if a parent/legal guardian requests end of voluntary placement.	Validated	
Placement	Voluntary Placement	PL-199	The system shall generate a report to the Intake office if there are safety concerns reported for a parent/legal guardian requesting end of voluntary placement.	Validated	
Placement	Voluntary Placement	PL-200	The system shall notify a parent/legal guardian if a voluntary placement agreement is nearing expired.	Validated	
Placement	Voluntary Placement	PL-201	The system shall track the reason for voluntary placement for children surrendered by parents.	Validated	

Adoption Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Adoptions	Adoption Matches	A-01	The system shall, with predetermined criteria, notify the adoption recruiter of potential adoption matches for 50-100% free children	Validated	
Adoptions	Adoption Matches	A-02	The system shall allow adoption recruiters to search predetermined criteria for potential adoption matches to exclude less appropriate matches	Validated	
Adoptions	Alert/Notification	A-03	The system shall notify users for Subsidy Agreement Termination.	Validated	
Adoptions	Alert/Notification	A-04	The system shall document Subsidy Agreement Termination Request/Need.	Validated	
Adoptions	Alert/Notification	A-05	The system shall be able to generate and update Birth Parent Registry and notify users according to specified business rules.	Validated	
Adoptions	Alert/Notification	A-06	The system will notify relevant parties of Subsidy Agreement Termination.	Validated	
Adoptions	Alerts and Notifications	A-07	The system shall notify a worker if a child's profile needs updated based on court deciding adoption has been approved as a permanency goal	Validated	
Adoptions	Alerts and Notifications	A-08	The system shall send the subsidy agreement once the respective / involved parties are assigned.	Validated	
Adoptions	Alerts and Notifications	A-09	The system shall notify adoption workers if a registered child is not assigned to a worker	Validated	
Adoptions	Alerts and Notifications	A-10	The system shall notify the appropriate parties in adoptions when specific criteria has been met on a child's case, that is predetermined by the agency.	Validated	
Adoptions	Alerts and Notifications	A-11	The system shall allow a worker to customize alerts for post-hearing action items to respective parties based on specified business rules.	Validated	
Adoptions	Alerts and Notifications	A-12	The system shall notify parties of voluntary post-adoption contact agreements.	Validated	
Adoptions	Alerts and Notifications	A-13	The system shall have alerts and notifications surrounding adoptions activities that are set by pre-defined business rules and follow a logical flow.	Validated	
Adoptions	Alerts and Notifications	A-14	The system shall alert an adoption worker when they receive agreement notification.	Validated	
Adoptions	Alerts and Notifications	A-15	The system shall alert an adoption worker when they receive a court action notification.	Validated	
Adoptions	Alerts and Notifications	A-16	The system shall be able to notify parties of agreement details when the adoption worker selects to share this information.	Validated	
Adoptions	Alerts and Notifications	A-17	The system shall notify assigned workers when a child's account is in spend down.	Validated	
Adoptions	Archive	A-18	The system shall archive connections to prior guardians once post-hearing reconfiguring of child information need is identified.	Validated	
Adoptions	Benefits	A-19	The system shall identify if a child has an ABLE account	Validated	
Adoptions	Benefits	A-20	The system shall identify if a child has a Social Security Disability (SSD) account	Validated	
Adoptions	Benefits	A-21	The system shall identify if a child has a Retirement, Survivor, Disability Income (RSDI) account	Validated	
Adoptions	Benefits	A-22	The system shall identify if a child has a Social Security Survivor Benefits account	Validated	
Adoptions	Child Account	A-23	The system shall allow the adoptions worker to view the amount of money in a child's account.	Validated	
Adoptions	Child Contact	A-24	The system shall notify the appropriate parties that a contract for child contact and placement may need to be developed	Validated	
Adoptions	Child Placement	A-25	The system shall assist in scheduling meetings with potential families for child placement according to specified business rules.	Validated	
Adoptions	Child Placement	A-26	The system shall require adoptive parents to acknowledge child confidentiality.	Validated	
Adoptions	Child Placement	A-27	The system shall interface with potential adoptive parents.	Validated	
Adoptions	Child Placement	A-28	The system shall interface with the child (if they are capable / desire to input information).	Validated	
Adoptions	Child Placement	A-29	The system shall have a place to input information including but not limited to visitation circumstances, why placement attempt was / was not successful.	Validated	
Adoptions	Child Profile	A-30	The system shall auto-populate child profile with any existing information.	Validated	
Adoptions	Child Profile	A-31	The system shall allow editing of the auto-populated Child Profile.	Validated	
Adoptions	Child Profile	A-32	The system shall notify a worker's supervisor if needed that the child profile is completed.	Validated	
Adoptions	Child Profile	A-33	The system shall share certain summary information within a child profile according to specified business rules with families interested in family matching.	Validated	
Adoptions	Child Profile	A-34	The system shall notify the adoption recruiter if a child has become 100% free for adoption	Validated	
Adoptions	Close Adoption Case	A-35	The system shall close a case once a successful adoption is completed.	Validated	
Adoptions	CSR plan	A-36	The system shall auto-populate Child Specific Recruitment (CSR) plan with any existing information.	Validated	
Adoptions	CSR plan	A-37	The system shall allow editing of the auto-populated Child Specific Recruitment (CSR) plan.	Validated	
Adoptions	Edit Information	A-38	The system shall allow workers to append the voluntary post-adoption contact agreements to the adoption file.	Validated	
Adoptions	Enter Information	A-39	The system shall allow a provider to submit and access information, complete applications, upload required documentation, and communicate with case workers.	Validated	
Adoptions	Enter Information	A-40	The system shall allow users to input information on a child's profile.	Validated	
Adoptions	Enter Information	A-41	The system shall allow users to input information on preparation for a child.	Validated	
Adoptions	Enter Information	A-42	The system shall allow users to input information on child placement.	Validated	
Adoptions	Enter Information	A-43	The system shall allow users to input information on child specific recruitment.	Validated	
Adoptions	Enter Information	A-44	The system shall allow users to input information on completing pre-finalization activities.	Validated	
Adoptions	Enter Information	A-45	The system shall allow users to input information on post-hearing reconfiguration of child information.	Validated	
Adoptions	Enter Information	A-46	The system shall allow users to input information on completing post-hearing activities.	Validated	

Adoptions	Enter Information	A-47	The system shall allow users to input information on completing adoption agreements.	Validated	
Adoptions	Enter Information	A-48	The system shall allow the worker to document reasons for dissolution.	Validated	
Adoptions	Enter Information	A-49	The system shall allow a worker to record child's new name / identifying information once post-hearing reconfiguring of child information need is identified.	Validated	
Adoptions	Enter Information	A-50	The system shall allow a worker to record child's new person information including but not limited to education and health once post-hearing reconfiguring of child information need is identified.	Validated	
Adoptions	Enter Information	A-51	The system shall allow a worker to enter information including but not limited to meeting(s) with child and current caregivers, additional meetings, child preparation not needed, Lifebook.	Validated	
Adoptions	General	A-52	The system shall document the pursuit of permanency goals.	Validated	
Adoptions	General	A-53	The system shall document all updates to permanency goals.	Validated	
Adoptions	ICPC	A-54	The system shall indicate if a private agency will work with Interstate Compact on the Placement of Children (ICPC)	Validated	
Adoptions	Licensing	A-55	The system shall record and track prior adoption experience of adoptive applicants (For example, Number of adoptions finalized, Number of adoption disruptions, Number of adoptive placements refused).	Validated	
Adoptions	Market Segmentation	A-56	The system shall provide an interface with a market segmentation tool to identify prospective foster and adoptive families and communities for recruitment.	Validated	
Adoptions	New Case	A-57	The system shall generate a new case with adoption family once post-hearing reconfiguring of child information need is identified.	Validated	
Adoptions	PLC	A-58	The system shall determine if a primary goal changes to Permanent Legal Custody (PLC) from a different permanency goal.	Validated	
Adoptions	PLC	A-59	The system shall initiate resource contacts for identified placement options.	Validated	
Adoptions	PLC	A-60	The system shall determine if Indian Child Welfare Act (ICWA) is applicable to placement activities.	Validated	
Adoptions	PLC	A-61	The system shall determine if Termination of Parental Rights (TPR) is necessary for permanency.	Validated	
Adoptions	Pre-Adoption Schedule	A-62	The system shall cancel pre-adoption schedule once post-hearing activities have been reviewed / submitted.	Validated	
Adoptions	Private Agency	A-63	The system shall indicate if the adoptive family is working with a private agency	Validated	
Adoptions	Private Agency	A-64	The system shall indicate if the private agency will be providing the monthly child contact and what the cost amount is	Validated	
Adoptions	Private Agency Licensing	A-65	The system shall allow workers to upload documentation and reports around completed license reviews for private adoption agencies	Validated	
Adoptions	Provide Summary	A-66	The system shall provide adoptees and adoptive parents with information about the birth family, including medical history and family history, as well as photos, such as a Life Book via a portal access.	Validated	
Adoptions	Registry Record	A-67	The system shall generate required information into the Adoption Registry and create a new record when a case indicates an adoption has been finalized or there is a termination of parental rights	Validated	
Adoptions	Registry Record	A-68	The system shall allow additional information to be input to the Adoption Registry record as needed	Validated	
Adoptions	Registry Record	A-69	The system shall allow workers to upload supporting documentation to the Adoption Registry record as needed	Validated	
Adoptions	Registry Record Request	A-70	The system shall log and track Adoption Registry requests	Validated	
Adoptions	Registry Record Request	A-71	The system shall notify the appropriate worker of when an Adoption Registry request is received	Validated	
Adoptions	Registry Record Request	A-72	The system shall allow the worker to review, edit, and complete the Adoption Registry request as needed	Validated	
Adoptions	Registry Registration	A-73	The system shall generate a registration entry upon receiving an online request	Validated	
Adoptions	Registry Registration	A-74	The system shall allow workers to input a registration entry into the Adoption Registry upon receiving a registration request via email or paper copy	Validated	
Adoptions	Registry Registration	A-75	The system shall create and save a registration in the Adoption Registry	Validated	
Adoptions	Reopen Adoption Case	A-76	The system shall allow a case to be reopened is a child's previous adoption does not work out.	Validated	
Adoptions	Request	A-77	The system shall be able to allow users to request Modification to Subsidy Agreement.	Validated	
Adoptions	Scheduling	A-78	The system shall assist in scheduling meetings with child and current caregivers surrounding child preparation.	Validated	
Adoptions	SPLC	A-79	The system shall generate a subsidy agreement and send to supervisor and candidate.	Validated	
Adoptions	State's Adoption Exchange	A-80	The system shall allow users to input information to register for State's Adoption Exchange.	Validated	
Adoptions	State's Adoption Exchange	A-81	The system shall determine if a child is already registered on state's adoption exchange.	Validated	
Adoptions	State's Adoption Exchange	A-82	The system shall automatically fill in information if a child that's information is being entered is already registered on the state adoption exchange.	Validated	
Adoptions	State's Adoption Exchange	A-83	The system shall alert the adoption worker that they need to prepare State's Adoption Exchange Registration information for supervisory review and approval.	Validated	
Adoptions	State's Adoption Exchange	A-84	The system shall notify a worker if a child is eligible for the state's adoption exchange.	Validated	
Adoptions	Storage of Case Records	A-85	The system shall identify adoptions and sexual abuse cases, once they are closed, and store their records	Validated	
Adoptions	Storage of Case Records	A-86	The system shall store adoptions and sexual abuse cases for 50 years per policy and regulation	Validated	
Adoptions	Summary	A-87	The system shall generate a summary document of pre-finalization activities that can be shared with respective parties per pre-defined business rules.	Validated	
Adoptions	Summary	A-88	The system shall generate a pre-adoption information / packet summary that can be sent to adoption parents.	Validated	
Adoptions	Summary of Changes for Post-Hearing	A-89	The system shall send a summary of changes for approval post-hearing.	Validated	
Adoptions	Summary of New Information Post-Hearing	A-90	The system shall send a summary of new information post-hearing to agencies and parents following approval from the adoptive parents and the adoption worker.	Validated	

| Adoptions | Summary of New Information Post-Hearing | A-91 | The system shall capture the summary of new information post-hearing fields that include: adoption decree, subsidy agreement / contract, report of adoption / new birth certificate, new Social Security Number (SSN) card application, post-adoption service agencies, assigned post-adoption eligibility worker / case manager and contact information, Sibling Agreements, Voluntary Post-Adoption Contact Agreements (VPACA). | Validated | |

UNITY Modernization Project
Deliverable 3.5.3.2. Requirements

Independent Living Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Independent Living	Alerts and Notifications	IL-01	The system shall allow case workers to send notification to youths and young adults to complete the IL National Youth in Transition Database (NYTD) Survey	Validated	
Independent Living	Alerts and Notifications	IL-02	The system shall notify the case worker if the youth or young adults contact information is valid	Validated	
Independent Living	Alerts and Notifications	IL-03	The system shall notify the case worker of when a National Youth in Transition Database (NYTD) Survey is completed	Validated	
Independent Living	Alerts and Notifications	IL-04	The system shall send completed National Youth in Transition Database (NYTD) Survey data to mandatory Federal database on a semi-annual basis	Validated	
Independent Living	Alerts and Notifications	IL-05	The system shall track the National Youth in Transition Database (NYTD) cohort participants and their compliance with returning their Surveys	Validated	
Independent Living	Alerts and Notifications	IL-06	The system shall track diligent search efforts to contact youths and young adults to complete the National Youth in Transition Database (NYTD) Survey	Validated	
Independent Living	Alerts and Notifications	IL-07	The system shall be able to send notifications to case workers once a child reaches an eligible age.	Validated	
Independent Living	Alerts and Notifications	IL-08	The system shall allow youths and young adults to upload personal documentation for eligibility purposes	Validated	
Independent Living	Alerts and Notifications	IL-09	The system shall allow the case worker to send notifications once child reaches transition timeline.	Validated	
Independent Living	Alerts and Notifications	IL-10	The system shall allow case workers to send missing information notifications if key transition documents are not acquired.	Validated	
Independent Living	Alerts and Notifications	IL-11	The system shall allow case workers to send notifications about youth in the care that meet the age criteria.	Validated	
Independent Living	Alerts and Notifications	IL-12	The system shall allow case workers to send for approval to the appointed approving staff member per agency policy about youth's Assessment or Plan.	Validated	
Independent Living	Alerts and Notifications	IL-13	The system shall allow case workers to send for approval to the appointed approving staff member per agency policy and send notifications	Validated	
Independent Living	Alerts and Notifications	IL-14	The system shall allow case worker to select recipients for distribution and to send notifications and set a next review reminder.	Validated	
Independent Living	Alerts and Notifications	IL-15	The system shall allow case workers to be alerted to complete National Youth in Transition Database (NYTD) Survey/Follow-Up Survey.	Validated	
Independent Living	Alerts and Notifications	IL-16	The system shall allow notification to the youth/young adult that a National Youth in Transition Database (NYTD) survey is due.	Validated	
Independent Living	Alerts and Notifications	IL-17	The system shall allow case workers to have a Follow-Up Survey Reminder.	Validated	
Independent Living	Alerts and Notifications	IL-18	The system shall notify a worker to plan a Child and Family Team (CFT) for a youth/young adult as required.	Validated	
Independent Living	Case Worker Approval	IL-19	The system shall allow case workers to enter the request for the Extended Foster Care (EFC) payment	Validated	
Independent Living	Chafee and Independent Living Initiatives	IL-20	The system shall be able to capture federal Chafee and Independent Living initiatives.	Validated	
Independent Living	Court Confirmation	IL-21	The system shall allow the case worker to provide approval or denial and if denied to have the case worker update the IL Plan.	Validated	DCFS team to decide whether or not they are to allow approvals on IL plans.
Independent Living	Document Retention	IL-22	The system shall retain previously completed IL Plans	Validated	
Independent Living	DocuSign	IL-23	The system shall allow the required signee/s to DocuSign required documents	Validated	
Independent Living	Edit Information	IL-24	The system shall allow case workers to auto-populate existing information.	Validated	
Independent Living	Edit Information	IL-25	The system shall allow case workers to create or update IL Plan.	Validated	
Independent Living	Enter Information	IL-26	The system shall allow a provider to submit and access information, complete applications, upload required documentation, and communicate with case workers.	Validated	
Independent Living	IL Transition / Needs Assessment	IL-27	The system shall allow a case worker to complete Transition/Needs Assessment, IL Plan, and Possible IL Placement if required.	Validated	
Independent Living	Independent Living Finalization	IL-28	The system shall allow case workers to complete Independent Living Transition Plan.	Validated	
Independent Living	Independent Living Plan	IL-29	The system shall be able to auto-populate existing information focusing on Independent Living Transition for each youth.	Validated	
Independent Living	Independent Living Plan / Finalization	IL-30	The system shall allow case workers to complete Independent Living Plan Activities.	Validated	
Independent Living	Request Extended Foster Care	IL-31	The system shall allow a youth to be opt in to Extended Foster Care (EFC) multiple times	Validated	
Independent Living	Review for Extended Foster Care Request	IL-32	The system shall allow for Extended Foster Care (EFC) eligibility requirements and include an option for the denial	Validated	
Independent Living	Review for Extended Foster Care Request	IL-33	The system shall allow youth to upload documentation and photos.	Validated	
Independent Living	Signature	IL-34	The system shall allow youth to apply signature on approval to include DocuSign and verbal in absence of access to technology.	Validated	
Independent Living	SILP	IL-35	The system shall complete approval and placement agreement documents for SILP housing.	Validated	
Independent Living	SILP	IL-36	The system shall document approval/denial of housing inspections.	Validated	
Independent Living	SILP	IL-37	The system shall allow the worker to document action items/modifications required for housing to be approved as applicable.	Validated	
Independent Living	SILP	IL-38	The system shall update the placement agreement with payee information.	Validated	
Independent Living	System Functionality	IL-39	The system shall allow planning forward activities	Validated	
Independent Living	System Functionality	IL-40	The system shall allow youth to complete survey.	Validated	
Independent Living	Tracking	IL-41	The system shall track the National Youth in Transition Database (NYTD) cohort participants by jurisdiction	Validated	
Independent Living	Transitional Youth Housing	IL-42	The system shall allow a worker to plan, conduct, and document a Child and Family Team (CFT) for the youth/young adult as needed	Validated	

Independent Living	Transitional Youth Housing	IL-43	The system shall notify an authorized user when young adult is re-entering extended foster care.	Validated	
Independent Living	Transitional Youth Housing	IL-44	The system shall allow the worker to document outcomes and rationale for any housing options the youth/young adult explored	Validated	
Independent Living	Transitional Youth Housing	IL-45	The system shall generate a court report to include the required data predefined for each case type and circumstance.	Validated	
Independent Living	Transitional Youth Housing	IL-46	The system shall complete a placement agreement if a youth decides to maintain current placement.	Validated	
Independent Living	Transitional Youth Housing	IL-47	The system shall document all efforts to asset youth/young adults.	Validated	

Court Processing Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Courts	Case Transfer	CP-01	The system shall allow an authorized user to identify cases that have been transferred from other states and jurisdictions.	Validated	
Courts	Case Transfer	CP-02	The system shall notify applicable case workers and supervisors of a request for a case transfer.	Validated	
Courts	Case Transfer	CP-03	The system shall determine if a court case is being sent, received, or retained while the parents live in another jurisdiction.	Validated	
Courts	Case Transfer	CP-04	The system shall document the transfer of a court case to tribal court.	Validated	
Courts	Continuance Hearing	CP-05	The system shall notify the authorized user if a continuance has been scheduled for their hearing.	Validated	
Courts	Continuance Hearing	CP-06	The system shall identify continuance hearings as extensions of the relevant previous hearing, and thereby does not factor the continuance hearing date into the required timelines for Review Hearings.	Validated	
Courts	Court Action Requested	CP-07	The system shall be able to document the purpose of court action.	Validated	
Courts	Court Action Requested	CP-08	The system shall be able to determine if a hearing has already been scheduled when a concern needing court action is identified.	Validated	
Courts	Court Process	CP-09	The system shall monitor, track, and report on court-related events requiring state agency actions. (Examples of such events include but are not limited to recording outcomes for all petitions, trials, hearings, continuances, detention proceedings, periodic reviews, adoptions, changes of placements, court reviews of investigations findings, custody start dates, DCFS custody end dates, TPR status, legally freed dates, and all relevant court decisions.)	Validated	
Courts	Court Process	CP-10	The system shall provide a dashboard functionality organized by court case/person that shows on one screen court history, previous findings/orders, and other details related to the life of the case.	Validated	
Courts	Court Process	CP-11	The system shall track court information including hearing dates, docket number, judge, and other information determined by the State.	Validated	
Courts	Court Process	CP-12	The system shall be able to link court orders to case plans as necessary.	Validated	
Courts	Court Process	CP-13	The system shall provide the ability to document, modify, and track court related parties and the associated court related parties (e.g., judge, ad hoc judge, involved attorneys, CASA representative, agency staff, tribal parties, etc.) on a case-specific dashboard.	Validated	
Courts	Court Process	CP-14	The system shall be able to document the results of each hearing, including findings on allegations, paternity, active efforts, reasonable efforts, tribal inquiry, and education rights holder.	Validated	
Courts	Court Report	CP-15	The system shall have a standardized set of suggested attachments for court reports for each type of hearing, jurisdiction, etc., including but not limited to: - declaration of service - ICWA statements from parents - placement directory for child - photo of child - Medical Passport - clinical documentation - CFRs document - case plan - visitation plan	Validated	
Courts	Court Report	CP-16	The system shall house court report templates for each hearing type, including but not limited to: - ICWA - family details - sibling placement - visitation status - in-home safety planning - parent progress - needs and services - placement planning - relative resources - diligent search efforts - reasonable efforts - requested findings and orders	Validated	
Courts	Court Report	CP-17	The system shall suggest "Other Attachments to Consider" for a court report, in addition to the set of required attachments, including but not limited to: - sibling visitation plan - in-home safety plan - school transcripts - academic/graduation plan - BIG report - IEP - safety assessment - attendance record	Validated	
Courts	Court Report	CP-18	The system shall pre-populate court reports with case information from the case record.	Validated	
Courts	Court Report	CP-19	The system shall allow a court report to be sent back to the creator for modification as many times as needed, and track when the report is sent and received by the involved authorized users.	Validated	
Courts	Court Report	CP-20	The system shall alert an authorized user when a court report is coming due.	Validated	
Courts	Court Report	CP-21	The system shall alert a supervisor of a late court report.	Validated	
Courts	Court Report	CP-22	The system shall support the distribution of court reports in a manner determined by the state which may include, e-filing, e-distribution via email, letter, or other means.	Validated	

Courts	Court Reports	CP-23	The system shall generate a report on court reports submitted late and the reasons for late submission, if available.	Validated	
Courts	Document Efforts	CP-24	The system shall provide a method to flag cases that have had a "no reasonable efforts" (NRE) finding, cases with a potential NRE, cases with a contempt or potential contempt issue, or other adverse order or outcome and document efforts to address the adverse findings.	Validated	
Courts	Document Efforts	CP-25	The system shall be able to identify and document reasonable efforts and active efforts.	Validated	
Courts	Document Efforts	CP-26	The system shall use 'worker tips' to inform users of reasonable versus active efforts policy, and provide resources like examples to delineate between the two.	Validated	
Courts	Document Efforts	CP-27	The system shall pull all documented efforts to summarize in a court report.	Validated	
Courts	Document Efforts	CP-28	The system shall track efforts for DNA matching and diligent search to find proposed/alleged parents.	Validated	
Courts	Document Efforts	CP-29	The system shall track visitation and sibling visitation efforts to be included in the court report.	Validated	
Courts	Document Efforts	CP-30	The system shall track tribal inquiry efforts to be included in the court report.	Validated	
Courts	Document Management	CP-31	The system shall have "locked" templates that cannot be edited unless by a designated user.	Validated	
Courts	Document Management	CP-32	The system shall detect if these standardized court document templates have been modified if they are downloaded and re-uploaded to the system.	Validated	
Courts	Document Management	CP-33	The system shall generate audit reports on which users have edited templates and for what documented reasons.	Validated	
Courts	Document Management	CP-34	The system shall generate a warning if edits on court orders violate statutory or IV-E requirements.	Validated	
Courts	Document Management	CP-35	The system shall archive documents in compliance with statutes for sexual abuse and adoption cases.	Validated	
Courts	Document Management	CP-36	The system shall provide the ability to support the preparation, approval, notification, distribution, and storage of court documents. (e.g., judgments, court reports, petitions, orders, affidavits, notice of change of placements, etc.)	Validated	
Courts	Document Management	CP-37	The system shall provide the ability to link received electronic verification from mail/service delivery system to court documents, including signature where possible or electronic copy of hardcopy delivery record (e.g., registered mail, certified mail, etc.)	Validated	
Courts	Document Management	CP-38	The system shall track electronic submissions through email, portals, and other channels.	Validated	
Courts	Document Management	CP-39	The system shall provide the ability to store, retrieve, and view unalterable version of final legal documents.	Validated	
Courts	Document Management	CP-40	The system shall provide the ability to indicate if and where original court documents are stored if not located within the system (e.g., county office where paper documents stored).	Validated	
Courts	Document Management	CP-41	The system shall support the assembly and preparation of required documentation for hearings before court hearings. (e.g., Court Reports,)	Validated	
Courts	Document Management	CP-42	The system shall support the ability to receive documents from internal/external stakeholders (e.g., courts, attorneys, CASA, etc.) and associate these with the appropriate cases in the form of electronic files, scanned documents, or links to document imaging systems.	Validated	
Courts	Document Management	CP-43	The system shall provide the ability to generate court documents through the DCFS approved document generation system based on a guided rules-based process.	Validated	
Courts	Extended Foster Care	CP-44	The system shall notify an authorized user when a youth is nearing age 18 and Extended Foster Care eligibility.	Validated	
Courts	Extended Foster Care	CP-45	The system shall generate a VSSA agreement for Extended Foster Care, and submit the agreement to court.	Validated	
Courts	Extended Foster Care	CP-46	The system shall determine if a young adult in Extended Foster Care is nearing age 21, and notify the case worker at pre-determined intervals before the event.	Validated	
Courts	Forms	CP-47	The system shall document and store affidavits.	Validated	
Courts	General	CP-48	The system shall allow an authorized user to pull information from closed cases.	Validated	
Courts	General	CP-49	The system shall contain legal process and workflow needs including but not limited to generating reports, notices, and orders, entering reports, tracking, monitoring, and reporting, legal documentation, supporting DCFS and case staffings, redaction, discovery requests and business needs, adverse court actions and tracking, reporting and resolution, redaction, and other as defined by DCFS and legal partners.	Validated	
Courts	General	CP-50	The system shall allow for varying levels of access for authorized users viewing legal information according to business rules.	Validated	
Courts	General	CP-51	The system shall support the provision of letters (hearing notification) to placement, provider, parents, etc.	Validated	
Courts	General	CP-52	The system shall allow the user to select multiple members of a household to associate with a single legal event.	Validated	
Courts	General	CP-53	The system shall identify sibling groups and populate information across the group, so that the authorized user only has to input the information once.	Validated	
Courts	General	CP-54	The system shall have a wider range of court actions for the authorized user to choose from, along with an "Other" option with a narrative section.	Validated	
Courts	General	CP-55	The system shall track court report and court order-related actions, such as who has sent/received the document, where it was sent/received, and when it was sent/received.	Validated	
Courts	General	CP-56	The system shall generate reports of case types.	Validated	
Courts	General	CP-57	The system shall monitor statutory time frames for court appearances and reports and provide notice to staff.	Validated	
Courts	General	CP-58	The system shall be able to identify Safe Baby hearings as unique, and support statutory timeframes for those court processes (e.g. Review Hearings every other month, monthly CFTs, etc.)	Validated	
Courts	General	CP-59	The system shall provide a dashboard function that allows an authorized user to view current/past court cases by parent/child.	Validated	
Courts	General	CP-60	The system shall be able to generate a template for a Protective Custody Order.	Validated	
Courts	Interfaces	CP-61	The system shall directly interface with the Court Systems to send notifications to workers about their upcoming cases if possible.	Validated	
Courts	Notice of Entry	CP-62	The system shall create a report of the length of time before submission of a notice of entry, and filter data by jurisdiction, case, and judge.	Validated	
Courts	Notice of Entry	CP-63	The system shall track notice of entries that are submitted and pending.	Validated	

Courts	Notice of Entry	CP-64	The system shall should be able to capture notice of entries individually.	Validated	
Courts	Noticing	CP-65	The system shall be able to support the court noticing process.	Validated	
Courts	Noticing	CP-66	The system shall identify necessary parties needing notice, and identify the noticing type for each party.	Validated	
Courts	Noticing	CP-67	The system shall be able to flag parties with non-electronic noticing needs (such as by mail) that may need to be completed outside the system.	Validated	
Courts	Noticing	CP-68	The system shall store waivers and approvals for electronic noticing for related parties.	Validated	
Courts	Noticing	CP-69	The system shall notify parties in established order and timeframe	Validated	
Courts	Noticing	CP-70	The system shall document notice and proof of delivery	Validated	
Courts	Noticing	CP-71	The system shall have a process for noticing for personal service for a TPR or processing service.	Validated	
Courts	Noticing	CP-72	The system shall support the process of waiving service and document an acknowledgement of service signed by the parent, including the notice of hearing, court date, etc.	Validated	
Courts	Petitions	CP-73	The system shall generate a template for each type of petition, but not pre-populate the petition.	Validated	
Courts	Petitions	CP-74	The system shall identify the hearing type, and the applicable petition template for the hearing.	Validated	
Courts	PLC	CP-75	The system shall validate child qualifications for Permanent Legal Custody (PLC).	Validated	
Courts	PLC	CP-76	The system shall determine if all conditions for Permanent Legal Custody (PLC) are satisfied.	Validated	
Courts	PLC	CP-77	The system shall initiate a court petition for a primary goal change to Permanent Legal Custody (PLC).	Validated	
Courts	Portals	CP-78	The system shall provide a portal functionality for providers to upload information needed for court actions (e.g. drug test information).	Validated	
Courts	Portals	CP-79	The system shall house a parent portal so that parents/legal guardians can view upcoming courts dates, mediations, meetings, deadlines, etc.	Validated	
Courts	Portals	CP-80	The system shall house a portal functionality for attorneys/legal representatives to submit/find documentation, with access controls defined by business rules.	Validated	
Courts	Termination of Parental Rights	CP-81	The system shall house a standardized TPR packet template, and pre-populate the packet with required information.	Validated	
Courts	Termination of Parental Rights	CP-82	The system shall have advanced tracking of TPR packets, including but not limited to: when they are ordered by the court, when they are sent to the DA, when the motion is completed, the hearing data, outcome, the notice of entry, and the user who owned each task.	Validated	
Courts	Termination of Parental Rights	CP-83	The system shall reflect and acknowledge that Termination of Parental Rights hearings may be concurrent with other hearings under different jurisdictions, case numbers, judges, etc.	Validated	
Courts	Workflows	CP-84	The system shall have a workflow timeline informed by statute that notifies a user when tasks should be initiated at a designate point in the case (e.g. TPR, adoption, etc.)	Validated	
Courts	Workflows	CP-85	The system shall record court dates and court activities through an interface with the court system, and track dates on a user-specific calendar.	Validated	
Courts	Workflows	CP-86	The system shall have a calendar function that allows an authorized user to add court dates for a user or unit.	Validated	
Courts	Workflows	CP-87	The system shall generate a report of upcoming court dates, configurable by timeframe, user, unit, attorneys, etc.	Validated	
Courts	Workflows	CP-88	The system shall notify an authorized user at pre-defined intervals leading up to a court date, hearing, filing, etc.	Validated	
Courts	Workflows	CP-89	The system shall document all communications with legal staff.	Validated	
Courts	Workflows	CP-90	The system shall create missing data alerts to notify a user when data is incorrect or missing in a report, form, etc.	Validated	
Courts	Workflows	CP-91	The system shall allow an authorized user to send an information request to a case worker.	Validated	
Courts	Workflows	CP-92	The system shall allow an authorized user to submit an order dated previous to the court date.	Validated	
Courts	Workflows	CP-93	The system shall allow an authorized user to request a hearing for stipulations, motions, PLRs, EDMs, in-home placements, etc.	Validated	
Courts	Workflows	CP-94	The system shall track and maintain a Protective Custody Log.	Validated	
Courts	Workflows	CP-95	The system shall support a guided and intuitive process for documenting court activities based on the various types of court proceedings and/or business needs which includes the ability to interface with external systems to import defined court data.	Validated	

Eligibility Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Eligibility	Alerts and Notifications	E-01	The system shall notify users to complete Annual Subsidy Renewal (ASR) for Young Adults who are older than 18 in Extended Foster Care (EFC) and Kinship Guardianship Assistance Program (KinGAP) homes.	Validated	
Eligibility	Alerts and Notifications	E-02	The system shall allow youth to receive notifications if eligible for Stipend Support.	Validated	
Eligibility	Alerts and Notifications	E-03	The system shall automatically generate an alert or a redetermination for IV-E at adoption.	Validated	
Eligibility	Alerts and Notifications	E-04	The system shall be able to provide immediate notifications of changes in data elements that are linked to eligibility throughout the life of the case.	Validated	
Eligibility	Alerts and Notifications	E-05	The system shall notify eligibility and relevant case worker If Reentry of child occurs after child has been home for 6 months or longer	Validated	
Eligibility	Alerts and Notifications	E-06	The system shall notify eligibility at Day 13 if Child is out of home for more than 14 days	Validated	
Eligibility	Appeals	E-07	The system shall, upon successful submission of an appeal request, automatically send an acknowledgment notification to the requestor.	Validated	
Eligibility	Appeals	E-08	The system shall support memorializing the outcome of hearings conducted by the Office of Appeals and Hearings. This may include, but is not limited to subsidy amounts, redetermination amounts, recapturing IV-E, or other changes which may require retroactive effect.	Validated	
Eligibility	Appeals	E-09	The system shall provide an electronic form for users to request a redetermination or renegotiation, capturing all necessary details including name, case ID, reason for appeal, and other relevant information.	Validated	
Eligibility	Appeals	E-10	The system shall provide a dedicated dashboard for authorized reviewers to assess incoming renegotiation requests.	Validated	
Eligibility	Appeals	E-11	The system shall facilitate the attachment of comments or notes by the reviewer during the renegotiation assessment.	Validated	
Eligibility	Appeals	E-12	The system shall provide oversight and monitoring of stages of the eligibility process.	Validated	
Eligibility	Appeals	E-13	The system shall allow reviewers to be able to sort and filter determinations and redeterminations by various criteria.	Validated	
Eligibility	Appeals	E-14	The system shall allow authorized personnel during the review process to be able to update the status of an initial determination or redetermination (e.g., accepted, rejected, pending further documentation).	Validated	
Eligibility	Appeals	E-15	The system shall maintain an determination / redetermination log which is maintained and accessible only to authorized personnel to track the status and history of each determination	Validated	
Eligibility	Appeals	E-16	The system shall automatically generate and send notifications upon the conclusion of the determination decision to all parties involved.	Validated	
Eligibility	Appeals	E-17	The system shall provide an electronic form for users to request a renegotiation, capturing all necessary details including name, case ID, reason for renegotiation, and other relevant information.	Validated	
Eligibility	Appeals	E-18	The system shall facilitate the attachment of comments or notes by the reviewer during the eligibility review.	Validated	
Eligibility	Dashboard	E-19	The system shall provide a dedicated dashboard for authorized reviewers to assess incoming eligibility requests.	Validated	
Eligibility	Edibility outcome documentation	E-20	The system shall allow a worker to enter determination of eligibility / Medicaid Title IV-E.	Validated	
Eligibility	Eligibility outcome documentation	E-21	The system shall record eligibility reason (e.g. ineligible due to citizenship status; reimbursable due to Aid to Families with Dependent Children (AFDC) delinking, non-reimbursable due to Supplemental Security Income) and effective date.	Validated	
Eligibility	Eligibility Rules	E-22	The system shall automatically recognize all children as IV-E eligible for IV-E determinations when a sibling group is being placed together and one child is IV-E eligible, for the purposes of post-adoption.	Validated	
Eligibility	Eligibility Rules	E-23	The system shall support automated IV-E Eligibility and periodic redetermination capabilities	Validated	
Eligibility	Eligibility Rules	E-24	The system shall verify eligibility for other programs according to specified business rules.	Validated	
Eligibility	Eligibility Rules	E-25	The system shall automatically recognize the IV-E determination in a Kinship / Guardianship case as unchangeable.	Validated	
Eligibility	Eligibility Rules	E-26	The system shall automatically deny IV-E Eligibility to any child designated as a Safe Haven child.	Validated	
Eligibility	Eligibility status	E-27	The system shall automatically recognize the IV-E determination prior to adoption	Validated	
Eligibility	Eligibility status	E-28	The system shall be able to automatically determine and display eligibility statuses as eligible and reimbursable, eligible and non-reimbursable, and ineligible along with the associated reason for the status (e.g. ineligible due to citizenship status).	Validated	
Eligibility	Eligibility: TANF	E-29	The system shall assess eligibility for TANF based on relevant factors (e.g. receipt of qualifying benefits (e.g. SNAP, TANF, Medicaid), qualifying income level) upon a child entering care for potentially eligible legal status and service type.	Validated	
Eligibility	IV-E approval process	E-30	The system shall support an approval process to authorize IV-E Eligibility determinations.	Validated	
Eligibility	Linkage	E-31	The system shall allow users to link new household members to a case, as applicable	Validated	

Eligibility	Linkage	E-32	The system shall allow Nevada Initial Assessment (NIA) reports to be linked to Eligibility Determination	Validated	
Eligibility	Mandatory requirements	E-33	The system shall require that New Placement must be in place before Eligibility notified	Validated	
Eligibility	Worker Tips	E-34	The system shall provide a worker tip linking to the State IV-E Eligibility Manual, for reference as applicable	Validated	
Eligibility	Worker Tips	E-35	The system shall provide a worker tip linking to the Children's Bureau, for reference as applicable	Validated	
Eligibility	Workload Distribution	E-36	The system shall provide a list of Eligibility Workers available for case assignment to determine Title IV-E eligibility. Assignment considerations include but are not limited to eligibility worker's level, eligibility worker's caseload, complexity of case, eligibility worker's history with involved person(s) in case, last case (by child) assignment.	Validated	

Financial Management / Payment Processing Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Financial Management and Payment Processing	4E Eligibility	FP-01	The system shall have the ability to manual override "yes" or "no" to 4E and non-4E eligible and require the user to enter a reason for the manual override.	Validated	
Financial Management and Payment Processing	Accounting Systems Linking	FP-02	The system shall create unique identifiers that link to accounting systems.	Validated	
Financial Management and Payment Processing	Adjusting Payments	FP-03	The system shall allow a worker to adjust payments and their related units in a user-friendly / flexible way.	Validated	
Financial Management and Payment Processing	Alerts and Notifications	FP-04	The system shall alert fiscal workers with workflow tracking notifications according to specified business rules.	Validated	
Financial Management and Payment Processing	Alerts and Notifications	FP-05	The system shall alert fiscal workers how many removals are in the system.	Validated	
Financial Management and Payment Processing	Alerts and Notifications	FP-06	The system shall alert user(s) when a budget is reaching it's limit according to specified business rules.	Validated	
Financial Management and Payment Processing	Alerts and Notifications	FP-07	The system shall allow requests for funds to be submitted by young adults	Validated	
Financial Management and Payment Processing	Alerts and Notifications	FP-08	The system shall track the funds that are used on the young adults (Chafee, Faffay)	Validated	
Financial Management and Payment Processing	Associations	FP-09	The system shall associate a child with a child support payor.	Validated	
Financial Management and Payment Processing	Budget Management	FP-10	The system shall generate approval or denial letters following budget amendment's approval.	Validated	
Financial Management and Payment Processing	Budget Templates / Sheets	FP-11	The system shall have budget tracking sheet templates / entering within the system.	Validated	
Financial Management and Payment Processing	Budget Templates / Sheets	FP-12	The system shall have integrity behind budget sheets underlying logic.	Validated	
Financial Management and Payment Processing	Budget Templates / Sheets	FP-13	The system shall alert a worker of input errors on a budget sheet.	Validated	
Financial Management and Payment Processing	Child Dashboard	FP-14	The system shall have a dashboard per child and the child's respective ID.	Validated	
Financial Management and Payment Processing	Child Documentation	FP-15	The system shall allow holding for pay when awaiting for a child's documentation with associated statuses and reasoning/justification for holding.	Validated	
Financial Management and Payment Processing	Child Expense Management	FP-16	The system shall track historical spending behind each child.	Validated	
Financial Management and Payment Processing	Child Expense Management	FP-17	The system shall track gift fund requests for a child.	Validated	
Financial Management and Payment Processing	Claims	FP-18	The system shall allow claim corrections following feedback.	Validated	
Financial Management and Payment Processing	Cost Allocation	FP-19	The system shall potentially perform cost allocation and associated reporting according to specified business rules.	Validated	
Financial Management and Payment Processing	Dashboard	FP-20	The system shall track usage and funding amounts with a dashboard for funding.	Validated	
Financial Management and Payment Processing	Dashboard	FP-21	The system shall have a customizable fiscal dashboard.	Validated	
Financial Management and Payment Processing	Ease of navigation	FP-22	The system shall allow easier navigation between financial screens including but not limited to claims and service authorization.	Validated	
Financial Management and Payment Processing	Email Templates	FP-23	The system shall have suggested email templates when reaching out to respective parties.	Validated	
Financial Management and Payment Processing	Family First Financial	FP-24	The system shall have a interface with Family First that tracks cost, reimbursement, and budgeting.	Validated	
Financial Management and Payment Processing	Family First Financial	FP-25	The system shall determine based on business rules the caseload for Foster care, Family First Prevention Services Act (FFPSA), adoption, guardianship and the associated costs.	Validated	
Financial Management and Payment Processing	Financial Case Notes	FP-26	The system shall create unique case notes for children that pertain to their financial information.	Validated	
Financial Management and Payment Processing	Financial Travel	FP-27	The system shall have a travel management dashboard to track financials related to travel spending for different roles including but not limited to children, workers, and units.	Validated	

Financial Management and Payment Processing	Fund Approval Requests	FP-28	The system shall allow approvals of requests for funds	Validated	
Financial Management and Payment Processing	Grant Management	FP-29	The system shall not allow after an awarded grant date ends unable to initiate new payments from there according to specified business rules.	Validated	
Financial Management and Payment Processing	Grants Management	FP-30	The system shall interface with grants management.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-31	The system shall allow case workers to enter the request for the ECF (Electronic Case Filing) payment.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-32	The system shall allow workers to receive notification on their youth/young adult if eligible for Stipend Support.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-33	The system shall allow youth to submit inquiry for Stipend Support.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-34	The system shall allow requests for funds to be submitted by young adults according to specified business rules.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-35	The system shall allow approvals of requests for funds according to specified business rules.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-36	The system shall allow for uploading or submittal of receipts according to specified business rules.	Validated	
Financial Management and Payment Processing	Independent Living Stipend	FP-37	The system shall track the funds that are used on the young adults (Chafee, Faffy, Education and Training Vouchers (ETV)).	Validated	
Financial Management and Payment Processing	Issue Payments	FP-38	The system shall support invoices to be categorized into the following types for further analysis by the working including but not limited to analyze service attributes, analyze youth eligibility, analyze provider type, generate payment authorization.	Validated	
Financial Management and Payment Processing	Manage Child Specific Income	FP-39	The system shall track historical Payee for a Child's Specific Income.	Validated	
Financial Management and Payment Processing	Manage Child Specific Income	FP-40	The system shall allow closure / transfer of a child's specific income account if the child should leave Child Welfare Agency.	Validated	
Financial Management and Payment Processing	Manage Child Specific Income	FP-41	The system shall allow a worker to edit Payee if change indicated for child.	Validated	
Financial Management and Payment Processing	Manage Child Specific Income	FP-42	The system shall allow suspension of Supplemental Security Income Payments (if necessary).	Validated	
Financial Management and Payment Processing	Manage Child Specific Income	FP-43	The system shall notify Social Security Administration and Department of Health and Human Services, Division of Welfare and Support Services if child leaves custody of Child Welfare Agency.	Validated	
Financial Management and Payment Processing	Manage Contracts	FP-44	The system shall support upload of in-process, approved, denied, and modified contracts.	Validated	
Financial Management and Payment Processing	Manage Contracts	FP-45	The system shall update Provider information if modified in managing contracts process.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-46	The system shall transfer claim(s) data to applicable counties.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-47	The system shall generate recurring invoices.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-48	The system shall send categorized expenses to supervisor for review.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-49	The system shall document invoice approval(s).	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-50	The system shall alert appropriate user(s) when over/under payment modification is needed.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-51	The system shall allow modification of an invoice prior to approval according to specified business rules.	Validated	
Financial Management and Payment Processing	Manage Over / Under Payments Process	FP-52	The system shall issue payment for accounts payable as requested according to specified business rules.	Validated	
Financial Management and Payment Processing	Payment run	FP-53	The system shall allow counties to request their payments runs without interaction with DCFS staff.	Validated	
Financial Management and Payment Processing	Payment run	FP-54	The system shall alert the state if a payment run failed.	Validated	
Financial Management and Payment Processing	Payment run	FP-55	The system shall allow a user to fix errors actively before running payments.	Validated	
Financial Management and Payment Processing	Payment run	FP-56	The system shall suggest errors to a user actively before running payments.	Validated	
Financial Management and Payment Processing	Perform Random Movement Time Studies	FP-57	The system shall support performing random moment time studies by generating a random list of movements.	Validated	

Financial Management and Payment Processing	Perform Random Movement Time Studies	FP-58	The system shall support performing random moment time studies by generating prompts to complete RMTS questions.	Validated	
Financial Management and Payment Processing	Perform Random Movement Time Studies	FP-59	The system shall notify the County Supervisor / RMTS Lead if a County Worker / RMTS User has not completed the RMTS Questions.	Validated	
Financial Management and Payment Processing	Perform Reimbursement Request	FP-60	The system shall have a configurable ability to lock a time period for invoicing.	Validated	
Financial Management and Payment Processing	Perform Reimbursement Request	FP-61	The system shall be able to create requests for reimbursement or amend reimbursement , and submit requests for reimbursement according to specified business rules.	Validated	
Financial Management and Payment Processing	Perform Reimbursement Request	FP-62	The system shall generate invoices for reimbursement requests.	Validated	
Financial Management and Payment Processing	Perform Reimbursement Request	FP-63	The system shall generate a notification and include in a dashboard format to applicable county(s) if federal and state participation levels are close to / approaching being exceeded for reimbursement requests.	Validated	
Financial Management and Payment Processing	Prioritization of Tasks	FP-64	The system shall have business rules written specifically for fiscal that provide hierarchy of tasks for respective workers.	Validated	
Financial Management and Payment Processing	Prioritization of Tasks	FP-65	The system shall have a dashboard for fiscal workers workflows.	Validated	
Financial Management and Payment Processing	Process Payments	FP-66	The system shall complete provider claims processing.	Validated	
Financial Management and Payment Processing	Process Payments	FP-67	The system shall support the accounts payable process.	Validated	
Financial Management and Payment Processing	Process Payments	FP-68	The system shall support the accounts receivable process.	Validated	
Financial Management and Payment Processing	Process Payments	FP-69	The system shall process Electronic Funds Transfer (EFT) Pre-Note and Account Closing Exception transactions via an automated interface with Agency Bank.	Validated	
Financial Management and Payment Processing	Process Payments	FP-70	The system shall alert fiscal staff and case / placement staff when an approved invoice for child placement includes a date that requests payment for a child/adult after the date the child/adult moved from the placement.	Validated	
Financial Management and Payment Processing	Process Payments	FP-71	The system shall allow an invoice submitted by a provider to be verified by the social worker, or other appropriate user, that the services were provided, prior to the invoice being processed for payment.	Validated	
Financial Management and Payment Processing	Process Payments	FP-72	The system shall allow appropriate users to access invoice information submitted by providers.	Validated	
Financial Management and Payment Processing	Process Payments	FP-73	The system shall allow appropriate users to configure the schedule for automatically generating payments.	Validated	
Financial Management and Payment Processing	Process Payments	FP-74	The system shall allow appropriate users to inactivate a service type as of a specified date such that it cannot be selected for new items and the status history is captured.	Validated	
Financial Management and Payment Processing	Process Payments	FP-75	The system shall allow appropriate users to issue service authorizations for out-of-state placements.	Validated	
Financial Management and Payment Processing	Process Payments	FP-76	The system shall allow appropriate users to record the age range that the person shall be within for certain service types.	Validated	
Financial Management and Payment Processing	Process Payments	FP-77	The system shall allow appropriate users to request nonrecurring payments to providers for services for one or more children including the ability to issue (i.e. generate check in a printable format) one or more checks to the provider on the same day.	Validated	
Financial Management and Payment Processing	Process Payments	FP-78	The system shall allow appropriate users to specify for which age range a rate applies and provide the ability to automatically use a new rate when a child's birthday moves them from one rate to the next.	Validated	
Financial Management and Payment Processing	Process Payments	FP-79	The system shall allow appropriate users to specify the frequency for a service type rate (e.g. hourly, weekly, daily, monthly and unit), and use that frequency in the automatic calculation of the payment amount.	Validated	
Financial Management and Payment Processing	Process Payments	FP-80	The system shall allow appropriate users to track one or more rates associated with a service type for a given time period.	Validated	
Financial Management and Payment Processing	Process Payments	FP-81	The system shall allow for retroactive payments after case closing for a service period while the case was open.	Validated	
Financial Management and Payment Processing	Process Payments	FP-82	The system shall allow supporting documentation to be associated with a service authorization, including but not limited to material justifying the service, the referral to the provider/family and invoices received from the provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-83	The system shall automatically generate payments grouped by provider as pending disbursements for the type of payments scheduled to be generated for the scheduled service period based on the payment instructions specified by the service type.	Validated	
Financial Management and Payment Processing	Process Payments	FP-84	The system shall automatically list all applicable eligibility sources for an approved payment and select the eligibility source based on a configurable priority that maximizes the federal share by drawing on entitlement sources prior to other sources base.	Validated	
Financial Management and Payment Processing	Process Payments	FP-85	The system shall be able to link each instance of an adjusted rate with a specific child and service provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-86	The system shall calculate the rate to be paid to providers by using the rate hierarchy according to specified business rules (e.g. the type of service provided, the age of the child, the service rate, provider rate, supplemental rate, child specific rate).	Validated	

Financial Management and Payment Processing	Process Payments	FP-87	The system shall capture alternate funding source availability, approval, and amounts for a service authorization to prevent duplicate payment based on a client's receipt of related benefits, including e.g. commercial insurance.	Validated	
Financial Management and Payment Processing	Process Payments	FP-88	The system shall capture the number of units and the amount authorized, used and remaining for an approved service authorization.	Validated	
Financial Management and Payment Processing	Process Payments	FP-89	The system shall capture the provider's reference number in addition to a unique identifier generated by the system.	Validated	
Financial Management and Payment Processing	Process Payments	FP-90	The system shall determine the rate to be paid to providers for units of service by using information in the provider's record.	Validated	
Financial Management and Payment Processing	Process Payments	FP-91	The system shall ensure that once a payment is disbursed that it does not get processed again.	Validated	
Financial Management and Payment Processing	Process Payments	FP-92	The system shall identify potentially duplicate payments and present those payments to appropriate users for review.	Validated	
Financial Management and Payment Processing	Process Payments	FP-93	The system shall include functionality to process check exception information received from the external check reconciliation process. This function may be manual but should also include a web service entry channel that accepts transactions.	Validated	
Financial Management and Payment Processing	Process Payments	FP-94	The system shall link all financial approvals (e.g. receivables, requests for disbursement) to a specific provider and child or adult, and additional children when payment is for an adult.	Validated	
Financial Management and Payment Processing	Process Payments	FP-95	The system shall monitor and report overpayment statuses by provider and overpayment, e.g. outstanding, amount collected and amount outstanding, send to collections, and write-off requested, and written off.	Validated	
Financial Management and Payment Processing	Process Payments	FP-96	The system shall monitor invoices received for placements requiring authorization if received prior to the authorization is approved.	Validated	
Financial Management and Payment Processing	Process Payments	FP-97	The system shall present provider and funding details (e.g. Geographical Setting, Contract, Rate, School) needed for the user to select the best provider and funding for the requested service based on a configurable funding priority.	Validated	
Financial Management and Payment Processing	Process Payments	FP-98	The system shall process repayment of overpayments during the payment process based on the repayment plan applicable for that provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-99	The system shall process the check disposition information received from the Payee's Bank using the format provided by the bank. Note that this may be accomplished by inserting a step that converts the bank format to the standard internal format for this.	Validated	
Financial Management and Payment Processing	Process Payments	FP-100	The system shall process the disbursements in a standard format capable of supporting the construction of EFT ACH documents as well as printing of checks. This document should also include the information necessary to build the companion remittance file.	Validated	
Financial Management and Payment Processing	Process Payments	FP-101	The system shall produce provider invoices and notification of initial and ongoing collection actions in order to collect outstanding overpayments, along with the number of times notified.	Validated	
Financial Management and Payment Processing	Process Payments	FP-102	The system shall provide a mechanism for appropriate users to request at any point in time after a service type is inactivated for the system to automatically identify open items (e.g. placements, services, provider services, service authorizations, payments).	Validated	
Financial Management and Payment Processing	Process Payments	FP-103	The system shall provide a method for online approval by the appropriate user level (e.g. supervisor) of service authorizations and requests for disbursement.	Validated	
Financial Management and Payment Processing	Process Payments	FP-104	The system shall provide appropriate users with the ability to review payments that are pending disbursements for accuracy and if a discrepancy is identified to provide a mechanism to correct, cancel or reschedule and notify the appropriate user of the disbursements.	Validated	
Financial Management and Payment Processing	Process Payments	FP-105	The system shall provide details of the payment processing information to Agency's Bank to support the check reconciliation process using the format provided by the Bank.	Validated	
Financial Management and Payment Processing	Process Payments	FP-106	The system shall provide the ability for appropriate users to approve multiple service authorizations for a child or adult (and associated children) during the same (or overlapping) periods, excluding for the same service excluding same service.	Validated	
Financial Management and Payment Processing	Process Payments	FP-107	The system shall provide the ability for appropriate users to approve retroactive payments to providers.	Validated	
Financial Management and Payment Processing	Process Payments	FP-108	The system shall provide the ability for appropriate users to enter invoices and requests for disbursement.	Validated	
Financial Management and Payment Processing	Process Payments	FP-109	The system shall provide the ability for appropriate users to record the disposition for an issued check (e.g. cleared, lost, damaged).	Validated	
Financial Management and Payment Processing	Process Payments	FP-110	The system shall provide the ability to associate either automatically based on predefined criteria, or manually, a service type with a provider, to specify a rate and rate period associated with that provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-111	The system shall provide the ability to associate one or more accounting system identifiers (e.g. Special ID Number - SID) to a service type along with the time period that the accounting system information applies.	Validated	
Financial Management and Payment Processing	Process Payments	FP-112	The system shall provide the ability to include and differentiate additional amounts for a certain period of time for a particular child that the system adds to the applicable rate when calculating the payment.	Validated	
Financial Management and Payment Processing	Process Payments	FP-113	The system shall provide the ability to route a request for payment back to the originator and approver with instructions to address any discrepancy identified by the accounting worker, and for the originator to route the corrected request back to the account.	Validated	

Financial Management and Payment Processing	Process Payments	FP-114	The system shall provide the ability to specify a maximum allowable amount for a service type along with the ability to specify the level of approver needed to approve a payment for this service type and the level needed to approve a higher amount.	Validated	
Financial Management and Payment Processing	Process Payments	FP-115	The system shall provide the capability for an appropriate user to notify provider of service authorization cancellation, either immediately or within a configurable time period, with proper authorization levels and be able to cancel the service authorization.	Validated	
Financial Management and Payment Processing	Process Payments	FP-116	The system shall provide the capability for appropriate users to suspend or hold an invoice along with e.g. date of suspension and reason for suspension.	Validated	
Financial Management and Payment Processing	Process Payments	FP-117	The system shall provide the capability to categorize services using a configurable set of values (e.g. Adoption, Foster Care, Emergency Shelter, Independent Living, Client Travel, Clothing, Counseling, Day Care, Diagnostic & Evaluation, Food, Housing, Medical).	Validated	
Financial Management and Payment Processing	Process Payments	FP-118	The system shall provide the capability to change a service authorization up until the date the service is performed and record the effective date of the change.	Validated	
Financial Management and Payment Processing	Process Payments	FP-119	The system shall record and track adoption and guardianship subsidy information necessary for generating payments (e.g. Payee's name, Address, and Subsidy rates).	Validated	
Financial Management and Payment Processing	Process Payments	FP-120	The system shall record and track all approved disbursements made to a provider as a history that includes at a minimum: Provider name, Amount approved for disbursement, Date of disbursement, Name of the individual disbursement is for.	Validated	
Financial Management and Payment Processing	Process Payments	FP-121	The system shall record and track child specific service agreements that justify amounts in addition to the standard rate that are needed to support a placement or ongoing service with a particular provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-122	The system shall record and track information on all referrals to service providers, e.g. Name of provider, Type of service, Date of service, Cost of service, Treatment goal, Status of referrals, Status date, Name of Child, Referrer.	Validated	
Financial Management and Payment Processing	Process Payments	FP-123	The system shall record and track information regarding service provision of the case plan, e.g. Name of provider, Type of service, Reason for service, Date of service, Cost of service, Treatment goal, Location of service, Disbursement Method.	Validated	
Financial Management and Payment Processing	Process Payments	FP-124	The system shall record and track outcomes of services authorized by time period, maximum amount, the units of services authorized, their costs, provider feedback on child or adult performance, and social worker feedback on provider performance.	Validated	
Financial Management and Payment Processing	Process Payments	FP-125	The system shall record and track service authorizations and requests for disbursement and provide links to client information and a history of prior requests.	Validated	
Financial Management and Payment Processing	Process Payments	FP-126	The system shall record and track services and requests for disbursement by e.g. child, region, office, placement, eligibility status, service dates and times, and reimbursement status.	Validated	
Financial Management and Payment Processing	Process Payments	FP-127	The system shall reference child information stored in the system in order for payments to be approved and/or processed (e.g. Name of child, Dates and times of service, Type of service, Unit cost of service, Units, Placement status, Eligibility status, SSN).	Validated	
Financial Management and Payment Processing	Process Payments	FP-128	The system shall support additional justification when a user selects a service that does not represent the best provider and funding for the requested service, based on a configurable funding priority.	Validated	
Financial Management and Payment Processing	Process Payments	FP-129	The system shall support collection and verification of information required to support payments to providers. This information would typically include 1099 indicator, EIN, SSN, name and address for 1099, bank account and rounding numbers for EFT.	Validated	
Financial Management and Payment Processing	Process Payments	FP-130	The system shall support configurable repayment plan rules that operate in a hierarchical fashion with a statewide rule that can be overridden at the provider level or for a specific overpayment (example - recouping an overpayment).	Validated	
Financial Management and Payment Processing	Process Payments	FP-131	The system shall support invoices to be paid after approval by appropriate users when the invoice dates do not match dates for placement or other authorized services.	Validated	
Financial Management and Payment Processing	Process Payments	FP-132	The system shall support placement authorization for instances with a higher level of care, including e.g. residential, out-of-state, certain group homes.	Validated	
Financial Management and Payment Processing	Process Payments	FP-133	The system shall support the accounts payable process through automation, the effective, economical, and efficient management of the processes necessary to ensure the accurate and timely authorization, processing, and reconciliation of financial records.	Validated	
Financial Management and Payment Processing	Process Payments	FP-134	The system shall track requests for disbursements and approval history.	Validated	
Financial Management and Payment Processing	Process Payments	FP-135	The system shall track service authorization and billing for credentialed services.	Validated	
Financial Management and Payment Processing	Process Payments	FP-136	The system shall track the SSI/SSA benefit status (e.g. child evaluated and no benefit available, no benefit needed, benefit needed, applied for, received).	Validated	
Financial Management and Payment Processing	Process Payments	FP-137	The system shall, unless overridden by an appropriate user, ensure that a provider is authorized to provide the type services for which payment has been requested prior to approving an invoice.	Validated	
Financial Management and Payment Processing	Process Payments	FP-138	The system shall, unless overridden by an appropriate user, confirm that a provider is licensed/approved/certified/credentialed prior to accepting an invoice.	Validated	
Financial Management and Payment Processing	Process Payments	FP-139	The system shall, when a service type is deactivated, capture the reason for the deactivation and, if applicable, a replacement service type to use, and identify for appropriate users open items (e.g. placements, services, provider services, service authorizations).	Validated	
Financial Management and Payment Processing	Process Payments	FP-140	The system shall record and track adoption subsidy, guardianship subsidy, foster care rates including but not limited to reimbursement rates, penetration rates, prevention rates, and payment rates.	Validated	

Financial Management and Payment Processing	Process Payments	FP-141	The system shall allow designated user(s) according to specified business rules to initiate the disbursement of payments based on a configurable schedule or manual override of the regularly scheduled event.	Validated	
Financial Management and Payment Processing	Process Payments	FP-142	The system shall allow appropriate users to schedule pay cycle frequency by service type which supports the agency's need to automatically generate payments.	Validated	
Financial Management and Payment Processing	Process Payments	FP-143	The system shall allow appropriate users to define service types and associated rates using a configurable set of categories, including but not limited to purpose (e.g. placement, in-home service, demand payments, service authorization), provider status (e.g. licensed, credentialed) according to specified business rules.	Validated	
Financial Management and Payment Processing	Process Payments	FP-144	The system shall allow service authorizations such that tracking of units used is supported, but no payment disbursements are needed.	Validated	
Financial Management and Payment Processing	Process Payments	FP-145	The system shall allow service providers to enter invoice information as external users of the system according to specified business rules.	Validated	
Financial Management and Payment Processing	Process Payments	FP-146	The system shall automatically post credit card transactions (for cards including but not limited travel cards and procurement cards) received electronically from Agency's credit card vendor as disbursed payments associated with a specific child, provider and service.	Validated	
Financial Management and Payment Processing	Process Payments	FP-147	The system shall be able to record and track approved invoices for clients including but not limited to psychiatric care, residential care, and specialized foster care for both in-state and out-of-state.	Validated	
Financial Management and Payment Processing	Process Payments	FP-148	The system shall allow determination according to specified business rules or manual override of all or part of a payment to the provider's parent agency versus the individual provider.	Validated	
Financial Management and Payment Processing	Process Payments	FP-149	The system shall display a payment history for areas including but not limited to children, service providers, funding types and allow sorting and filtering by a variety of criteria (e.g. name, service type, subsidy type, date range, searchability, tabs, funding sources, geography, locations by service provider).	Validated	
Financial Management and Payment Processing	Process Payments	FP-150	The system shall, according to specified business, rules flag any adjustment of rate, change in placement, or other activity that may result in an overpayment situation, so that when the next payment is processed for the provider a recoupment for overpayment can be instituted.	Validated	
Financial Management and Payment Processing	Process Payments	FP-151	The system shall have the ability to generate payments for approved placements with relative caregiver providers whose license is not finalized, as long as minimum safety requirements are met, including satisfactory home walk-through and passed background checks.	Validated	
Financial Management and Payment Processing	Process Payments	FP-152	The system shall give providers the ability to adjust/revise an invoice and communicate with the agency to resolve any discrepancy.	Validated	
Financial Management and Payment Processing	Process Payments	FP-153	The system shall give providers the ability to calculate invoices (not to include state held contracts) based on the rate and the number of units of service the client received (e.g. sessions, hours, or days), and present the invoice to the agency.	Validated	
Financial Management and Payment Processing	Purchase Orders / Tracking	FP-154	The system shall track historical purchase orders and track inventory / cost back to child.	Validated	
Financial Management and Payment Processing	Receipts	FP-155	The system shall allow for uploading or submittal of receipts	Validated	
Financial Management and Payment Processing	Receive Payments	FP-156	The system shall update invoice statuses when payments are received.	Validated	
Financial Management and Payment Processing	Receive Payments	FP-157	The system shall process payments received through check or ETF and update the financial management system with credit.	Validated	
Financial Management and Payment Processing	Receive Payments	FP-158	The system shall transmit and receive remittance files as requested.	Validated	
Financial Management and Payment Processing	Receive Payments	FP-159	The system shall notify treasurer/controller of anticipated receivable payments.	Validated	
Financial Management and Payment Processing	Reconcile Payments	FP-160	The system shall generate a reconciliation report based on specified business rules.	Validated	
Financial Management and Payment Processing	Social Security Account Interest	FP-161	The system shall allow a worker to submit transfer when they enter Social Security Account Interest, preventing it from automatically transferring to the cost of care.	Validated	
Financial Management and Payment Processing	System Function	FP-162	The system shall accommodate for sudden volume in financial requests, and not impact overall system function.	Validated	
Financial Management and Payment Processing	Track Spending	FP-163	The system shall track spending in placement prevention.	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-164	The system shall calculate the remaining trust account balance for a child when the child is discharged from care.	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-165	The system shall determine if child's trust funds can be used to offset their cost of care for a specified account type (e.g. general, dedicated) and period based on the benefit period and whether the funds can be applied to current or prior month's cost.	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-166	The system shall initiate the transfer of the child's remaining trust account balance from Source bank to SSA upon approval by the trust account manager.	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-167	The system shall initiate the transfer of the total trust account benefit amount calculated to offset the cost of care to target agency bank and accounts upon approval by the trust account manager.	Validated	

Financial Management and Payment Processing	Trust Accounts	FP-168	The system shall notify appropriate users (e.g. SSA Liaison, assigned case worker) that a child shall be evaluated for SSI/SSA benefits when the child meets certain criteria (e.g. medically complex, daily living skills, premature, blind, deaf).	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-169	The system shall notify the appropriate user when a child is discharged from care so that they can review the trust account balance and initiate the transfer to SSA.	Validated	
Financial Management and Payment Processing	Trust Accounts	FP-170	The system shall post child's trust funds received via mail or EFT including e.g. Source of funds (e.g. SSI/SSA, Date received, Amount of funds, Date of disbursement).	Validated	
Financial Management and Payment Processing	Worker Reimbursement	FP-171	The system shall allow workers to enter their costs to be reimbursed (e.g. a worker buys a child lunch while making placement and needs reimbursed) according to specified business rules.	Validated	
Financial Management and Payment Processing	Worker Tips	FP-172	The system shall provide worker tips for what can be reimbursed for a child when a worker enters a specific request.	Validated	

Provider Management Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Provider Management	Alerts and Notifications	PM-01	The system shall alert appropriate users when Provider Licenses are issued, renewed, suspended, revoked, or placed on hold.	Validated	
Provider Management	Alerts and Notifications	PM-02	The system shall alert the appropriate users, in a configurable number of days, when a Provider License is nearing its expiration date.	Validated	
Provider Management	Alerts and Notifications	PM-03	The system shall immediately alert appropriate users when a provider's license is revoked.	Validated	
Provider Management	Alerts and Notifications	PM-04	The system shall immediately alert the appropriate users of changes in provider licensure/approval/certification status.	Validated	
Provider Management	Alerts and Notifications	PM-05	The system shall alert appropriate users of licensing timeframes and deadlines for all types of providers.	Validated	
Provider Management	Alerts and Notifications	PM-06	The system shall alert the appropriate users of tasks, requests, and other relevant assignments during the licensing process.	Validated	
Provider Management	Alerts and Notifications	PM-07	The system shall send appeal outcomes to necessary workers according to specified business rules.	Validated	
Provider Management	Alerts and Notifications	PM-08	The system shall notify Provider / County of Final Federal / State Participation rates.	Validated	
Provider Management	Alerts and Notifications	PM-09	The system shall notify state or county fiscal worker that contract agreement or Memorandum of Understanding (MOU) are due for renewal.	Validated	
Provider Management	Alerts and Notifications	PM-10	The system shall send a notification to the provider worker once a provider has entered all of their registration information or that additional information is required.	Validated	
Provider Management	Alerts and Notifications	PM-11	The system shall alert respective parties if a contract is modified.	Validated	
Provider Management	Alerts and Notifications	PM-12	The system shall alert respective parties once contract modification is completed for final approval.	Validated	
Provider Management	Alerts and Notifications	PM-13	The system shall alert the agency provider worker if a provider registers for their event.	Validated	
Provider Management	Alerts and Notifications	PM-14	The system shall notify the state when a budget packet has been submitted.	Validated	
Provider Management	Alerts and Notifications	PM-15	The system shall alert a placement worker if a placement needs renewed.	Validated	
Provider Management	Alerts and Notifications	PM-16	The system shall flag provider that have not taken placement within 30 days of being licensed according to specified business rules.	Validated	
Provider Management	Alerts and Notifications	PM-17	The system shall notify licensing worker(s) and legal worker(s) of appeal for fair hearing.	Validated	
Provider Management	Alerts and Notifications	PM-18	The system shall notify appellant and counties of fair hearing and fair hearing outcome.	Validated	
Provider Management	Alerts and Notifications	PM-19	The system shall notify provider worker once the budget authority has been submitted.	Validated	
Provider Management	Alerts and Notifications	PM-20	The system shall notify county fiscal and provider workers if state fiscal worker needs additional information regarding budget authority.	Validated	
Provider Management	Alerts and Notifications	PM-21	The system shall notify worker that there is a need to renew a budget authority.	Validated	
Provider Management	Annual Review	PM-22	The system shall alert a program worker and fiscal staff and any other pertinent parties that annual review is needed / upcoming according to specified business rules.	Validated	
Provider Management	Appeals Resource Home Status	PM-23	The system shall update the appeal outcome once completed.	Validated	
Provider Management	Archive Providers	PM-24	The system shall automatically archive providers that are inactive after a specified amount of time according to specified business rules.	Validated	
Provider Management	Bed Management	PM-25	The system shall allow beds to be placed on hold.	Validated	
Provider Management	Bed Management	PM-26	The system shall NOT allow beds to be closed.	Validated	
Provider Management	Complaints	PM-27	The system shall allow information entry for complaints for licensing workers.	Validated	
Provider Management	Comprehensive Placement Information	PM-28	The system shall provide comprehensive placement information to describe who was placed where.	Validated	
Provider Management	Corrective Action Plans	PM-29	The system shall allow for corrective action plans to be entered into UNITY.	Validated	
Provider Management	Create and Maintain Services Process	PM-30	The system shall alert a worker once created or maintained service update is approved / accessible for use.	Validated	
Provider Management	Create and Maintain Services Process	PM-31	The system shall allow for requests to maintain or create a service process and send to supervisors for approval according to specified business rules.	Validated	
Provider Management	Create and Maintain Services Process	PM-32	The system shall allow a worker to search through existing services.	Validated	
Provider Management	Create or Renew Contract	PM-33	The system shall track historical statuses of a contract (created, renewed, in progress, complete).	Validated	
Provider Management	Create Provider	PM-34	The system shall allow a worker to create a new provider and input their information.	Validated	
Provider Management	Create Provider	PM-35	The system shall allow a provider to enter their information / make an account through a self-service portal.	Validated	
Provider Management	Create Resource Home (RH) Approval	PM-36	The system shall allow a provider worker to review / approve requests from resource home parents to create resource home approval.	Validated	
Provider Management	Dashboard	PM-37	The system shall have a dashboard including information such as licensing worker, licensed family, foster home, or are they specialized here.	Validated	
Provider Management	Directory	PM-38	The system shall have a provider directory which is searchable by provider types.	Validated	
Provider Management	End Date Providers	PM-39	The system shall end date providers that are no are longer active after a specified amount of time according to specified business rules.	Validated	
Provider Management	Facility Service Maintenance	PM-40	The system shall allow entering of information for facility service maintenance including but not limited to what you are licensed for, what you can be paid for,	Validated	
Provider Management	Family Foster Homes	PM-41	The system shall allow information entry for family foster homes including but not limited to initial / emergency clothing, foster care payments, school supplies payment, equipment allowance.	Validated	
Provider Management	License Date	PM-42	The system shall allow a open or active license date to be edited according to specified business rules.	Validated	
Provider Management	Maintain Provider	PM-43	The system shall update provider record once record maintenance activities are completed.	Validated	

Provider Management	Maintain Provider	PM-44	The system shall send changes for approval to supervisor once provider information has been updated / modified according to specified business rules.	Validated	
Provider Management	Monitor Provider	PM-45	The system shall allow a provider's license / certification status to be updated to closed.	Validated	
Provider Management	Monitor Provider	PM-46	The system shall allow a provider's license / certification status to be updated to provisional.	Validated	
Provider Management	Monitor Provider	PM-47	The system shall allow a worker to modify provider records and categorize these concerns according to specified business rules.	Validated	
Provider Management	Monitor Resource Home	PM-48	The system shall allow a resource home's status to be updated to closed.	Validated	
Provider Management	Monitor Resource Home	PM-49	The system shall allow a resource home's status to be updated to provisional.	Validated	
Provider Management	Monitor Resource Home	PM-50	The system shall allow a worker to modify resource home records and categorize these concerns according to specified business rules.	Validated	
Provider Management	Navigation	PM-51	The system shall allow ease of navigation between placement and provider information.	Validated	
Provider Management	Navigation	PM-52	The system shall allow a seamless adjustment within in the system from foster placement type to adoptive placement type and the associated contracts with both according to specified business rules.	Validated	
Provider Management	Navigation	PM-53	The system shall allow workers to view on one screen all of the children placed in a foster home.	Validated	
Provider Management	Out of State Providers	PM-54	The system shall identify Out of State Providers.	Validated	
Provider Management	Outreach Packet	PM-55	The system shall send outreach packet(s) to potential provider(s) according to specified business rules.	Validated	
Provider Management	Payment	PM-56	The system shall allow / track payment to both agency providers and individual home(s) according to specified business rules.	Validated	
Provider Management	Placement	PM-57	The system shall maintain current household placements through the child placement according to specified business rules.	Validated	
Provider Management	Provider Inquiry	PM-58	The system shall allow an agency provider worker to work with provider workers to inquire if they would like to become providers for Nevada.	Validated	
Provider Management	Provider Licenses	PM-59	The system shall automatically make a License "Inactive" when it expires.	Validated	
Provider Management	Provider Licenses	PM-60	The system shall generate, track, and store all documents and forms required during the Licensing and Licensing Renewal Process for all types of Provider Licenses (e.g. Home Studies).	Validated	
Provider Management	Provider Licenses	PM-61	The system shall generate, track, and store all Letters used when issuing Provider Licenses (e.g., Congregate Care Provisional and Regular Licenses, Foster Home Licenses, Adoptive Family Licenses).	Validated	
Provider Management	Provider Licenses	PM-62	The system shall allow Provider Licenses to be granted for Provider Records not meeting all required Licensing Criteria only if a waiver (or equivalent) has been issued and recorded.	Validated	
Provider Management	Provider Licenses	PM-63	The system shall automatically generate the License expiration date for all types of Licenses from the Date Licensed.	Validated	
Provider Management	Provider Licenses	PM-64	The system shall support placement holds of various types, including temporary holds due to factors that do not affect the provider's license status (e.g. planned travel or illness).	Validated	
Provider Management	Provider Licenses	PM-65	The system shall record and track information related to a provider's eligibility to provide certain services (For example, licenses, credentials, specialties).	Validated	
Provider Management	Provider Licenses	PM-66	The system shall record and track licensing issues about providers.	Validated	
Provider Management	Provider Licenses	PM-67	The system shall record the date and findings of the necessary facility / personnel reviews conducted during the Licensing Process for Providers.	Validated	
Provider Management	Provider Licenses	PM-68	The system shall record the date and reason why Licenses are denied/refused and/or not renewed (For example, Provisional and Regular Licenses for Congregate Care Providers, Adoptive Family Licenses, Foster Home Licenses).	Validated	
Provider Management	Provider Licenses	PM-69	The system shall record the date Licenses are granted (For example, Provisional and Regular Licenses for Congregate Care, Adoptive Family Licenses, Foster Home Licenses.).	Validated	
Provider Management	Provider Licenses	PM-70	The system shall record the date of all approvals required during the licensing process.	Validated	
Provider Management	Provider Licenses	PM-71	The system shall support a License Status to designate when a License has expired but the Provider is undergoing the Licensing Renewal Process.	Validated	
Provider Management	Provider Licenses	PM-72	The system shall support all types of Licenses and contracts the Agency has with Providers (e.g. Placement and Non-Placement Agencies, Foster Homes).	Validated	
Provider Management	Provider Licenses	PM-73	The system shall support different types of Provider Licenses to reflect the types of Providers and Agency Licenses, including Out of State Licenses for Interstate Compact Cases.	Validated	
Provider Management	Provider Licenses	PM-74	The system shall track and record all amendments made to Licenses for all types of Providers.	Validated	
Provider Management	Provider Licenses	PM-75	The system shall track the amount of time it takes to license someone from start to end.	Validated	
Provider Management	Provider Licenses	PM-76	The system shall have the ability to have multiple types of licenses for a provider.	Validated	
Provider Management	Provider Merge	PM-77	The system shall allow providers to be merged if potential duplicates develop.	Validated	
Provider Management	Provider Merge	PM-78	The system shall maintain historical data of providers that have been merged.	Validated	
Provider Management	Provider Merge	PM-79	The system shall alert respective parties according to specified business rules if a provider's ID(s) changes within the system.	Validated	
Provider Management	Provider Record	PM-80	The system shall record and attach the results of licensing background checks and fingerprint searches to the Provider Record in such a way that is accessible to the appropriate user(s).	Validated	
Provider Management	Provider Records	PM-81	The system shall record and track other professional licenses, accreditations, credentials, and facility qualifications to provide specific services for each provider. For example, required caregiver training, home and vehicle modification.	Validated	
Provider Management	Provider Records	PM-82	The system shall record and track the status, reasons, timeframes and dates associated with the suspension/revocation of a Provider's License.	Validated	
Provider Management	Provider Records	PM-83	The system shall record, track, and provide current vacancy information for state licensed providers, as well as historical utilization statistics by provider, by program and by site (e.g. foster/adoptive homes, residential, congregate care, group homes).	Validated	
Provider Management	Provider Recruitment	PM-84	The system shall have a place to publish information about recruitment events / promotions for provider recruitment.	Validated	

Provider Management	Provider Recruitment	PM-85	The system shall document recruitment or campaign attendees / respondents number(s).	Validated	
Provider Management	Provider Split	PM-86	The system shall maintain historical data of providers that have been split.	Validated	
Provider Management	Provider Trainings	PM-87	The system shall record and track the types and dates of training for Providers. (This includes training requirements for all traditional, kinship, foster care).	Validated	
Provider Management	Provider Updates	PM-88	The system shall allow workers to update the preferences of the providers to allow for more accurate child matching.	Validated	
Provider Management	Recruitment	PM-89	The system shall allow documentation of all recruitment efforts including but not limited to how we recruit, where we recruit, how did they find out about us, event attendance or not, initial trainings, background screenings.	Validated	
Provider Management	Resource Family Records	PM-90	The system shall update resource family registry application (foster or adoptive) once approved.	Validated	
Provider Management	Resource Management	PM-91	The system shall have a Resource Directory that serves as a centralized resource from which workers can complete the following including by not limited to searching providers, the service array, Indian Tribes and contacts.	Validated	
Provider Management	Same Day Removal / Placement	PM-92	The system shall allow for same day removal and same day placements and update beds available live with specified business rules.	Validated	
Provider Management	Search	PM-93	The system shall have a bundling search function for common services attached to a foster home.	Validated	
Provider Management	Self-Service Portal	PM-94	The system shall allow a foster parents and existing foster parents have a self-service portal (with associated alerts and notifications) to be able to interact with the licensing worker for actions including but not limited to submitting training certifications, when they need to fill out initial forms, upload/submit forms.	Validated	
Provider Management	Special Capabilities	PM-95	The system shall list special capabilities that providers have including but not limited to Attention Deficit Hyperactivity Disorder (ADHD) and depression.	Validated	

Child, Guardians, Parents, Resources & Collateral Profile Management Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Child, Parents, Guardians, Resources, and collaterals Profile Management	Adoption	CPGRC-01	The system shall be able to record and track all agency adoption-related information, including but not limited to: Foster parents names, Adoptive parents names, Biological parents names, Termination of Parental Rights (TPR) information, Child's Adopted and Biological names, Birth information, Permanency Goals, Adoption Agreements, Subsidy history	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Adoption	CPGRC-02	The system shall record and track adoption types (e.g. Independent; Relative; Non Agency resource; Foster parent adoption.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-03	The system shall alert the worker within the person profile with any previous issues surrounding the case.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-04	The system shall notify the user of any changes made to their user profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-05	The system shall notify the worker of any changes made to one of their assigned cases corresponding users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-06	The system shall notify user about upcoming due dates, court dates, etc. associated with their profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-07	The system shall notify the appropriate worker when documentation has been uploaded (e.g. licensing documentation sent to the licensing worker)	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Alerts / Notifications	CPGRC-08	The system shall notify the appropriate user if a new user profile is a potential duplicate and flag that profile for review	Validated	
Child, Parents, Guardians, Resources, and Collaterals Profile Management	Case Planning / Service Provision	CPGRC-09	The system shall record Client contacts.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Case Planning / Service Provision	CPGRC-10	The system shall record collateral contacts.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Case Planning / Service Provision	CPGRC-11	The system shall be able to record and track information on contacts between: child and parent, caregiver or relative, child and worker, worker and client, worker and parent, caregiver or relative, and use this information to bill for targeted case management and planning.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Case Planning / Service Provision	CPGRC-12	The system shall record and track identifying information on alleged victim(s), person(s) allegedly responsible, family members and other pertinent individuals.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Inquiry & Recruiting	CPGRC-13	The system shall be able to capture the race, ethnicity, Sexual Orientation, Gender Identity and (Gender) Expression (SOGIE), and culture of individuals being recruited for foster and adoptive parents.	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	Inquiry & Recruiting	CPGRC-14	The system shall record and track information related to the recruitment of perspective Foster and Adoptive Homes (e.g. Date that the recruitment was initiated, date that the recruitment was completed, type of recruitment, outcome of recruitment).	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-15	The system shall record providers and resources contacts	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-16	The system shall have the ability to track when any system user accesses case profiles and information	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-17	The shall allow profile management relationships and roles	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-18	The system shall allow multiple assignment of role and relationships to an entity	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-19	The system shall allow user to download / print documents associated with their user profile, as applicable by security role	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-20	The system shall have security questions for users to verify their identify when accessing their portal login for the user profile	Validated	

Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-21	The system shall allow users to access the portal for their user profile via the Web	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-22	The system shall allow the user to reset their password when trying to login to access their user profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-23	The system shall allow the user to submit requests for funding through their profile to assigned worker	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-24	The system shall allow the worker to link user profiles to the associated case(s)	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-25	The system shall allow users to manage their user profile through self-service (e.g. Portal, Interactive Voice Response (IVR) system, through case worker, etc.)	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-26	The system shall allow user profiles to be customizable based on user profile type	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-27	The system shall allow a search to see if a users profile already exists as a record in the system	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-28	The system shall allow workers to assign client profiles to their assigned cases	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-29	The system shall allow workers to remove client profiles in order to end date the profile's involvement from their assigned cases, as needed	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-30	The system shall allow workers to indicate reason for removing a client profile in order to end date the profile's involvement from their assigned cases, as needed	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	System Functionality	CPGRC-31	System shall recalculate any age related business rule requirements whenever a birth date is change	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-32	The system shall allow customers to create user profiles and link to associated role type (e.g. Child, Parent, Guardian, etc.)	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-33	The system shall capture demographic information on the users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-34	The system shall capture preferences, such as language, channels (e.g. phone, email), opt ins/outs for communication on the users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-35	The system shall capture the history of changes on the users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-36	The system shall capture employer and employment information on the user profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-37	The system shall capture home information (e.g. number of children, providers) on the users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-38	The system shall capture eligibility status on users profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-39	The system shall allow users to upload supporting documentation to their user profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-40	The system shall allow users to update their profile information as necessary	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-41	The system shall allow the user to request their username information when trying to login to access their user profile	Validated	
Child, Parents, Guardians, Resources, and collaterals Profile Management	User Profile	CPGRC-42	The system shall allow the user to select their profile type upon creating an account	Validated	

| Child, Parents, Guardians, Resources, and collaterals Profile Management | Workflows | CPGRC-43 | The system shall have the ability to see when a participant of a new intake is an active employee, foster parent, or other existing role in the system. For identified roles such as but not limited to e.g., active employee, state official, the system will support auto restricting the intake, investigation, associated assessments or notes or documents and designated users to manually restrict the intake, investigation, associated assessments or notes or documents, the whole or parts of the whole based on security profile. | Validated | |

Worker Workflows Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Worker Workflows	Active Directory	WW-01	The system shall have an active directory of employees to minimize creation of new and duplicate users.	Validated	
Worker Workflows	Alerts and Notifications	WW-02	The system shall have supervisors have pertinent reminders to track their teams work with specific business rules	Validated	
Worker Workflows	Alerts and Notifications	WW-03	The system shall have a custom dashboard for supervisors to ensure their alert needs are met.	Validated	
Worker Workflows	Alerts and Notifications	WW-04	The system shall alert the worker when tasks or assignments have been assigned and/or transferred to them.	Validated	
Worker Workflows	Alerts and Notifications	WW-05	The system shall allow appropriate users to view all alerts for their assigned caseload.	Validated	
Worker Workflows	Alerts and Notifications	WW-06	The system shall alert specified users that a task requires re-assignment when a user is transferred to different organizations, promoted within the organization, etc.	Validated	
Worker Workflows	Artificial Intelligence	WW-07	The system shall explore how Artificial Intelligence Engines can assist in all topic areas.	Validated	
Worker Workflows	Assessments	WW-08	The system shall allow supervisors to extend timelines in a streamlined fashion / easy access way for worker assignments.	Validated	
Worker Workflows	Assessments	WW-09	The system shall limit "free text" as it can be harder to locate such information.	Validated	
Worker Workflows	Assessments	WW-10	The system staff directory should be cross jurisdictional and include contact information such as email address.	Validated	
Worker Workflows	Assignments and Tasks	WW-11	The system shall delineate between assignments and tasks. For example, an assignment is fully owned by one person whereas a task is assigned to one person with assistance from others as needed.	Validated	
Worker Workflows	Assignments and Tasks	WW-12	The system shall be able to make assignments based on business logic at the topic level.	Validated	
Worker Workflows	Case Management	WW-13	The system shall allow re-assignment of notifications / tasks / assignments and the ability to clean up the notifications.	Validated	
Worker Workflows	Case Transfers Record	WW-14	The system shall track case transfers information in a historical record including but not limited to details such as where it was transferred to and the worker it was transferred to.	Validated	
Worker Workflows	Courts	WW-15	The system shall allow an authorized user to designate a "surrogate" user to complete tasks on behalf of the authorized user.	Validated	
Worker Workflows	Create and Modify User Records	WW-16	The system shall allow appropriate users to create and modify User Records for all users of the system.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-17	The system shall avoid manual assignments and automate when possible with specified business rules in place.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-18	The system shall allow re-assignment by supervisors.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-19	The system shall only allow assignments within the users security permissions with the ability to request access if needed.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-20	The system shall allow multiple users to be associated with tasks within an assignment but have an assigned owner ultimately responsible for the entire assignment's completion.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-21	The system shall alert users if a task has not progressed in a set amount of time according to specified business rules.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-22	The system shall route assignments to users based on roles.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-23	The system shall center assignments around individuals rather than cases.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-24	The system shall end date all assignments once completed.	Validated	
Worker Workflows	Creating / Maintaining Assignments	WW-25	The system shall allow supervisors to easily re-assign tasks or assignments to staff in other units.	Validated	
Worker Workflows	Creating / Maintaining Units / Organizations	WW-26	The system shall allow supervisors to assign more than one supervisor (with a primary supervisor) to a unit in the organization profile.	Validated	
Worker Workflows	Customer	WW-27	The system shall only update a data element if it is re-entered, not create duplicate entries, according to specified business rules.	Validated	
Worker Workflows	Dashboard	WW-28	The system shall have a travel management dashboard.	Validated	
Worker Workflows	Dashboard	WW-29	The system shall have a dashboard with prioritization of tasks for each kind of worker according to specific business rules.	Validated	
Worker Workflows	Hierarchy Worker Structure	WW-30	The system shall support an organizational structure of users, groups, and organizations to reflect agency organizational structures.	Validated	
Worker Workflows	Hierarchy Worker Structure	WW-31	The system shall support a case worker hierarchy and various roles.	Validated	
Worker Workflows	Historical Access	WW-32	The system shall maintain a history of changes in worker assignment for individual cases, including start and end dates.	Validated	
Worker Workflows	Internal Chat Feature	WW-33	The system shall have a secure internal chat feature which is automated into contact notes, as applicable.	Validated	
Worker Workflows	Location	WW-34	The system shall have quickly visible way to see group / unit whereabouts with specified business rules surrounding safety issues of this capability.	Validated	
Worker Workflows	Login	WW-35	The system shall have unique login information for each system user.	Validated	
Worker Workflows	Login	WW-36	The system shall have options for forgot password for each system user.	Validated	
Worker Workflows	Maintain Organization	WW-37	The system shall escalate non-standard organization type creation or maintenance to supervisors.	Validated	
Worker Workflows	Maintain Worker	WW-38	The system shall have the ability to create or maintain a unit.	Validated	
Worker Workflows	Maintain Worker	WW-39	The system shall have a directory to search through for which worker is needed to contact.	Validated	
Worker Workflows	Maintain Workload	WW-40	The system shall analyze real-time workload information when determining project staffing needs.	Validated	
Worker Workflows	Permissions / Access	WW-41	The system shall allow access to be multi-layered across units.	Validated	

Worker Workflows	Preservation of Work	WW-42	The system shall have the ability to preserve work completed by a worker who becomes "Inactive" (example: worker has left the agency, is on an extended leave of absence; transfers to another office, region).	Validated	
Worker Workflows	Proxy List	WW-43	The system shall allow users to access approved proxy lists to temporarily assign work items to the designated proxy.	Validated	
Worker Workflows	Record Management	WW-44	The system shall allow users to create and maintain organization records, user records, and group records.	Validated	
Worker Workflows	Scheduling Tool	WW-45	The system shall have a scheduling tool for functions including but not limited to scheduling team meetings, polls for meetings, scheduling meetings with clients, scheduling home visits, and more according to specified business rules.	Validated	
Worker Workflows	Scheduling Tool	WW-46	The system shall integrate a calendar into the system (such as outlook, or other calendar tools).	Validated	
Worker Workflows	Scheduling Tool	WW-47	The system shall account for overtime, holidays, and vacation of employees while making assignments according to specified business rules.	Validated	
Worker Workflows	Self-service portal	WW-48	The system shall have a self-service portal for workers to enter information such as address, phone number, etc. according to specific business rules.	Validated	
Worker Workflows	Signature Collection	WW-49	The system shall allow signature collection through defined workflows for multiple parties.	Validated	
Worker Workflows	Supervisor Access	WW-50	The system shall allow appropriate users (e.g. Supervisor) to view all alerts for their assigned Workers.	Validated	
Worker Workflows	Supervisor Access	WW-51	The system shall allow appropriate users (e.g. Supervisor) to view their assigned worker's Worker Profile.	Validated	
Worker Workflows	Supervisor Access	WW-52	The system shall require that each Worker Record has an assigned supervisor.	Validated	
Worker Workflows	Technical Issues	WW-53	The system shall allow workers to report technical issues.	Validated	
Worker Workflows	Text Messages	WW-54	The system shall accommodate entering text messages / voicemails into the system automatically and securely, specifically into contact notes, according to specified business rules.	Validated	
Worker Workflows	User Experience	WW-55	The system shall have consistent branding in all functionalities / levels including but not limited to across pages, access levels, user levels, organization levels, group levels.	Validated	
Worker Workflows	User Experience	WW-56	The system shall limit the number of clicks needed to accomplish activities according to specified business rules.	Validated	
Worker Workflows	User Experience	WW-57	The system shall allow power user to modify assignment based on pre-defined business logic.	Validated	
Worker Workflows	User Experience	WW-58	The system shall be browser agnostic and have a consistent look and feel for all web-enabled user interfaces.	Validated	
Worker Workflows	User Experience	WW-59	The system shall suggest/allow/contain adjustable font/font size based on user's selection and re-paginate intelligently.	Validated	
Worker Workflows	User Experience	WW-60	The system shall make intelligent use of whitespace for improved readability and clarity.	Validated	
Worker Workflows	User Experience	WW-61	The system shall generate displays for critical information, navigation, content, and links.	Validated	
Worker Workflows	User Experience	WW-62	The system shall maximize the use of radio buttons for multiple choice questions.	Validated	
Worker Workflows	User Experience	WW-63	The system shall auto-suggest the completion for character-by-character text entry in a dropdown list that is accessible to all assistive devices.	Validated	
Worker Workflows	User Experience	WW-64	The system shall provide logical navigation and menus for each screen.	Validated	
Worker Workflows	User Experience	WW-65	The system shall abide by DCFS Branding methodology and its future updates.	Validated	
Worker Workflows	User Experience	WW-66	The system shall request user confirmation preview/edit prior to completing specified actions.	Validated	
Worker Workflows	User Experience	WW-67	The system shall ask for user confirmation and provide a cancellation option before a permanent/abandon actions are performed.	Validated	
Worker Workflows	User Experience	WW-68	The system shall provide an accessible, perceivable, and persistent confirmation message for completed transactions.	Validated	
Worker Workflows	User Experience	WW-69	The system shall allow the user to save progress and return to complete the function within configurable time frame as specified by business rules.	Validated	
Worker Workflows	User Experience	WW-70	The system shall allow users to print information displayed on screen in a graphically pleasing format with PII masked.	Validated	
Worker Workflows	User Experience	WW-71	The system shall alert the user when they have attempted to upload an unsupported document or image type.	Validated	
Worker Workflows	User Experience	WW-72	The system shall automatically page orient on uploaded images and display in high quality.	Validated	
Worker Workflows	User Experience	WW-73	The system shall allow the routing of documentation based on specific issues.	Validated	
Worker Workflows	User Experience	WW-74	The system shall provide a confirmation to the external user when the upload is completed, provide a list of what was uploaded, with language to the customer stating 'Thank you for your upload' as an example.	Validated	
Worker Workflows	User Experience	WW-75	The system shall have the ability create a new manual task where documentation uploaded/provided is not sufficient to meet the needs of the adjudicators.	Validated	
Worker Workflows	User Experience	WW-76	The system shall have the ability to provide an image preview of documentation upload to the user.	Validated	
Worker Workflows	User Experience	WW-77	The system shall accept and store uploaded video and media content.	Validated	
Worker Workflows	User Experience	WW-78	The system shall display user's input name preference(s).	Validated	
Worker Workflows	User Experience	WW-79	The system shall provide a statement of confirmation before finalizing an action (e.g., Do you want to keep this?) of pre-populate data fields (populating address, etc.).	Validated	
Worker Workflows	User Experience	WW-80	The system shall have the capability to present to the customer an active consent regarding use of all personal data/sources, whether received, accessed, processed, stored or transmitted.	Validated	
Worker Workflows	User Experience	WW-81	The system shall provide a configurable form for surveys/feedback indicators by process where possible (with space for user feedback inline).	Validated	
Worker Workflows	User Experience	WW-82	The system shall support multiple languages, at a minimum English and Spanish.	Validated	
Worker Workflows	User Experience	WW-83	The system shall enable early identification of specific language needs, record of user language needs, and pre-populate pre-existing language preference data during the user validation process.	Validated	
Worker Workflows	User Experience	WW-84	The system shall collect language preference data and integrate data into other related system components.	Validated	
Worker Workflows	User Experience	WW-85	The system shall track language preferences.	Validated	

Worker Workflows	User Experience	WW-86	The system shall allow authorized internal users to be able to add or remove languages based on configurable business rules and track the changes in the audit table.	Validated	
Worker Workflows	User Experience	WW-87	The system shall allow DCFS staff to control error message configuration.	Validated	
Worker Workflows	User Experience	WW-88	The system shall display a warning message when redirecting users to a page outside of the solution. The warning message shall provide users the option to continue, cancel, or close the warning message.	Validated	
Worker Workflows	User Experience	WW-89	The system shall provide pop up informational text to assist users in successfully identifying a control or completing a form field.	Validated	
Worker Workflows	User Experience	WW-90	The system shall ensure informational text shall not repeat form label or other existing screen text.	Validated	
Worker Workflows	User Experience	WW-91	The system shall ensure informational text not appear within the form field; it shall remain visible while user enters data into the form field.	Validated	
Worker Workflows	User Experience	WW-92	The system shall provide on-screen text for information critical to task completion, such as password requirements.	Validated	
Worker Workflows	User Experience	WW-93	The system shall provide accessible tooltips on hover or focus for information that is critical to task completion.	Validated	
Worker Workflows	User Experience	WW-94	The system shall display the length of video before playing and the time remaining during the video playing.	Validated	
Worker Workflows	User Experience	WW-95	The system shall provide a thumbnail for video preview where applicable.	Validated	
Worker Workflows	User Experience	WW-96	The system shall provide the capability for written transcripts or closed captions for all content videos.	Validated	
Worker Workflows	User Experience	WW-97	The system shall search video transcripts when searching for video content.	Validated	
Worker Workflows	User Experience	WW-98	The system shall provide user controls to play, pause, control volume, fast forward, and rewind content in all videos.	Validated	
Worker Workflows	User Experience	WW-99	The system shall provide calendars for date entry OR predesignated format (xx/xx/xxxx) rather than free-form text .	Validated	
Worker Workflows	User Experience	WW-100	The system shall, for estimated wait times of longer than 10 seconds, display a 'system working on this request' pop-up to inform users the system is processing their request and show how long it will likely take.	Validated	
Worker Workflows	User Experience	WW-101	The system shall where possible, give users an accessible option to cancel processes.	Validated	
Worker Workflows	User Experience	WW-102	The system shall display tooltips for a control after the user hovers the pointer over the object or trigger area for a minimum of 0.5 seconds.	Validated	
Worker Workflows	User Experience	WW-103	The system shall open a new window or tab to display a document linked to a customer's record.	Validated	
Worker Workflows	User Experience	WW-104	The system shall have a counter to show remaining characters left in text boxes, and have a disclaimer that notifies the person entering the information ahead of time of the limited number of characters, including spaces.	Validated	
Worker Workflows	User Experience	WW-105	The system shall have "drag and drop" functionality for authorized internal and external users.	Validated	
Worker Workflows	User Experience	WW-106	The system shall support the use of basic function buttons (next, back, save, etc.) rather than scrolling where possible.	Validated	
Worker Workflows	User Experience	WW-107	The system shall automatically advance to the next field once all required characters or selections have been made.	Validated	
Worker Workflows	User Experience	WW-108	The system shall provide the user with the ability to navigate backwards (without using the browser 'back' button) and change data where indicated.	Validated	
Worker Workflows	User Experience	WW-109	The system shall automatically display a time out indicator all users prior to timing them out of system.	Validated	
Worker Workflows	User Experience	WW-110	The system shall have the capability to automatically resize images.	Validated	
Worker Workflows	User Experience	WW-111	The system shall provide field-level (required fields, format, and data types) and page-level (all fields in the form at once) validation prior to submitting input information to the database.	Validated	
Worker Workflows	User Experience	WW-112	The system shall present address format correction (mailing address validation) with inline help.	Validated	
Worker Workflows	User Experience	WW-113	The system shall use responsive web controls on the page to enable optimization for user devices and approved browsers.	Validated	
Worker Workflows	User Experience	WW-114	The system shall use responsive web technology/design to enable display and optimization of the application for multiple types of user devices and approved browsers.	Validated	
Worker Workflows	User Experience	WW-115	The system shall support name prefixes & suffixes.	Validated	
Worker Workflows	User Experience	WW-116	The system shall provide the ability to mask fields from displaying in full (for example, ***-**-1234).	Validated	
Worker Workflows	User Experience	WW-117	The system shall clearly and visibly mark all required fields on the screen and also in the code to inform screen reader users.	Validated	
Worker Workflows	User Experience	WW-118	The system shall allow notifications to use both color and a non-color indicators to support users who cannot perceive color.	Validated	
Worker Workflows	User Experience	WW-119	The system shall be able to display (on page or mouse over) expected format for data to be entered in a specific field	Validated	
Worker Workflows	User Experience	WW-120	The system shall enforce certain data standards either at entry point or auto-format them upon entry.	Validated	
Worker Workflows	User Experience	WW-121	The system shall have the capability to identify previously viewed records from search results.	Validated	
Worker Workflows	User Experience	WW-122	The system shall allow authorized users to save and name search parameters.	Validated	
Worker Workflows	User Experience	WW-123	The system shall allow authorized users to temporarily save search results for a time period.	Validated	
Worker Workflows	User Experience	WW-124	The system shall allow the users to filter the search results based on configurable criteria.	Validated	
Worker Workflows	User Experience	WW-125	The system shall allow users to search phonetically.	Validated	
Worker Workflows	User Experience	WW-126	The system shall allow users to search using partial information and return all results containing the partial information.	Validated	
Worker Workflows	User Experience	WW-127	The system shall locate site search in a prominent, persistent area on every page so it is easily accessible to the users.	Validated	
Worker Workflows	User Experience	WW-128	The system shall provide a site search functionality.	Validated	
Worker Workflows	User Experience	WW-129	The system shall use search engine optimization techniques to provide most relevant search results to the users.	Validated	
Worker Workflows	User Experience	WW-130	The system shall be useable by a wide variety of end users. The offeror shall describe their approach to usability and describe usability testing that the offeror has conducted previously with its proposed solution.	Validated	

Worker Workflows	User Experience	WW-131	The system shall provide two separate status indicators to the User: Progress Tracker Status; showing completion progress of a task/function and a "pizza tracker" / "traffic light" type Status to report on the status of a task / assignment in its entirety.	Validated	
Worker Workflows	User Experience	WW-132	The system shall apply design principles that create accessible, clean, easy to read, makes use of white space, and keeps response fields nearby instructions for the field user interfaces.	Validated	
Worker Workflows	User Experience	WW-133	The system shall popup notifications that are fully navigable by keyboard and accessible to all assistive devices.	Validated	
Worker Workflows	User Experience	WW-134	The system shall display an activity indicator when response times are greater than a pre-defined amount of time according to specified business rules.	Validated	
Worker Workflows	User Records	WW-135	The system shall support several different types of User Records for the system.	Validated	
Worker Workflows	Worker Access	WW-136	The system shall allow appropriate users to manage (e.g. modify, close, re-assign) approvals attached to a worker record that is no longer a worker for the Agency.	Validated	
Worker Workflows	Worker Access	WW-137	The system shall allow appropriate users to review, select, open, and manage items assigned to them.	Validated	
Worker Workflows	Worker Access	WW-138	The system shall allow appropriate users to transfer cases, task assignments, and approvals in bulk from one Worker to another.	Validated	
Worker Workflows	Worker Access	WW-139	The system shall allow appropriate users to transfer work within the agency.	Validated	
Worker Workflows	Worker Access	WW-140	The system shall allow appropriate users to view all assigned pieces of work.	Validated	
Worker Workflows	Worker Records	WW-141	The system shall prevent duplicate Worker Records from being created by forcing the user to search for Worker Records prior to creating a new Record.	Validated	
Worker Workflows	Worker Records	WW-142	The system shall provide the ability for appropriate users to assign backups to case workers	Validated	
Worker Workflows	Worker Records	WW-143	The system shall record all changes of security access and confidentiality status for Worker Records.	Validated	
Worker Workflows	Worker Records	WW-144	The system shall record basic information for Worker Records (e.g. Demographic Information, contact information, Office, office phone number, start and end dates, Primary Language.).	Validated	
Worker Workflows	Worker Records	WW-145	The system shall support varying levels of confidential and security access privileges for worker records	Validated	
Worker Workflows	Worker Records	WW-146	The system shall require that each Worker Record has an assigned organization.	Validated	
Worker Workflows	Workload Worker	WW-147	The system shall generate workload reports including but not limited to per group, user, or organization as needed.	Validated	

Forms Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Forms	Adoptions	F-01	The system shall provide a centralized data portal integrated into the Adoption Assistance and Subsidized Permanent Guardianship module whereby subsidy data can be viewed, analyzed, and exported based on the unique needs of the user, their security profiles and case assignment.	Validated	
Forms	Adoptions	F-02	The system shall provide a logical flow and a template of subsidy agreement process.	Validated	
Forms	Alerts and Notifications	F-03	The system shall notify the worker when documents/forms are automatically generated when a predetermined system event occurs	Validated	
Forms	Case Management	F-04	The system shall store all the background check information including status and supporting documents within the document repository adhering to authorized user safeguards regarding Personal Protected Information (PPI).	Validated	
Forms	Case Management	F-05	The system shall allow the ability to replace forms with the most updated template assigning dates of relevancy to the latest form.	Validated	
Forms	Case Management	F-06	The system shall support the preparation of affidavits of service, including the development of forms tracking the types of affidavits, notifications, or alerts about the need to prepare affidavits, the ability to print the affidavits when completed, and the storage the final affidavit copy from the court's docket.	Validated	
Forms	Case Management	F-07	The system shall allow previewing of form/document prior to printing.	Validated	
Forms	Case Management	F-08	The system shall allow the pre-filling data from system on forms and screens where applicable e.g. information captured earlier in the lifecycle of the intake/investigation/case shall be prefilled.	Validated	
Forms	Case Management	F-09	The system shall allow user to recall previously generated and/or printed documents and allow for the document to be re-printed.	Validated	
Forms	Case Management	F-10	The system shall automatically generate documents when predetermined system events occur.	Validated	
Forms	Case Management	F-11	The system shall be able to allow for the automatic population of blank template forms using information from the system.	Validated	
Forms	Case Management	F-12	The system shall generate, track and store all mandated forms that are shared with other state agencies.	Validated	
Forms	Case Management	F-13	The system shall have the capability to attach specific documents to case, child, provider records.	Validated	
Forms	Case Management	F-14	The System shall present different types of documents that are available depending on the context / functional area the user is currently viewing.	Validated	
Forms	Case Management	F-15	The system shall have the capability to preview the uploaded documentation before finalizing it to be stored within the system.	Validated	
Forms	Case Management	F-16	The system shall identify and display any associated documents related to a work item in an organized view, which is easily accessible.	Validated	
Forms	Case Management	F-17	The system shall support all the outbound correspondences including but not limited to notices using externalized text that is sensitive to the preferred language of the recipient of the information.	Validated	
Forms	Case Management	F-18	The system shall support electronic and digital signatures for forms and letters.	Validated	
Forms	Case Management	F-19	The system shall support the ability to have a forms library for all the blank form templates.	Validated	
Forms	Case Management	F-20	The system shall support the ability to maintain both current and deprecated versions of documents.	Validated	
Forms	Case Management	F-21	The system shall allow an authorized user to hover over a document to receive a preview without having to open the document.	Validated	
Forms	Case Management	F-22	The system shall allow an authorized user to complete any forms available in the system.	Validated	
Forms	Case Management	F-23	The system shall guide an authorized user through uploading a form and ensure it meets standard naming conventions.	Validated	
Forms	Case Management	F-24	The system shall allow an authorized user to create tags for forms in the system.	Validated	
Forms	Case Management	F-25	The system shall allow an authorized user to send forms to participants in their known or preferred language.	Validated	
Forms	Case Management	F-26	The system shall present an authorized user with the workflow for data entry in the order that paper forms would have been completed.	Validated	
Forms	Case Management	F-27	The system shall allow an authorized user to enter and maintain information needed to complete and process Computer Request Forms.	Validated	
Forms	Case Management	F-28	The system shall provide an authorized user with a mobile solution to present existing assessments, forms and documentation in a manner that is user friendly and viewable when presented on a mobile device.	Validated	
Forms	Case Management	F-29	The system shall provide the ability to automatically push forms and documents to the next employee or queue based on configurable business rules.	Validated	
Forms	Case Management	F-30	The system shall have a worker tip within your case plan that takes the user to concurrent plan form.	Validated	
Forms	Case Management	F-31	The system shall trigger a form to fill out once a foster parent has hit a certain number of miles traveling.	Validated	
Forms	Case Management	F-32	The system shall have the ability to pull the information documented from visitation into the Protective Capacities Progress Assessment (PCPA).	Validated	
Forms	Case Management	F-33	The system shall have the ability to pull the information from the child well-being notes from the case plan into the Protective Capacities Progress Assessment (PCPA).	Validated	
Forms	Case Management	F-34	The system shall have a form for Family First Prevention Services Act (FFPSA) connected to Intake.	Validated	
Forms	Case Management	F-35	The system shall generate standard forms regarding Family First Prevention Services Act (FFPSA) and share them with case participants and their families.	Validated	

Forms	Case Management	F-36	The system shall have referral forms for Family First Prevention Services Act (FFPSA).	Validated	
Forms	Case Management	F-37	The system shall have a form documenting candidacy determination.	Validated	
Forms	Courts	F-38	The system shall allow an authorized user to redact information from forms/records as necessary before they are distributed.	Validated	
Forms	Financial Management and Payment Processing	F-39	The system shall allow youth to submit inquiry for Stipend.	Validated	
Forms	Financial Management and Payment Processing	F-40	The system shall allow case workers to document Stipend Details.	Validated	
Forms	Fiscal / Eligibility	F-41	The system shall allow case workers to complete IL Stipend if eligible.	Validated	
Forms	Forms Administration	F-42	The system shall support a forms library for all blank form templates for all business functions.	Validated	
Forms	Forms Administration	F-43	The system shall have a forms library capability that will allow each jurisdiction to view forms and reports that are specific to their jurisdiction	Validated	
Forms	Forms Administration	F-44	The system shall prevent jurisdictions from add/remove/edit forms that are not a part of their jurisdiction's forms library	Validated	
Forms	Forms Administration	F-45	The system shall notify the jurisdictions if a shared form has been added/removed/edited by another jurisdiction, and allow them to accept or deny those changes for their jurisdiction	Validated	
Forms	Forms Administration	F-46	The system shall allow users to be able to view forms from other jurisdictions as needed	Validated	
Forms	Forms Administration	F-47	The system forms library shall default to the worker's jurisdiction view when accessing the forms library	Validated	
Forms	Forms Administration	F-48	The system shall allow a power user to add/remove/edit forms in the forms library as needed.	Validated	
Forms	Forms Administration	F-49	The system shall allow a power user to add/remove/edit content and fields on a form template.	Validated	
Forms	Forms Administration	F-50	The system shall allow for a combination of text fields that can be automatically be filled from a database/repository (e.g., personalization of form like name, address), links, images	Validated	
Forms	Forms Administration	F-51	The system shall be able to assign a bar code or other form of ID to each form.	Validated	
Forms	Forms Administration	F-52	The system shall allow for the ability to read barcodes on forms	Validated	
Forms	Forms Administration	F-53	The system shall be able to associate a form to a specific event (e.g., new person added to a case).	Validated	
Forms	Forms Administration	F-54	The system shall allow authorized users to add/edit/remove the details of a process that generates documents/forms for pre-defined events.	Validated	
Forms	Forms Administration	F-55	The system shall allow forms that are required to be associated with another form to be linked and processed as one form	Validated	
Forms	Forms Administration	F-56	The system shall support multiple templates for the same form types (e.g., forms in different languages).	Validated	
Forms	Forms Administration	F-57	The system shall maintain both current and past versions of documents.	Validated	
Forms	Forms Administration	F-58	The system shall be flexible enough to be able to adapt to changes in forms standards in the future without requiring programming or vendor support.	Validated	
Forms	Forms Administration	F-59	The system shall support electronic and digital signatures for forms and letters.	Validated	
Forms	Forms Administration	F-60	The system shall allow an authorized user to complete any forms available in the system, with configurable data entry unique to each form.	Validated	
Forms	Forms Administration	F-61	The system shall allow an authorized user to create tags for forms in the system.	Validated	
Forms	Forms Administration	F-62	The system shall have a searchable index for forms in the system (e.g. business process area, name, etc.)	Validated	
Forms	Forms Administration	F-63	The system shall allow an authorized user to send forms to participants in their known or preferred language.	Validated	
Forms	Forms Administration	F-64	The system shall provide the ability to automatically push forms and documents to the next employee or queue based on configurable business rules.	Validated	
Forms	Forms Administration	F-65	The system shall allow an authorized user to redact information from forms/records as necessary before they are distributed.	Validated	
Forms	Forms Administration	F-66	The system shall identify and display any associated forms related to a work item in an organized view, which is easily accessible.	Validated	
Forms	Forms Administration	F-67	The system shall track changes to forms and allow for interim saves throughout the process.	Validated	
Forms	Forms Administration	F-68	The system shall track who, when, what changes were made, and why the changes were requested to the form templates	Validated	
Forms	Forms Data Management	F-69	The system shall allow the auto population of Data tables from UNITY	Validated	
Forms	Forms Data Management	F-70	The system shall allow users to override the auto population of data tables from UNITY as needed	Validated	
Forms	Forms Data Management	F-71	The system shall notify users an auto populated field is missing or different and be prompted to enter the missing / correct data before continuing	Validated	
Forms	Generation	F-72	The system shall populate designated fields in forms with data that is known to the system, which includes but is not limited to names, phone numbers, and address information.	Validated	
Forms	Generation	F-73	The system shall have the capability to attach specific forms to case, child, and provider records.	Validated	
Forms	Generation	F-74	The system shall present the authorized user with a list of completed/uncompleted forms "to consider" that are applicable to the functional area they are currently working with.	Validated	
Forms	Generation	F-75	The system shall assign a personalized bar code or other form of ID to each form generated, as identified according to specified business rules.	Validated	
Forms	Generation	F-76	The system shall be able to generate forms as needed.	Validated	
Forms	Generation	F-77	The system shall allow previewing of form/document prior to printing/sending.	Validated	
Forms	Generation	F-78	The system shall allow for forms to be available in a printable format.	Validated	

Forms	Generation	F-79	The system shall consider procedures and user communication preferences when suggesting next steps after a document generation (e.g., sending via email, printing).	Validated	
Forms	Generation	F-80	The system shall allow users to override next steps associated with documents/forms procedures automatically generated as part of predetermined system events (e.g., do not print).	Validated	
Forms	Generation	F-81	The system shall allow users to regenerate a previously generated form to edit.	Validated	
Forms	Generation	F-82	The system shall will require manual entry into the text fields to be repopulated with up to date information upon the regeneration of a form	Validated	
Forms	Generation	F-83	The system shall notify the worker of mandatory data fields to be completed on forms	Validated	
Forms	Generation	F-84	The system shall not allow the worker to submit a form if the mandatory data fields are not completed	Validated	
Forms	Generation	F-85	The system shall allow users to reprint / resend a previously generated/printed form	Validated	
Forms	Generation	F-86	The system shall be able to automatically generate documents/forms when predetermined system events occur based on jurisdiction discretion	Validated	
Forms	Generation/Storage	F-87	The system shall generate, track and store all mandated forms that are shared with other state agencies.	Validated	
Forms	Independent Living	F-88	The system shall give an independent case worker the ability to enter and maintain information for Self Sufficiency Plans.	Validated	
Forms	Independent Living	F-89	The system shall be able to document Unlicensed / Licensed Supervised Independent Living Placement (U/L-SILP) Not Required and Reasoning.	Validated	
Forms	Independent Living	F-90	The system shall allow case workers to continue to document service provisions to young adults after they age out of Extended Foster Care (EFC).	Validated	
Forms	Independent Living	F-91	The system shall allow case workers to complete IL Transition plans 90 days before a young adults 21st birthday	Validated	
Forms	Independent Living	F-92	The system shall allow youths and young adults to complete IL NYTD Surveys if applicable	Validated	
Forms	Independent Living	F-93	The system shall allow case workers to update existing information, complete Assessment, review Assessment.	Validated	
Forms	Independent Living	F-94	The system shall allow case workers to update key transition documents if needed to allow them to review all areas with youth.	Validated	
Forms	Independent Living	F-95	The system shall allow the case workers to track offered services to youths and young adults.	Validated	
Forms	Independent Living	F-96	The system shall allow case workers to develop an Independent Living Plan, update plan, verify key transition documents if youth is willing to accept services.	Validated	
Forms	Independent Living	F-97	The system shall generate Readiness Assessment and allow youth to complete.	Validated	
Forms	Independent Living	F-98	The system shall allow case worker to document others living with youth.	Validated	
Forms	Independent Living	F-99	The system shall allow case worker to record areas that youth is lacking readiness in.	Validated	
Forms	Independent Living	F-100	The system shall allow case workers to determine if youth is ready and approved for placement	Validated	
Forms	Independent Living	F-101	The system shall allow case workers to review and approve transition plan.	Validated	
Forms	Independent Living	F-102	The system shall allow case workers to document need for changes if changes are needed to the Transition Plan.	Validated	
Forms	Independent Living	F-103	The system shall allow case workers to document the closure reason.	Validated	
Forms	Intake	F-104	The system shall have a form for mandated reporters to fill in.	Validated	
Forms	Intake	F-105	The system shall automatically log a copy of the outgoing communication to the Communication History for the intake record and the addressee.	Validated	
Forms	Intake	F-106	The system shall allow authorized users to access the history of communication from the Intake referral record	Validated	
Forms	Investigation/Assessment	F-107	The system shall populate designated fields in Investigation forms with data that is known to the system from Intake and Investigation, which includes but is not limited to names, phone numbers, and address information.	Validated	
Forms	Investigation/Assessment	F-108	The system shall provide the ability to complete forms required for Department of Children and Family Services (DCFS) custody and non-DCFS custody investigations.	Validated	
Forms	Investigation/Assessment	F-109	The system shall provide the ability to automatically push forms and documents from an investigation worker to a permanency worker based on configurable business rules.	Validated	
Forms	Investigation/Assessment	F-110	The system shall be able to attach forms to case notes, along with photos and other types of media.	Validated	
Forms	Investigation/Assessment	F-111	The system shall be able to automatically generate a referral from forms.	Validated	
Forms	Investigation/Assessment	F-112	The system shall send forms to appropriate parties when an allegation is substantiated.	Validated	
Forms	Investigation/Assessment	F-113	The system shall house the Child Well Being Form for worker access at any time.	Validated	
Forms	Investigation/Assessment	F-114	The system shall auto-populate state-wide forms, such as Temporary Assistance for Needy Families (TANF) and Indian Child Welfare Act (ICWA).	Validated	
Forms	Medical Case Management	F-115	The system shall allow clinical staff to pull documents from the UNITY system.	Validated	
Forms	Medical Case Management	F-116	The system shall print off a report for medical case management summary.	Validated	
Forms	Medical Case Management	F-117	The system shall allow information for medical passport information to be entered quickly due to a logical flow that is created based on specific business rules.	Validated	
Forms	Medical Case Management	F-118	The system shall encompass the current medical passport information form and provide a logical flow to fill it in.	Validated	
Forms	Medical Case Management	F-119	The system shall create a form with a logical flow based on specific business rules surrounding Medically Fragile Children Procedures.	Validated	
Forms	Medical Case Management	F-120	The system shall encompass the current Medicaid claims for the last 36 months, provide a logical flow, and provide a dropdown for less than 36 months according to specific business rules.	Validated	

Forms	Medical Case Management	F-121	The system shall create a form with a logical flow based on specific business rules surrounding Behavioral Needs Children Procedures.	Validated	
Forms	Medical Case Management	F-122	The system shall support documents for all business functions including but not limited to Intake, Investigations, Case Management, Client, Provider Management, Staff Management, Admin, Financial, Eligibility, Court Documents.	Validated	
Forms	Placement	F-123	The system shall pre-populate eligibility and placement change forms.	Validated	
Forms	Storage	F-124	The system shall store finalized (populated) forms linking them to the appropriate business event or function.	Validated	
Forms	Upload/ Download	F-125	The system shall guide an authorized user through uploading a form/document and indexing it appropriately (e.g., naming, assigning to the right record).	Validated	
Forms	Upload/ Download	F-126	The system shall support required document sizes for document uploads and downloads. Upload and download routines shall be capable of data chunking in a way that prevents timeouts and facilitates restart at point of failure.	Validated	
Forms	Upload/ Download	F-127	The system shall support document uploads for all business functions including but not limited to Intake, Investigations, Case Management, Client, Provider Management, Staff Management, Admin, Financial, Eligibility, etc.	Validated	
Forms	Upload/ Download	F-128	The system shall allow an authorized user to preview the uploaded documentation before finalizing it to be stored within the system.	Validated	
Forms	User Experience	F-129	The system shall allow an authorized user to hover over a document to receive a preview without having to open the document.	Validated	
Forms	User Experience	F-130	The system shall present an authorized user with the workflow for data entry in the order that paper forms would have been completed.	Validated	
Forms	User Experience	F-131	The solution shall develop and automate a complete set of CSI tools into screens, including instructions/guidance of the tools, that provide an intuitive display of the forms relative to the business processes.	Validated	
Forms	User Experience	F-132	The system shall have screen tips for the workers when completing forms that provide basic information on what data needs to be populated in specific fields on the forms	Validated	
Forms	Eligibility	F-133	The system shall facilitate the attachment of adoption / KinGAP annual renewal forms.	Validated	
Forms	Eligibility	F-134	The system shall generate, track, and store communications for the case.	Validated	

System Interfaces Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Interfaces	Administration	IF-01	The system shall interface with a state-wide learning management system for staff training and performance metrics.	Validated	
Interfaces	Administration	IF-02	The system shall interface with Binti.	Validated	
Interfaces	Administration	IF-03	The system shall interface with MuleSoft/MICA.	Validated	
Interfaces	Administration	IF-04	The system shall interface with an active staff directory to provide contact information, and update in real-time.	Validated	
Interfaces	Administration	IF-05	The system shall populate all person and case information from the interface. When new or changing information is received from other systems, the assigned DCFS staff is notified.	Validated	
Interfaces	Administration	IF-06	The system shall have an API to pull from SAP data including but not limited to staff scheduling and attendance details.	Validated	
Interfaces	Administration	IF-07	The system shall prevent transmission or sharing of any Child Welfare Information System (CCWIS) Data outside of the State Environment unless there is specific written or valid electronic authorization granting permission to securely transmit the data.	Validated	
Interfaces	Administration	IF-08	The system shall allow integration with GIS software to provide geographic information, such as foster care providers within the same school district/area.	Validated	
Interfaces	Adoptions	IF-09	The system shall interface with ICAMA to support interstate adoptions.	Validated	
Interfaces	Adoptions	IF-10	The system shall allow an adoptive parent to submit and access information, complete applications, upload required documentation, and communicate with case worker through a portal.	Validated	
Interfaces	Adoptions	IF-11	The system shall interface with Other Private Child Welfare Contributing Agencies.	Validated	
Interfaces	Case Management	IF-12	The system shall support a Parent Portal.	Validated	
Interfaces	Case Management	IF-13	The system shall interface with the Parent portal to obtain documentation submitted via the portal.	Validated	
Interfaces	Case Management	IF-14	The system shall interface with the Parent portal to support electronic communication initiated in Modernized UNITY or the portal.	Validated	
Interfaces	Case Management	IF-15	The system shall interface with the Parent portal to support sharing of selected information (e.g., case details, documents, forms, communication history, provider profile information (including license details and other)) from Modernized UNITY via the portal.	Validated	
Interfaces	Case Management	IF-16	The system shall interface with the Parent portal to allow for information entered or edited in the portal to be pushed into Modernized UNITY according to business rules	Validated	
Interfaces	Case Management	IF-17	The system shall support a Youth/Young Adult Portal where a user can submit documents, see upcoming tasks and events, and communicate with their case worker.	Validated	
Interfaces	Case Management	IF-18	The system shall interface with the Youth/Young Adult portal to obtain documentation submitted via the portal.	Validated	
Interfaces	Case Management	IF-19	The system shall interface with the Youth/Young Adult portal to support electronic communication initiated in Modernized UNITY or the portal.	Validated	
Interfaces	Case Management	IF-20	The system shall interface with the Youth/Young Adult portal to support sharing of selected information (e.g., case details, documents, forms, communication history, provider profile information (including license details and other)) from Modernized UNITY via the portal.	Validated	
Interfaces	Case Management	IF-21	The system shall interface with the Youth/Young Adult portal to allow for information entered or edited in the portal to be pushed into Modernized UNITY according to business rules	Validated	
Interfaces	Case Management	IF-22	The system shall interface with the Central Registry.	Validated	
Interfaces	Case Management	IF-23	The system shall support a portal for users to submit requests for Central Registry background checks.	Validated	
Interfaces	Case Management	IF-24	The system shall interface with systems operated under the DMV for name verification and driving records.	Validated	
Interfaces	Case Management	IF-25	The system shall allow a super user to switch user perspectives (e.g. A caseworker to switch to a "Parent" perspective to walk them through the portal).	Validated	
Interfaces	Case Management	IF-26	The system shall generate customizable notifications when new information or documentation is uploaded to a portal.	Validated	
Interfaces	Case Management	IF-27	The system shall support web-based and mobile portals.	Validated	
Interfaces	Case Management	IF-28	The system shall translate portals into multiple languages (e.g. Spanish, Tagalog, etc.)	Validated	
Interfaces	Case Management	IF-29	The system shall allow for communication between portal users (i.e. a Parent Portal user communicating with a Provider Portal user).	Validated	
Interfaces	Case Management	IF-30	The system shall be fully integrated with intrastate between jurisdictions nationwide UNITY so that workers can automatically send/receive data and forms using the system.	Validated	
Interfaces	Case Management	IF-31	The system shall interface with Family Programs Office.	Validated	
Interfaces	Case Management	IF-32	The system shall interface Nevada Early Intervention Services (NEIS).	Validated	
Interfaces	Case Management	IF-33	The system shall populate all person and case information from the interface. When new or changing information is received from other systems, the assigned DCFS staff is notified.	Validated	
Interfaces	Case Management	IF-34	The system shall have the capability to integrate with other Master Person Index systems for Person Search along with validations for checking duplicate persons, duplicate cases, and duplicate providers.	Validated	
Interfaces	Case Management	IF-35	The system shall interface with 211.	Validated	
Interfaces	Case Management	IF-36	The system shall interface with Child Protective Services.	Validated	
Interfaces	Case Management, Medical Case Management	IF-37	The system shall interface with systems operated under State Public Health and/or Maternal Child Health Agency (e.g. CARA Plans of Safe Care, DPBH Home Visit Program).	Validated	

Interfaces	Case Management, Placement, Eligibility	IF-38	The system shall interface with the Medicaid eligibility system to obtain information on an individual's current status with Medicaid.	Validated	
Interfaces	Case Review	IF-39	The system shall interface with systems operated by Child Fatality and Near Fatality Cases.	Validated	
Interfaces	Case Review	IF-40	The system shall interface with systems operated by Fidelity Reviews.	Validated	
Interfaces	Case Review	IF-41	The system shall interface with Identified Issues / Concerns.	Validated	
Interfaces	Case Review	IF-42	The system shall interface with systems operated by the Federal Children's Bureau.	Validated	
Interfaces	Case Review	IF-43	The system shall support a portal that allows people to enter grievances and complaints surrounding case review.	Validated	
Interfaces	Case Review	IF-44	The system shall have an interface for audits from the respective governing oversights in the context model.	Validated	
Interfaces	Case Review	IF-45	The system shall send a copy of the Case Review instrument to appropriate users (e.g. Supervisor).	Validated	
Interfaces	Case Review	IF-46	The system shall be able to capture Supervisor Agreement with Case Review outcomes.	Validated	
Interfaces	Case Review	IF-47	The system shall have an interface with Child and Family Service Review (CFSR).	Validated	
Interfaces	Eligibility	IF-48	The system shall interface with NOMADS for Medicaid and eligibility information.	Validated	
Interfaces	Eligibility	IF-49	The system shall interface with EVS/MMIS for Medicaid eligibility information and Medicaid billing.	Validated	
Interfaces	Eligibility	IF-50	The system shall interface with ECareVault for eligibility information.	Validated	
Interfaces	Eligibility	IF-51	The system shall support efficient, economical, and effective bi-directional data exchanges to exchange relevant data with each system used to calculate one or more components of title IV-E eligibility determinations.	Validated	
Interfaces	Eligibility	IF-52	The system shall provide a centralized data portal integrated into the Adoption Assistance and Subsidized Permanent Guardianship module whereby subsidy data can be viewed, analyzed, and exported based on the unique needs of the user, their security profiles and case assignment.	Validated	
Interfaces	Federal Requirement	IF-53	The system shall comply with all CCWIS requirements for efficient, economical, effective, and bi-directional data exchanges.	Validated	
Interfaces	Federal Requirement	IF-54	The system shall maintain a single data exchange standard where feasible, that may be updated in the future.	Validated	
Interfaces	Federal Requirement	IF-55	The system shall exchange data in accordance with all CCWIS confidentiality requirements.	Validated	
Interfaces	Federal Requirement	IF-56	The system shall interface with Child Welfare Contributing Agencies that utilize CCWIS data, as well as all other relevant contributing agencies as applicable, to exchange data related to intake, investigations, placement, case management, etc.	Validated	
Interfaces	Federal Requirement	IF-57	The system shall interface with systems operated by state or tribal education agencies, school districts, or both (e.g. Nevada Department of Education).	Validated	
Interfaces	Federal Requirement	IF-58	The system shall interface with Title IV-E agency systems to collect CCWIS data.	Validated	
Interfaces	Federal Requirement	IF-59	The system shall interface with systems operated by court(s) of competent jurisdictions over Title IV-E foster care, adoption, and guardianship programs (e.g. Eflex, CourtConnect, Odyssey).	Validated	
Interfaces	Federal Requirement	IF-60	The system shall interface with all systems used to calculate one or more components of Title IV-E eligibility determinations.	Validated	
Interfaces	Federal Requirement	IF-61	The system shall interface with systems generating financial payments and claims for Title IV-E and IV-B, including exchanges related to service authorizations, client information, invoices, and funding allocations.	Validated	
Interfaces	Federal Requirement	IF-62	The system shall interface with system(s) operated under Title IV-A (TANF) to exchange relevant CCWIS data, including demographics, case information, and eligibility determinations.	Validated	
Interfaces	Federal Requirement	IF-63	The system shall interface a Title IV-D (Child Support) system to exchange relevant CCWIS data, including demographic information, foster care maintenance payment information, and child support payments.	Validated	
Interfaces	Federal Requirement	IF-64	The system shall interface with systems used to determine Medicaid eligibility to exchange relevant CCWIS data, including demographics, eligibility data, and AFCARS information.	Validated	
Interfaces	Federal Requirement	IF-65	The system shall to interface with Child Abuse and Neglect (CAN) to exchange relevant CCWIS data, such as demographics, case histories, and intake reports.	Validated	
Interfaces	Financial Management and Payment Processing	IF-66	The system shall interface with eligibility to exchange data to complete annual re-determinations or any other functionality needed.	Validated	
Interfaces	Financial Management and Payment Processing	IF-67	The system shall support audit processes and preparation.	Validated	
Interfaces	Financial Management and Payment Processing	IF-68	The system shall interface with the Controller's Office for fiscal data.	Validated	
Interfaces	Financial Management and Payment Processing	IF-69	The system shall interface with SAP for financial data.	Validated	
Interfaces	Financial Management and Payment Processing	IF-70	The system shall interface with Nevada county agencies for financial data.	Validated	
Interfaces	Financial Management and Payment Processing	IF-71	The system shall enable newly contracted vendors to set up an electronic profile and payment account through a portal or similar mechanism.	Validated	
Interfaces	Financial Management and Payment Processing	IF-72	The system shall notify state interface that budget amendment is ready for review.	Validated	
Interfaces	Financial Management and Payment Processing	IF-73	The system shall interface with State Collection and Disbursement Unit (SCaDU) for financial and payment data.	Validated	
Interfaces	Financial Management and Payment Processing	IF-74	The system shall interface with DAWN (DAWN is a history of transactions in the State of Nevada's financial system, ADVANTAGE).	Validated	
Interfaces	Financial Management and Payment Processing	IF-75	The system shall interface with systems operated by the Nevada Treasurer's Office for financial and payment data.	Validated	

Interfaces	Financial Management and Payment Processing	IF-76	The system shall interface with systems operated by the Nevada Governor's Finance Office for financial and payment data.	Validated	
Interfaces	Financial Management and Payment Processing	IF-77	The system shall interface with Child Support Arrears for financial and payment data.	Validated	
Interfaces	Foster Care Licensing	IF-78	The system shall interface with a market segmentation tool to identify prospective foster and adoptive families and communities for recruitment.	Validated	
Interfaces	Foster Care Licensing	IF-79	The system shall interface with Just In Time (JIT) for foster parent training.	Validated	
Interfaces	Foster Care Licensing	IF-80	The solution shall interface with the State Fire Marshal information system which captures fire marshal inspection for Foster Parent licensing purposes.	Validated	
Interfaces	Foster Care Licensing	IF-81	The solution shall interface with the State environmental testing system which captures water testing information for Foster Parent licensing purposes.	Validated	
Interfaces	Foster Care Licensing	IF-82	The system shall interface with Consulate Offices for international family foster care licensing.	Validated	
Interfaces	General	IF-83	The system shall utilize an API to support additional interfaces to the system in the future.	Validated	
Interfaces	General	IF-84	The system shall support multiple outbound channels and protocols where data exchanges are applicable.	Validated	
Interfaces	General	IF-85	The system shall integrate into a Master Data Management (MDM)/Master Client Index (MCI) according to business rules.	Validated	
Interfaces	General	IF-86	The system shall support an Optical Character Recognition (OCR) solution.	Validated	
Interfaces	General	IF-87	The system shall support all data exchange types necessitated by interfacing agencies.	Validated	
Interfaces	General	IF-88	The system shall track any attempt for data transmission, even if the transmission fails, and maintain a history of all transmissions.	Validated	
Interfaces	General	IF-89	The system shall generate notifications for data transmission failures and successes, customizable by user.	Validated	
Interfaces	General	IF-90	The system shall support a dashboard that displays all interfaces, statuses, results of quick status tests, transaction logs, data transmission history, etc.	Validated	
Interfaces	General	IF-91	The system shall generate configurable notifications when interfaces stop working correctly, with an explanation of the issue.	Validated	
Interfaces	Intake	IF-92	The system shall support a portal for reporters to add photos, documentation, and communicate with intake workers.	Validated	
Interfaces	Intake	IF-93	The system shall interface with systems operated by the Head Start program.	Validated	
Interfaces	Intake	IF-94	The system shall interface with all jurisdictions' central repository / directories for contact information for third parties.	Validated	
Interfaces	Intake	IF-95	The system shall interface with systems operated by Safe Haven.	Validated	
Interfaces	Intake	IF-96	The system shall interface with systems operated by Corporal Punishment.	Validated	
Interfaces	Intake	IF-97	The system shall support a portal for hospitals to exchange information on mothers that have given birth at each hospital.	Validated	
Interfaces	Intake	IF-98	The system shall interface with the Health Information Exchange (HIE).	Validated	
Interfaces	Intake, Investigation, Case Management	IF-99	The system shall interface with the United States Postal Service (USPS) to perform address validation.	Validated	
Interfaces	Intake, Investigation, Case Management	IF-100	The system shall interface with Lexis Nexis to verify addresses and other contact information.	Validated	
Interfaces	Intake, Investigation, Case Management	IF-101	The system shall interface with West Law to verify addresses and other contact information.	Validated	
Interfaces	Intake, Investigation, Case Management	IF-102	The system shall interface with Infinite Campus or other School Databases for Education information and records.	Validated	
Interfaces	Intake, Investigation, Case Management, Placement, Eligibility	IF-103	The system shall interface with the Social Security Administration (SSA) system to obtain contact, eligibility, benefits, and enrollment information.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-104	The system shall interface with systems operated under the Department of Safety & Homeland Security (e.g. USCIS/S.A.V.E) for ID verification, immigration status, etc.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-105	The system shall interface with the National Sex Offender Registry (NSOR) to perform background checks related to sex offenses.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-106	The system shall interface with the National Crime Information Center (NCIC) to perform criminal background checks.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-107	The system shall interface with CANS to perform background checks on abuse or neglect offenses.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-108	The system shall interface with SCOPE to perform criminal background checks.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-109	The system shall interface with the Department of Public Safety (DPS) to perform criminal background checks.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-110	The system shall interface with NABS (Nevada Automated Background Check System) to perform background checks.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-111	The system shall interface with CLEAR to perform background checks.	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-112	The system shall interface with systems operated by the Department of Social Services (e.g. ACES)	Validated	
Interfaces	Intake, Investigation, Placement, Foster Care Licensing	IF-113	The system shall interface with Intra-state Law Enforcement Agencies to perform background checks.	Validated	
Interfaces	Investigation	IF-114	The system shall support an API between UNITY and Detention Center Inmate Records to verify addresses and locations for parents who are incarcerated.	Validated	
Interfaces	Investigation	IF-115	The system shall interface with Legacy system.	Validated	
Interfaces	Investigation, Case Management, Eligibility	IF-116	The system shall interface with WEBIZ for medical and immunization information.	Validated	
Interfaces	Investigation, Case Management, Eligibility	IF-117	The system shall interface with UINV/DETR for employment information.	Validated	

Interfaces	Investigation, Case Management, Eligibility	IF-118	The system shall interface with CSEC systems.	Validated	
Interfaces	Investigation, Case Management, Eligibility	IF-119	The system shall interface with NVKIDS for child support information.	Validated	
Interfaces	Investigation, Case Management, Eligibility	IF-120	The system shall interface with EVERS for vital records information.	Validated	
Interfaces	Investigation, Case Management, Placement, Eligibility	IF-121	The system shall interface with DHFCP-Medicaid for Medicaid information.	Validated	
Interfaces	Juvenile Justice	IF-122	The system shall interface with Tyler Technology Inc. system (NV's Juvenile Justice system of record) to exchange data in support of reporting and analytics needs as defined by DCFS.	Validated	
Interfaces	Placement	IF-123	The system shall interface with National Electronic Interstate Compact Enterprise (NEICE) for ICPC placement cases.	Validated	
Interfaces	Placement	IF-124	The system shall interface with National Center for Missing or Exploited Children (NCMEC) for missing child cases.	Validated	
Interfaces	Provider Management	IF-125	The system shall collect, maintain, and update provider payment data from applicable interfaces/portals/data exchanges, including historical payment data.	Validated	
Interfaces	Provider Management	IF-126	The system shall interface with the Sierra Regional Center and Desert Regional Center for service provision purposes.	Validated	
Interfaces	Provider Management	IF-127	The system shall interface with Family Resource Centers for service provision purposes.	Validated	
Interfaces	Provider Management	IF-128	The system shall interface with contracted external agencies that provide licensing, matching, placement, and adoption services. This would include exchange and access of information related to candidate children but also performance and results-based payment to agencies for services rendered.	Validated	
Interfaces	Provider Management	IF-129	The system shall interface with systems operated under the Family First Prevention Services Act (FFPSA).	Validated	
Interfaces	Provider Management	IF-130	The system shall support a Provider Portal.	Validated	
Interfaces	Provider Management	IF-131	The system shall interface with the Provider portal in order to obtain documentation (e.g. licensing applications) submitted via the portal.	Validated	
Interfaces	Provider Management	IF-132	The system shall interface with the Provider portal in order to support electronic communication initiated in Modernized UNITY or the provider portal	Validated	
Interfaces	Provider Management	IF-133	The system shall interface with the Provider portal in order to support sharing of selected information (e.g., case details, documents, forms, communication history, provider profile information (including license details and other)) from Modernized UNITY with Providers via the Provider portal	Validated	
Interfaces	Provider Management	IF-134	The system shall interface with the Provider portal in order to allow for information entered or edited in the Provider portal to be pushed into Modernized UNITY according to business rules	Validated	
Interfaces	Provider Management	IF-135	The system shall allow providers according to specified business rules to enter timeframes that they cannot provide services through the provider portal.	Validated	
Interfaces	Provider Management	IF-136	The system shall allow providers to enter their training updates through the provider portal.	Validated	
Interfaces	Provider Management	IF-137	The system shall allow ease of navigation / communication between providers and licensing according to specified business rules.	Validated	
Interfaces	Reporting & Analytics	IF-138	The system shall interface with the Adoption and Foster Care Analysis and Reporting System (AFCARS).	Validated	
Interfaces	Reporting & Analytics	IF-139	The system shall interface with the National Child Abuse and Neglect Data System (NCANDS).	Validated	
Interfaces	Reporting & Analytics	IF-140	The system shall interface with the National Youth in Transition Database (NYTD).	Validated	
Interfaces	Reporting & Analytics	IF-141	Thes system shall interface with the U.S. Census Bureau for population demographics and latitude/longitude data.	Validated	
Interfaces	Reporting & Analytics	IF-142	The system shall allow interfaces with Bridge (Washoe only), NV ELearn, and Nevada Partnership for Training (NPT) LMS for training purposes, requirements, and tracking. (staff training specific)	Validated	

Reporting and Analytics Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Reporting and Analytics	Accessibility	R-01	The system shall allow authorized users back end access to the raw data, data storage, and reporting levels (e.g. Office of Analytics).	Validated	
Reporting and Analytics	Accessible Reports	R-02	The system shall make it simple and straightforward for reporters to initiate a report from wherever they are and using any type of device (e.g. computer, tablet, phone, etc.)	Validated	
Reporting and Analytics	Accessible Reports	R-03	The system shall make reports accessible from contextually-relevant locations within the Comprehensive Child Welfare Information System (CCWIS) solution so that users can run reports relevant to the task they are currently engaged in.	Validated	
Reporting and Analytics	Ad hoc Reporting	R-04	The system shall have the capability to allow appropriate users with ad-hoc reporting capabilities.	Validated	
Reporting and Analytics	Adapt Reports	R-05	The system shall be able to adapt to changes in federal reporting standards in the future.	Validated	
Reporting and Analytics	Adapt Reports	R-06	The system shall be able to adapt to changes in state reporting standards in the future.	Validated	
Reporting and Analytics	Adapt Reports	R-07	The system shall be able to adapt to changes in county reporting standards in the future.	Validated	
Reporting and Analytics	AFCARS	R-08	The system shall produce Adoption and Foster Care Analysis and Reporting (AFCARS) Report for federal and internal use.	Validated	
Reporting and Analytics	AFCARS / NCANDS	R-09	The system shall record data elements needed to complete Adoption and Foster Care Analysis and Reporting (AFCARS) and National Child Abuse and Neglect Data System (NCANDS) through the Administration for Children and Families (ACF).	Validated	
Reporting and Analytics	Aggregation of reports	R-10	The system shall allow for Quality Assurance (QA) results to be aggregated viewable by worker unit, county, region, etc. based on the role of the staff.	Validated	
Reporting and Analytics	Alerts and Notification	R-11	The system shall create alerts and notifications for Key Performance Indicators (KPIs) which drop below defined thresholds as defined by business needs.	Validated	
Reporting and Analytics	Alerts and Notifications	R-12	The system shall maintain automated functions to send electronic requests to child welfare contributing agency systems to submit current and historical Comprehensive Child Welfare Information System (CCWIS) data to the CCWIS.	Validated	
Reporting and Analytics	Analytics Types	R-13	The system shall do analytics surrounding topics including but not limited to operational, performance, financial, and statistical.	Validated	
Reporting and Analytics	Audit Reports	R-14	The system shall track and audit report access and usage.	Validated	
Reporting and Analytics	Audit Reports	R-15	The system shall provide audit logging for creating, viewing, exporting reports and data, and inactive reports.	Validated	
Reporting and Analytics	Authorized Services	R-16	The system shall monitor usage of authorized services including, but not limited to: overall effectiveness; measures and notification for specific authorizations that are close to expiration or below a configurable threshold of remaining units or amount.	Validated	
Reporting and Analytics	Authorized User	R-17	The system shall allow an authorized user to access and use data analytics tools.	Validated	
Reporting and Analytics	Automated Report Distribution	R-18	The system shall automatically distribute reports to designated federal, state, and county recipients once verified for accuracy by an authorized user.	Validated	
Reporting and Analytics	Best Fit	R-19	The system shall identify a placement setting through a best fit placement matching that provides high-quality residential care and supportive services to youth who have been found to be, or are at risk of becoming, sex trafficking victims.	Validated	
Reporting and Analytics	Case Management	R-20	The system shall generate a report on visitation statistics.	Validated	
Reporting and Analytics	Case Management	R-21	The system shall create reports for the federal government regarding Family First Prevention Services Act (FFPSA) data.		
Reporting and Analytics	Case Management	R-22	The system shall identify a placement setting through a best fit placement matching that provides high-quality residential care and supportive services to youth including but not limited to children who have been found to be, or are at risk of becoming, sex trafficking victims, medically fragile children.	Validated	
Reporting and Analytics	Case Management	R-23	The system shall allow for Quality Assurance (QA) results to be aggregated viewable by worker unit, county, region, etc. based on the role of the Department of Children and Families Services (DCFS) staff.	Validated	
Reporting and Analytics	Case Management	R-24	The system shall monitor usage of authorized services including, but not limited to: overall effectiveness; measures and notification for specific authorizations that are close to expiration or below a configurable threshold of remaining units or amount.	Validated	
Reporting and Analytics	Case Management	R-25	The system shall enable report initiation via multiple channels—such as telephone, web portal, and text message—to allow reporters to submit from anywhere, even if follow-up calls are needed for more complete information.	Validated	
Reporting and Analytics	Case Management	R-26	The system shall make reports accessible from contextually-relevant locations within the Comprehensive Child Welfare Information System (CCWIS) solution so that users can run reports relevant to the task they are currently engaged in.	Validated	
Reporting and Analytics	Case Management	R-27	The system shall enable program administrators and policy staff to identify opportunities for service improvement by exploring trends, patterns, and outcomes and other key metrics of interest.	Validated	
Reporting and Analytics	Case Management	R-28	The system shall allow an authorized user to create and generate reports at the individual, caseload, and agency level.	Validated	
Reporting and Analytics	Case Management	R-29	The system shall allow an authorized user to generate a report that shows details for completed, pending, and in-progress work for staff to help identify training needs.	Validated	
Reporting and Analytics	Case Management	R-30	The system shall allow an authorized user to generate an Outcomes Report for their agency and participants served.	Validated	
Reporting and Analytics	Case Management	R-31	The system shall allow an authorized user to generate a report that tracks face-to-face visits with children and families.	Validated	

Reporting and Analytics	Case Management	R-32	The system shall be capable of merging the following data while maintaining versions and history. The system shall also have the ability to select, at a granular level, which elements get merged. The domains are: - Person and related information - Case and related information - Providers and related information - Intake and related information	Validated	
Reporting and Analytics	Case Management	R-33	The system shall calculate caseload metrics by children and family group.	Validated	
Reporting and Analytics	Case Management	R-34	The system shall allow users to create standard and customized forecasts based on the services, funding streams, resources, and population.	Validated	
Reporting and Analytics	Case Review	R-35	The system shall have a dropdown for case reviewers to enter case review reports.	Validated	
Reporting and Analytics	Case Review	R-36	The system shall have a dropdown for case reviewers with questions regarding under review for safety, permanency, and well-being.	Validated	
Reporting and Analytics	Case Review	R-37	The system shall have a dropdown for case reviewers with ratings regarding strengths, Area Needing Improvement (ANI), or Not Applicable (NA).	Validated	
Reporting and Analytics	Case Review	R-38	The system shall have standard reports for case review based on pre-defined business rules that aligns with policy standards from the Federal Children's Bureau (FCB).	Validated	
Reporting and Analytics	Case Review	R-39	The system shall have Human Resources (HR) reports that show the aggregated data of staff performance indicators.	Validated	
Reporting and Analytics	Case Review	R-40	The system shall integrate the Child Contact Report into Case Review.	Validated	
Reporting and Analytics	Case Review	R-41	The system shall be able to record and track the outcomes of a child's Case Review and/or Evaluation.	Validated	
Reporting and Analytics	Case Review	R-42	The system shall make case review data easily accessible, flow logically, and give a concise summary.	Validated	
Reporting and Analytics	Caseload Reports	R-43	The system shall calculate caseload metrics by children and family group and weighted scores based on specified business rules	Validated	
Reporting and Analytics	County Reports	R-44	The system shall support reports for all county requirements according to specified business rules.	Validated	
Reporting and Analytics	Courts	R-45	The system shall measure, track, and report the timeliness of the judicial proceedings for a given staff member, judge, or court.	Validated	
Reporting and Analytics	Courts	R-46	The system shall identify, track, and allow report generation for all court activities related to safe haven babies. The system shall meet the business process needs for Safe Haven cases including data collection of all required information.	Validated	
Reporting and Analytics	Courts	R-47	The system shall generate reports on safe haven cases, including but not limited to: - Case Worker and Supervisor - Date Permanency Plan Ordered - Data Permanency Plan Requested - Referrals - Termination of Parental Rights (TPR) Efforts - Termination of Parental Rights (TPR) Petitions - Timeline of each milestone	Validated	
Reporting and Analytics	Courts	R-48	The system shall generate reports on finalized adoptions, including but not limited to: - TPR petitions - Date of Change of Permanency Plan - Days from Plan Change to Petition Filed - Days from Plan Change to Adoption	Validated	
Reporting and Analytics	Courts	R-49	The solution shall provide reporting on agency appeals so that all parties can understand factors associated with case overturns, volume of appeals heard and other systemic factors influencing licensing decisions.	Validated	
Reporting and Analytics	Courts	R-50	The system shall provide the ability for workers and/or legal data entry persons to optionally track information and generate reports related to court orders, including rulings and mandates, in addition to specific court orders related to a case, with an alert to remind them to update court order information after a hearing.	Validated	
Reporting and Analytics	Courts	R-51	The system shall track hearing efforts and outcomes as an element of Program Improvement Plan (PIP) goals, Child and Family Services Reviews (CFSRs), etc.	Validated	
Reporting and Analytics	Courts	R-52	The system shall have detailed tracking of Locked Facility Commitments and Commitment Hearing progress.	Validated	
Reporting and Analytics	Courts	R-53	The system shall track and maintain a Warrant Log.	Validated	
Reporting and Analytics	Custom Reports	R-54	The system shall allow an authorized user to create and generate custom reports based on real-time data.	Validated	
Reporting and Analytics	Custom Reports	R-55	The system shall allow an authorized user to create and generate reports at the individual, caseload, agency, and statewide level.	Validated	
Reporting and Analytics	Customizable Reports	R-56	The system shall be able to pull customizable reports related to any type of report according to pre-defined business rules.	Validated	
Reporting and Analytics	Customizable Reports	R-57	The system shall be able to create customizable reports with features including by not limited to sharing, frequency of gathering report, frequency of receiving report, role specific customization of reports, and report alerts	Validated	
Reporting and Analytics	Customizable Reports	R-58	The system shall contain a mechanism for power-users and administrators to create and distribute custom reports. The capability shall exist to distribute these reports in the most common formats (e.g. e-mail, HTML, PDF, Excel, etc.), and to schedule their generation.	Validated	
Reporting and Analytics	Customizable Reports	R-59	The system shall enable program administrators and policy staff to identify opportunities for service improvement by exploring trends, patterns, and outcomes and other key metrics of interest.	Validated	
Reporting and Analytics	Customizable Reports	R-60	The system shall allow an authorized user to create and generate reports at the individual, caseload, agency, and statewide level.	Validated	
Reporting and Analytics	Customizable Reports	R-61	The system shall provide or support the use of a report design tool that will enable trained State and County staff to create new reports and, optionally, add them to the standard report library, and jurisdictional library as needed.	Validated	
Reporting and Analytics	Customizable Reports	R-62	The system shall generate error reports that are customizable and based upon user role.	Validated	
Reporting and Analytics	Customizable Reports	R-63	The system shall allow users to customize reports by selecting different data fields, filters, and sorting options, and shall accommodate user-defined reporting for the purpose of creating custom reports from any and all data elements which require tracking and/or reporting.	Validated	

Reporting and Analytics	Customizable Reports	R-64	The system shall enable authorized users to create their own reports using an interface that does not require specialized knowledge of a third-party tool and shall also allow users to create their own reports using a self-service tool.	Validated	
Reporting and Analytics	Customizable Reports	R-65	The system shall allow users to schedule reports to run automatically, once verified by an authorized user, at predefined intervals, such as daily, weekly, or monthly, and to deliver the reports via email or other channels, as part of report scheduling functionality and set business rules based on the State Holiday Calendar.	Validated	
Reporting and Analytics	Customizable Reports	R-66	The system shall have the capacity to produce customized historical reports and configurable dashboards on service execution metrics, such as system performance measurements. This functionality shall either be built into the system or available via a tool which is integrated into the system.	Validated	
Reporting and Analytics	Customizable Reports	R-67	The system shall provide configurable reporting on all case-related, person-related, court-related, and event-related activities mandated by jurisdiction.	Validated	
Reporting and Analytics	Customizable Reports	R-68	The system shall be able to pull reports instantaneously as needed.	Validated	
Reporting and Analytics	Dashboard	R-69	The system shall provide the ability to report on and search spending by varying and multiple factors (e.g., client, case, provider, contract, office, service type, business unit, program, funding source, timeframe, geographic area, jurisdiction, demographics, etc.)	Validated	
Reporting and Analytics	Dashboard	R-70	The system shall provide a dashboard view that displays the status of payments and transactions within the fiscal queue.	Validated	
Reporting and Analytics	Dashboard	R-71	The system shall allow QA data to be used with other relevant metrics to create performance management dashboards as defined by business needs.	Validated	
Reporting and Analytics	Dashboard	R-72	The system shall allow staff to create performance management dashboards on the behalf of managers, directors, and other leadership.	Validated	
Reporting and Analytics	Data Elements	R-73	The system shall capture the data elements corresponding to reports, interfaces, and forms (includes letters / notices).	Validated	
Reporting and Analytics	Data Query	R-74	The system shall empower the State and County team to answer program and policy questions by querying the data and adding data in ways that may not be anticipated at this time.	Validated	
Reporting and Analytics	Eligibility Reports	R-75	The system shall provide the ability to process and report retroactive eligibility claims due to factors including, but not limited to: retroactive eligibility determinations, and prior period payments and overpayments, incorrectly coded funding sources.	Validated	
Reporting and Analytics	Export Reports	R-76	The system shall allow an authorized user to export reports in various file formats, which includes but is not limited to Excel and PDF.	Validated	
Reporting and Analytics	Export Reports	R-77	The system shall support downloading data which identifies customer, provider, and/or employee fraud and payment errors	Validated	
Reporting and Analytics	Face-to-face Visits Report	R-78	The system shall allow an authorized user to generate a report that tracks visits and contacts with children and families with customizable data points	Validated	
Reporting and Analytics	Federal Reporting	R-79	The system shall meet all federal requirements for reporting.	Validated	
Reporting and Analytics	Federal Reporting	R-80	The system shall make updates to federal reporting and extract functions, when issued on the basis of federally-mandated changes in reporting standards, shall be delivered, installed and tested to the State's satisfaction at a predefined timeframe depending on the report and extract functions in advance of the next federal reporting deadline.	Validated	
Reporting and Analytics	Federal Reporting	R-81	The system shall produce all mandated federal reports, including data extracts and exports, with timely and accurate data.	Validated	
Reporting and Analytics	Federal Reporting	R-82	The system shall keep federal reporting functions up to date with the latest federal requirements.	Validated	

Reporting and Analytics	Federal Reporting	R-83	The system shall support federal reporting surrounding federal data including but not limited to: Adoption and Foster Care Analysis and Reporting System (AFCARS) – 45 CFR 1355.40 et seq.; see https://www.acf.hhs.gov/cb/research-data-technology/reporting-systems/afcars National Youth in Transition Database (NYTD) – Case management data – 45 CFR 1356.81 (a), (b), and (c); and 45 CFR 1356.83 (g); see https://www.acf.hhs.gov/cb/research-data-technology/reporting-systems/nytd National Child Abuse Neglect Data System (NCANDS) – 42 USC 5106a (d) of CAPTA; see https://www.acf.hhs.gov/cb/research-data-technology/reporting-systems/ncands Financial information for the CB-496 – SSA 474 [42 U.S.C. 674] and ACYF-CB-PI-11-07; see https://www.acf.hhs.gov/sites/default/files/cb/attachmentc_form496.pdf Data necessary for title IV-E eligibility determinations – 45 CFR 1355.52 (b)(1)(ii) Data required for authorization of services – 45 CFR 75.302 and SSA 475 [42 U.S.C. 675 (1) and (4)] Foster care licensing information for title IV-E reimbursement – 45 CFR 1355.52 (b) Data needed for a Child Family Service Reviews (CFSR) or CFSR Performance Improvement Plan (PIP) – 45 CFR 1355.33 (b)(2); see https://www.acf.hhs.gov/cb/monitoring/child-family-services-reviews Data needed for the Annual Progress and Services Report (APSR) and the five year comprehensive Child and Family Services Plan (CFSP) – 45 CFR 1357.15-16; https://www.acf.hhs.gov/cb/programs/state-tribal-cfsp Data needed for the Family First Prevention Services Act (FFPSA) – Pub. L. 115-123 Data needed to comply with the Multi-Ethnic Placement Act (MEPA) of 1994 – Pub. L. 103-82 Data needed to comply with the Preventing Sex Trafficking and Strengthening Families Act (PSTSFA) – Pub. L. 113-183	Validated	
Reporting and Analytics	Federal Reporting	R-84	The system shall be the official repository for federal reporting purposes, per the Comprehensive Child Welfare Information System (CCWIS) Final Rule. Where appropriate, provision should be made for CCWIS-related data to be collected from Child Welfare Contributing Agencies (CWCAs)	Validated	
Reporting and Analytics	Federal Reports	R-85	The system shall support reports for all federal requirements according to specified business rules.	Validated	
Reporting and Analytics	Federal Reports	R-86	The system shall have the ability to prevent "In Progress" items from being included in federal reporting. E.g. Draft items shall not be a part of Adoption and Foster Care Analysis and Reporting System (AFCARS).	Validated	
Reporting and Analytics	Financial Management and Payment Processing	R-87	The system shall capture data from a Random Moment Time Study (RMTS).	Validated	
Reporting and Analytics	Financial Management and Payment Processing	R-88	The system shall generate recurring claim data in a report.	Validated	
Reporting and Analytics	Financial Management and Payment Processing	R-89	The system shall allow for tracking and reporting on various programs to validate child specific information, amounts paid, and program requirements / constraints as established by the federal or state legislative or administrative statutes.	Validated	
Reporting and Analytics	Financial Reports	R-90	The system shall allow for tracking and reporting on various programs which can be used to track amounts paid against a particular program, using information associated with the service type, provider, or child-specific level that designates claiming rates.	Validated	
Reporting and Analytics	Financial Reports	R-91	The system shall generate a report on the rate and approved invoices of each service type and allow configurable sorting/filtering by e.g. client, case, region, office, worker, and provider.	Validated	
Reporting and Analytics	Financial Reports	R-92	The system shall generate an expenditure report, but not limited to, of monthly, quarterly and annual totals of requests for disbursement with the ability to view summary along with supporting detail and filter (e.g. service type, date range, child's name).	Validated	
Reporting and Analytics	Forecasting	R-93	The system shall allow users to create standard and customized forecasts based on the services, funding streams, resources, and population.	Validated	
Reporting and Analytics	Generating Reports	R-94	The system shall be able to produce federal reports on a regular and recurring basis.	Validated	
Reporting and Analytics	Generating Reports	R-95	The system shall be able save and send reoccurring reports to specified users when created.	Validated	
Reporting and Analytics	Generating Reports	R-96	The system shall be able to produce ad-hoc reporting. The capability shall exist to distribute these reports in the most common formats (e.g. e-mail, HTML, PDF, Excel, etc.), and to schedule their generation.	Validated	
Reporting and Analytics	Generating Reports	R-97	The system shall be able to generate reports. The capability shall exist to distribute these reports in the most common formats (e.g. e-mail, HTML, PDF, Excel, etc.), and to schedule their generation.	Validated	
Reporting and Analytics	Generating Reports	R-98	The system shall provide the ability to generate reports in hard copy or electronic format.	Validated	
Reporting and Analytics	Generating Reports	R-99	The system shall provide the ability to generate the data as visualizations in reports.	Validated	
Reporting and Analytics	Generating Reports	R-100	The system shall be able to create reports without impeding general system performance for other interactive users.	Validated	
Reporting and Analytics	Intake	R-101	The system must be able to produce online reports at the county level.	Validated	

Reporting and Analytics	Intake	R-102	The system must be able to collect required data elements for reporting (federal, state, county levels) to include but not limited to National Child Abuse and Neglect Data System (NCANDS).	Validated	
Reporting and Analytics	Intake	R-103	The system must be able to capture data entered and generate / distribute federal, state, and county level reports.	Validated	
Reporting and Analytics	Intake	R-104	The system must have the ability to duplicate a referral for 2 cases (e.g. multiple families, two biological mothers, etc.).	Validated	
Reporting and Analytics	Internal Record Management	R-105	The system shall replicate all required reporting to external entities in the new system including, but not limited to, reports sent to federal, state, and county governing bodies.	Validated	
Reporting and Analytics	Investigation	R-106	The system shall allow an authorized user to generate a report on investigation outcomes, based on, but not limited to, the following: Demographic information of families; Geographical information of families; Investigation Worker; Investigation Supervisor; Investigation finding (Screen Out, Administrative Closure, Service Referral, Case Escalation, Emergency Response)	Validated	
Reporting and Analytics	Investigation	R-107	The system shall allow an authorized user to generate a report of appropriate actions and steps to take in an investigation.	Validated	
Reporting and Analytics	Investigation	R-108	The system shall allow an authorized user to generate a report of outstanding actions and steps in an investigation.	Validated	
Reporting and Analytics	Investigation	R-109	The system shall create reports of new investigations opened by jurisdiction by year.	Validated	
Reporting and Analytics	Investigation	R-110	The system shall create reports of closed investigations by report-level finding and jurisdictions by year.	Validated	
Reporting and Analytics	Investigation	R-111	The system shall be able to create reports of missing data points using a dashboard.	Validated	
Reporting and Analytics	Investigation	R-112	The system shall allow the pre-filling data from system on forms and screens where applicable. E.g. information captured earlier in the lifecycle of the intake/investigation/case shall be prefilled. If the information needs to be confirmed it should still	Validated	
Reporting and Analytics	Investigation	R-113	The system shall allow an authorized user to link reports at any time throughout the life of the case.	Validated	
Reporting and Analytics	Investigation	R-114	The system shall capture lat/long data.	Validated	
Reporting and Analytics	Investigation	R-115	The system shall be able to merge, consolidate, or otherwise deduplicate reports that are received for the same alleged incident during an investigation.	Validated	
Reporting and Analytics	Investigation	R-116	The system shall be able to consolidate multiple reports under one Nevada Initial Assessment (NIA) at any time.	Validated	
Reporting and Analytics	Investigation	R-117	The system shall allow an authorized user to generate a report that tracks face-to-face visits with children and families during an investigation.	Validated	
Reporting and Analytics	Investigation	R-118	The system shall be capable of merging the following data while maintaining versions and history. The system shall also have the ability to select, at a granular level, which elements get merged. The domains are: - Person and related information - Case and related information - Providers and related information - Intake and related information - Services and related information	Validated	
Reporting and Analytics	Investigation	R-119	The system shall allow a supervisor to run reports of investigation worker caseloads and caseload history to aid in efficient and appropriate assignment of investigation cases.	Validated	
Reporting and Analytics	Investigation	R-120	The system shall allow an authorized user to generate a report of assessments performed, pending, or outstanding in an investigation.	Validated	
Reporting and Analytics	Juvenile Justice	R-121	The system shall support reporting and analytics run on data from Tyler Tech Inc. Juvenile Justice system/data base.	Pending Validation	
Reporting and Analytics	Juvenile Justice	R-122	The system shall support creation of ad-hoc reporting and analytics run on data from the Tyler Tech Inc. Juvenile Justice system/data base.	Pending Validation	
Reporting and Analytics	NYTD	R-123	The system shall identify the baseline (cohort) population and subsequent follow-up to meet federal National Youth in Transition Database (NYTD) requirements.	Validated	
Reporting and Analytics	NYTD	R-124	The system shall include all required questions, responses and definitions in the National Youth in Transition Database (NYTD) survey and subsequent report.	Validated	
Reporting and Analytics	NYTD	R-125	The system shall allow appropriate users to complete the National Youth in Transition Database (NYTD) survey in consultation with the youth, whether the case is opened or closed.	Validated	
Reporting and Analytics	NYTD	R-126	The system shall be able to create and submit required National Youth in Transition Database (NYTD) files electronically.	Validated	
Reporting and Analytics	NYTD	R-127	The system shall be able to extract all data elements required for National Youth in Transition (NYTD).	Validated	
Reporting and Analytics	NYTD	R-128	The system shall capture the National Youth in Transition Database (NYTD) outcomes reporting status for all youth in the NYTD baseline and follow-up populations as identified in NYTD.	Validated	
Reporting and Analytics	NYTD	R-129	The system shall generate an internal National Youth in Transition Database (NYTD) report to capture NYTD data compliance.	Validated	
Reporting and Analytics	OSRI	R-130	The system shall pull specific data that impacts Child Welfare outcomes (e.g. Onsite Review Instrument (OSRI)) according to specific business rules.	Validated	
Reporting and Analytics	Outcomes Reports	R-131	The system shall allow an authorized user to generate an Outcomes Report for their agency and participants served.	Validated	
Reporting and Analytics	Placement	R-132	The system shall have a reporting functionality for all users to pull reports on a child.	Validated	
Reporting and Analytics	Placement	R-133	The system shall allow a user to request a report on a child, even if data points (i.e. address or phone number) do not match.	Validated	
Reporting and Analytics	Placement	R-134	The system shall allow for more detailed data capture in the case of disruption (i.e. behaviors and circumstances).	Validated	
Reporting and Analytics	Placement	R-135	The system shall allow for detailed recording of referrals (i.e. placement support team, reason, clinical team members assigned, outcomes, families on hold, etc.)	Validated	
Reporting and Analytics	Placement	R-136	The system shall have detailed data capture for higher levels of care, consistent with data collection requirements and policy.	Validated	
Reporting and Analytics	Placement	R-137	The system shall track Child and Family Services Reviews (CFSRs) stability, services, and needs data points.	Validated	
Reporting and Analytics	Placement	R-138	The system shall have advanced functionality for placement vacancy tracking.	Validated	

Reporting and Analytics	Pre-defined relationships	R-139	The system shall leverage pre-defined relationships and table joins to minimize the risk of executing poorly performing ad-hoc queries, while providing ad-hoc reporting capabilities.	Validated	
Reporting and Analytics	Provider Reports	R-140	The system shall generate a report that summarizes and filters approved invoices by e.g. provider type, service type, operating unit managing service.	Validated	
Reporting and Analytics	Provider Reports	R-141	The system shall prepare a standard 1099 extract file for all provider / entity payments requiring 1099s. This standard document contains the information necessary to 1099 feeds to the State system of record as well as for submittal to the IRS in appropriate and complete manner.	Validated	
Reporting and Analytics	Querying Reports	R-142	The system shall allow the state team, authorized personnel, and each jurisdiction to query the data.	Validated	
Reporting and Analytics	Real-Time Reports	R-143	The system shall update near real-time any data used in any reporting tool when feasible and shall display when the data was last updated.	Validated	
Reporting and Analytics	Recruit Homes Forecasting	R-144	The system shall determine the number of specified homes to recruit, based on current and forecasted demand, by placement type, location, age and gender and other variables using a standardized methodology that is incorporated in the system and updates routinely.	Validated	
Reporting and Analytics	Redaction	R-145	The system shall have the ability to redact predefined information fields in records, reports, and ad hoc reports, being pulled for subpoenas and other court related activities	Validated	
Reporting and Analytics	Relevant Reports for Job Functions	R-146	The system shall ensure that the provision of services is efficient, economical and effective by equipping staff with clearly-presented reports on operational data relevant to their job functions.	Validated	
Reporting and Analytics	Report Branding	R-147	The system shall have the ability to provide jurisdiction-specific branding elements to all external and internal reports, including any exportable files.	Validated	
Reporting and Analytics	Report Distribution	R-148	The system shall enable report distribution and receiving via email attachments, Secure File Transfer Protocol (SFTP), and Application Programming Interfaces (APIs).	Validated	
Reporting and Analytics	Report Distribution	R-149	The system shall allow users to select when scheduled reports are sent to them.	Validated	
Reporting and Analytics	Report Features	R-150	The system shall generate reports that include features such as clear titles and data labels to support clear understanding and interpretation.	Validated	
Reporting and Analytics	Report Format	R-151	The system shall simplify the further use and dissemination of reports by enabling them to be output in common formats such as PDF.	Validated	
Reporting and Analytics	Report Format	R-152	The system shall support exporting system content to various file formats including, but not limited to, MS Word, MS Excel, CSV, XML, and PDF, based on business needs.	Validated	
Reporting and Analytics	Report Types	R-153	The system shall support reporting types including but not limited to financial reporting, federal reports, operational reporting, analytical reporting, and predictive analytics.	Validated	
Reporting and Analytics	Report Validation	R-154	The system shall allow for verification of reports being automatically created, saved, and sent, based on pre-determined business rules.	Validated	
Reporting and Analytics	Reporting Capabilities	R-155	The system shall support various reporting capabilities including online, batch, and ad-hoc.	Validated	
Reporting and Analytics	Reports / Dashboards	R-156	The system shall provide resource, demand, budget and financial forecasting reports and dashboards.	Validated	
Reporting and Analytics	Reports / Dashboards	R-157	The system shall offer interactive dashboards displaying real-time Key Performance Indicators (KPIs) and trends. Dashboards shall be customizable and allow users to drill down into data to uncover root causes.	Validated	
Reporting and Analytics	Reports Accessibility	R-158	The system shall make reports accessible from contextually-relevant locations within the Comprehensive Child Welfare Information System (CCWIS) solution so that users can run reports relevant to the task they are currently engaged in.	Validated	
Reporting and Analytics	Reports Accessibility	R-159	The system shall protect the privacy and security of sensitive data by allowing system administrators to restrict access to reports based on user role.	Validated	
Reporting and Analytics	Reports Compliance	R-160	The system shall generate reports needed by state or tribal child welfare laws, regulations, policies, practices, reporting requirements, audits, and reviews that support programs and services described in Title IV-B and Title IV-E.	Validated	
Reporting and Analytics	Reports Compliance	R-161	The system shall generate required Title IV-B or IV-E federal reports according to applicable formatting and submission requirements.	Validated	
Reporting and Analytics	Reports Compliance	R-162	The system shall produce State reports.	Validated	
Reporting and Analytics	Reports Dictionary	R-163	The system shall deliver and keep up to date an annotated data dictionary, spec sheet, data lineage, and accompanying data model that provide State and County analysts with the information they need to create meaningful analytical queries and reports without vendor assistance.	Validated	
Reporting and Analytics	Reports ID	R-164	The system shall generate reports based on functional area and report type ID number.	Validated	
Reporting and Analytics	Reports Intelligence Capabilities	R-165	The system shall provide robust business intelligence capabilities for analysis of historical data, identification and forecasting of trends, and audit/fraud analysis activities.	Validated	
Reporting and Analytics	Reports Security	R-166	The system shall protect the privacy and security of sensitive data throughout the reporting infrastructure.	Validated	
Reporting and Analytics	Reports Storage / Generation	R-167	The system shall support storing and generation of reports for various business functions.	Validated	
Reporting and Analytics	Role-Based Access Control Reports	R-168	The system shall enforce role-based access control for reports, including user profiles, job function or role, organization, department and/or region, report type, and public reports.	Validated	
Reporting and Analytics	Secure Reports	R-169	The system shall protect the privacy and security of sensitive data by allowing system administrators to restrict access to analytical tools, reports and extracts based on user role.	Validated	
Reporting and Analytics	Self-Service Reports	R-170	The system shall allow initiation of self-service reports through various methods, including on-demand requests, scheduled requests, and event-driven requests.	Validated	
Reporting and Analytics	Sharing Reports	R-171	The system shall enable reports to be shared collaboratively among team members, subject to all relevant privacy and need-to know rules.	Validated	
Reporting and Analytics	State Reports	R-172	The system shall support reports for all state requirements according to specified business rules.	Validated	
Reporting and Analytics	Statistical Reports	R-173	The system shall produce statistical reports.	Validated	
Reporting and Analytics	System Performance	R-174	The system shall, on a technical level, ensure that the running of reports during the work day does not impede system performance for other interactive users.	Validated	
Reporting and Analytics	System Performance	R-175	The system shall provide reporting capabilities without negatively impacting the performance of the transactional database.	Validated	

Reporting and Analytics	Testing Reports	R-176	The system shall be able to run trial reports (full and partial) which can enhance data quality by enabling analysts to spot and correct data issues before producing the formal reports (e.g. Federal, Child Welfare, etc.).	Validated	
Reporting and Analytics	Training Reports	R-177	The system shall allow an authorized user to generate a report that shows details for completed, pending, and in-progress work for staff to help identify training needs.	Validated	
Reporting and Analytics	Training Reports	R-178	The system shall allow an authorized user to access reports for required staff and licensing trainings, including registration, completion status, and compliance timelines.	Validated	
Reporting and Analytics	Intake	R-179	The system shall be able to report, merge, consolidate, or otherwise deduplicate reports that are received for the same alleged incident without losing content.	Validated	
Reporting and Analytics	Intake	R-180	The system shall be able to complete reports for General Customers.	Validated	
Reporting and Analytics	Intake	R-181	The system shall be able to send the Child Protective Services (CPS) report(s) to Law Enforcement.	Validated	
Reporting and Analytics	Intake	R-182	The system shall consider preventative / proactive reporting approaches.	Validated	
Reporting and Analytics	Intake	R-183	The system must have a P1 entry report with the following data entry points including but not limited to staffed with, law enforcement event # (if applicable), source's name, source's phone number, source's relationship to the family, parent(s) name and DOB(s), child(ren)'s name and DOB(s), family address / current location, UNITY Referral #, UNITY Case #, UNITY History, Shared Computer Operation Protection for and Enforcement System (SCOPE): Relevant or Not Relevant.	Validated	
Reporting and Analytics	Intake	R-184	The system shall enable intake report initiation via multiple channels—such as telephone, web portal, and text message—to allow reporters to submit from anywhere, even if follow-up calls are needed for more complete information.	Validated	
Reporting and Analytics	Eligibility	E-34	The system shall automate designated reports with specific timeframes	Validated	
Reporting and Analytics	Eligibility	E-35	The system shall allow users to sort and filter through reports based on specific criteria selected by user	Validated	

	UNITY Modernization Project Deliverable 3.5.3.2. Requirements					
	Security Requirements					
Topic Area	**Sub-topic**	**Requirement #**	**Requirement Description**	**Status (Validated, Pending Validation)**	**Notes**
Security	Access	S-01	The system shall be able to create a user.	Validated	
Security	Access	S-02	The system shall be able to assign a user to a group.	Validated	
Security	Access	S-03	The system shall be able to assign security profiles to specific group(s).	Validated	
Security	Access	S-04	The system shall employ a profile based security methodology that allows user access to functional areas based on user security level at various levels including but not limited to module, pages, and data elements.	Validated	
Security	Accessing Information	S-05	The system shall have the ability to prevent users from creating, updating, deleting, and reading information that they are not authorized to have access to.	Validated	
Security	Alerts and Notifications	S-06	The system shall flag as confidential those cases involving an employee (any role, including referral).	Validated	
Security	Alerts and Notifications	S-07	The system shall provide warnings to users before accessing sensitive data.	Validated	
Security	Alerts and Notifications	S-08	The system shall have a feature that flags for administrators if a worker accesses unauthorized activity that is not within their caseload.	Validated	
Security	Alerts and Notifications	S-09	The system shall have a feature that flags for a power user if a worker accesses audit event activity.	Validated	
Security	Alerts and Notifications	S-10	The system shall generate / deliver alerts to appropriate users in case of breach/intrusion including but not limited to drastic changes in the role/profile of a worker or group access being granted to the workers.	Validated	
Security	API Security	S-11	The system shall support authentication and authorization, of Application Programming Interfaces (APIs).	Validated	
Security	Architectural Diagrams	S-12	The system shall include architectural diagrams.	Validated	
Security	Artificial Intelligence Security	S-13	The system shall support data access restrictions according to specified business rules as to what the artificial intelligence engine shall be able to pull from.	Validated	
Security	Artificial Intelligence Security	S-14	The system shall support fully owned / internally controlled environment for artificial intelligence engine options proposed.	Validated	
Security	Artificial Intelligence Security	S-15	The system shall use synthetic data if an Artificial Intelligence model is being used.	Validated	
Security	Audit log	S-16	The system shall have specified business rules surrounding retention period for audit logs and external communication logs.	Validated	
Security	Audit log	S-17	The system shall add to the audit log whether or not people are accessing what they should be accessing.	Validated	
Security	Authentication	S-18	The system shall provide for application security by requiring the authentication credentials tied to roles that enable access to specific system resources.	Validated	
Security	Authentication	S-19	The system shall support standard identity assertion technologies such as Security Assertion Markup Language (SAML) to provide Single Sign-On.	Validated	
Security	Authentication	S-20	The system shall support multiple domain controllers and adapt per region.	Validated	
Security	Background Checks	S-21	The system shall support background check clearance for third parties that meet state level requirements.	Validated	
Security	Broadcast Messages	S-22	The system shall enable system administrators to broadcast brief messages to all users, in case of security incidents, via such means as landing-page banners or in-system messaging.	Validated	
Security	Case Confidentiality	S-23	The system shall allow supervisors of the workers having confidential Investigations and/or cases to view those confidential Investigations and/or cases, unless they are a participant - the intake participant role overrides the confidentiality.	Validated	
Security	Case Confidentiality	S-24	The system shall be able to maintain security and access to confidential cases to only allow the case to be viewed or edited by specific worker(s).	Validated	
Security	Case Confidentiality	S-25	The system shall allow certain pieces of work to be identified and flagged as confidential. The information in these functions shall be only visible to appropriate users.	Validated	
Security	Child, Parents, Guardians, Resources, and Collaterals Profile Management	S-26	The system shall employ a profile based security methodology that allows user access to functional areas based on user security level at various levels - module, pages, data elements.	Validated	
Security	Child, Parents, Guardians, Resources, and Collaterals Profile Management	S-27	The system shall have the ability to mask predetermined data (e.g. SSN, PII, PHI, etc.) based on user security roles	Validated	
Security	Cloud	S-28	The system shall support cloud based options within the United States.	Validated	
Security	Cloud	S-29	The system shall only support cloud based interfaces with third parties within the United States.	Validated	
Security	Cloud	S-30	The system shall support cloud authentication.	Validated	
Security	Code of Federal Regulations	S-31	The system shall exchange CCWIS data per 45 Code of Federal Regulations (CFR) 1355.52 (d) (iii) which states "be exchanged and maintained in accordance with confidentiality requirements in Section 471 (a) (8) of the Act, and 45 CFR 205.50, and 42 42 U.S.C. 5106a(b)(2)(B)(viii) through (x) of the Child Abuse Prevention and Treatment Act, if applicable, and other applicable federal and state or tribal laws".	Validated	
Security	Code of Federal Regulations	S-32	The system shall ensure that all data in its possession meets the standards outlined in 45 Code of Federal Regulations (CFR) 1355.52 (d)(iii).	Validated	
Security	Data Encryption	S-33	The system shall support data encryption while files are being transferred.	Validated	
Security	Data Security	S-34	The system shall allow specific user types to view content or functionalities based on security settings.	Validated	

Security	Data Security	S-35	The system shall retain audit copies of all messages sent and received with external systems and all files sent and received with external systems.	Validated	
Security	Data Security	S-36	The system shall support all necessary levels and classes of security to protect information including but not limited to employee information, client information, provider information such as Social Security Numbers (SSN), medical records.	Validated	
Security	Data Security	S-37	The system shall adhere to all relevant state laws and regulations governing the security of data maintained on individuals and families.	Validated	
Security	Data Security	S-38	The system shall adhere to all relevant federal laws and regulations governing the security of data maintained on individuals and families.	Validated	
Security	Data Security	S-39	The system shall ensure security and confidentiality of legally-protected child production data throughout the CCWIS ecosystem's infrastructure.	Validated	
Security	Data Security	S-40	The system shall ensure security and confidentiality of legally-protected family production data throughout the CCWIS ecosystem's infrastructure.	Validated	
Security	Data Security	S-41	The system shall ensure security and confidentiality of legally-protected provider production data throughout the CCWIS ecosystem's infrastructure.	Validated	
Security	Data Security	S-42	The system shall have specified business rules surrounding confidentiality which governs access and the ability to edit, add, or delete sensitive information regarding individuals and families especially personally-identifiable information governed by statute and regulation.	Validated	
Security	Data Security	S-43	The system shall have technical integrity to ensure protections that prevent stored data from being viewed by intruders, maliciously modified, hacked, stolen or corrupted because of technical problems such as media failures.	Validated	
Security	Data Security	S-44	The system shall have techniques / protections for data in transit to shield data from intrusion or corruption when it is passing between the users computer and the solutions database, or between the solution and external systems with which it exchanges data.	Validated	
Security	Data Security	S-45	The system shall provide both column and row-level security access to ensure that only authorized personnel can access sensitive data.	Validated	
Security	Data Security	S-46	The system shall capture, maintain, and dispose of data in accordance with federal and state standards and policies to protect the privacy of stakeholders.	Validated	
Security	Data Security	S-47	The system shall ensure data is proprietary and should not leave the tenant and client owns the data.	Validated	
Security	Data Storage	S-48	The system shall support all data center staff, contractors collecting, processing and transmitting, storing or interconnecting with state data must be located within the continental United States.	Validated	
Security	Draft functionality	S-49	The system shall automatically save / have draft functionality for work items prior to timing out a worker.	Validated	
Security	Eligibility	S-50	The system shall have the ability to audit all Create Read Update Delete (CRUD) actions and transactional history.	Validated	
Security	External Documents	S-51	The system shall provide security of external documents associated with CCWIS records (e.g. word processing documents containing court communications, or audio and video recordings with investigations.).	Validated	
Security	External Files	S-52	The system shall support file-based encryption of flat or Extensible Markup Language (XML) files received from external entities.	Validated	
Security	FEDRAMP	S-53	The system shall have all data remain within the continental United States borders in compliance with Federal Risk and Authorization Management Program (FEDRAMP) standards.	Validated	
Security	FEDRAMP / IRS 1075	S-54	The system shall comply with Federal Risk and Authorization Management Program (FEDRAMP) and Internal Revenue Service (IRS) 1075 regulations and policies relevant to system security, confidentiality, and safeguarding of information.	Validated	
Security	FIPS, HIPAA	S-55	The system shall establish appropriate protocols in alignment with Federal and State regulations, including but not limited to Federal Information Processing Standards (FIPS), Center for Internet Security (CIS), and Health Insurance Portability and Accountability Act (HIPAA), to ensure the physical property/facility security and data security and confidentiality safeguards are maintained.	Validated	
Security	Hardware and Software Security	S-56	The system shall provide hardware and software security plans including but not limited to back-up / disaster recovery plans, incident response plans, load balancing plan, risk management plans, and human risk management plan.	Validated	
Security	Hardware and Software Security	S-57	The system shall provide hardware and software security plans for areas including but not limited to people, process, and technology.	Validated	
Security	HIPAA	S-58	The system shall be Health Insurance Portability and Accountability Act (HIPAA) compliant for videoconferencing, chat messaging, or other such communication tools into its solution for use in situations where confidential and personally-identifiable information may be exchanged.	Validated	
Security	Historical Record of Security Incidents	S-59	The system shall maintain a record of all security incidents, including the nature of the incident, the date and time of the incident, and the actions taken to remediate the incident.	Validated	
Security	Impersonation	S-60	The system shall have the capability to impersonate other roles and profiles for the identified users with impersonation roles. The system should have out-of-the-box auditing features to track the changes.	Validated	
Security	Incident Analysis	S-61	The system shall conduct a post-incident review and analysis of all security incidents to identify root causes and prevent future incidents and submit the analysis report to DCFS and the State of NV.	Validated	
Security	Incident Response Personnel	S-62	The system shall have collaborative effort between the vendor and the state for addressing designated incident response personnel responsible for responding to security incidents as outlined in the incident response plan.	Validated	
Security	Incident Response Plan	S-63	The system shall have a documented incident response plan that outlines procedures for responding to security incidents, such as data breaches or system intrusions.	Validated	
Security	Incident Response Plan	S-64	The system shall test / review all contingency plans regularly and update in alignment with a proposed schedule (annual or bi-annually) to ensure its effectiveness and relevance. Documentation of the tests and updates shall be provided to DCFS. Any true incidents shall be documented in a report and provided to DCFS in accordance with security policies and procedures.	Validated	

Security	Interfaces	S-65	The system shall have a secure channel surrounding interfaces and interaction with third party systems.	Validated	
Security	Interfaces	S-66	The system shall integrate with the State's and county (Clark and Washoe) Active Directories.	Validated	
Security	Investigations	S-67	The system shall be able to restrict access to cases on an ad-hoc basis.	Validated	
Security	Investigations	S-68	The system shall secure access to investigations that are marked confidential.	Validated	
Security	Layers of Security	S-69	The system shall have a defense in depth approach that relies on multiple independently managed layers of security.	Validated	
Security	Logins	S-70	The system shall prevent security events such as failed logins and support password resets.	Validated	
Security	Logs	S-71	The system shall be capable of tracking all types of application activity and transactions, and will maintain a historical record of audit information such as: A. Created / Last Modified User ID, B. Transaction Type, C. Timestamp, D. Internet Protocol (IP) Origination, and E. Media Access Control (MAC) Address.	Validated	
Security	MARS	S-72	The system shall align with established standards MARS-E 2.0 (Minimum Acceptable Risk Safeguards for Exchanges), NIST 800-53 (National Institute of Standards and Technology), FISMA (Federal Information Security Modernization Act of 2014) and applicable requirements.	Validated	
Security	Messaging	S-73	The system shall securely send messages according to specified business rules.	Validated	
Security	Mitigation	S-74	The system shall have mitigation measures, including routine scans, to address identified risks and reduce the likelihood of disruptions.	Validated	
Security	Monitor IT	S-75	The system shall monitor various Information Technology (IT) components, including servers, network devices, databases, and applications, to detect anomalies and critical events.	Validated	
Security	NIST / HIPAA	S-76	The system shall meet security control standards defined by National Institute of Standards and Technology (NIST) Special Publication 800-53 in accordance with the HIPAA Security Rule and NIST Special Publication 800-66.	Validated	
Security	Policy Adherence	S-77	The system shall ensure that privacy, confidentiality, and security requirements are met.	Validated	
Security	Policy Adherence	S-78	The system shall follow CCWIS standards within the authenticator application tool.	Validated	
Security	Policy Adherence	S-79	The system shall follow CCWIS / Administration for Children and Families (ACF) security self assessment recommendations.	Validated	
Security	Policy Adherence	S-80	The system shall follow the guidelines from the Information Security Committee.	Validated	
Security	Policy Adherence	S-81	The system shall support guidelines from the State of Nevada Information Security Committee including https://it.nv.gov/uploadedFiles/itnewnvgov/content/Governance/Security/FINAL_S_5_06_01_G_Cloud_Services.pdf	Validated	
Security	Policy Adherence	S-82	The system shall support all state policies including https://it.nv.gov/Governance/Security/State_Security_Policies_Standards___Procedures/	Validated	
Security	Recent Regulatory CCWIS Technologies	S-83	The system shall comply with the most recent form of any and all regulatory standards that apply to the CCWIS technologies.	Validated	
Security	Restricted Access	S-84	The system shall allow an administrator to restrict access to appropriate users according to specified business rules.	Validated	
Security	Revoke Access	S-85	The system shall have the ability to revoke access to client information for specific authorized users when necessary.	Validated	
Security	Risk Assessments	S-86	The system shall undergo regular risk assessments to identify potential vulnerabilities and threats to system availability according to state security policy.	Validated	
Security	Role-Based Access	S-87	The system shall have application functions, features, dashboards and system processes using clearly-defined role-based access control for defined security roles within the application.	Validated	
Security	Role-Based Privileging System	S-88	The system shall have a role-based privileging system.	Validated	
Security	Role-Based Privileging System	S-89	The system shall enable administrators to set privileges by role for the following including but not limited to access to solution modules, ability to view/add/edit/delete specific record types, masking of specific fields, access to information on cases to which the user is not assigned (e.g. cases being worked out of the same county office, or the same team, but by different case managers), administrative rights (the ability to manage user access, system configurations, and other global solution components), report generation, report modification and new report development.	Validated	
Security	Search Engines	S-90	The system shall prevent search engines from indexing cloud based web assets.	Validated	
Security	Security / Vulnerability Testing	S-91	The system shall support security/vulnerability testing according to specified business rules as to frequency of testing (ex: annually or bi-annually).	Validated	
Security	State and Federal Privacy Laws	S-92	The system shall comply with applicable state and federal data privacy laws and regulations and ensure that sensitive data is stored securely and accessed only by authorized users.	Validated	
Security	State and Federal Privacy Laws	S-93	The system shall meet all applicable State and Federal privacy, confidentiality, and security requirements.	Validated	
Security	Supervisor Data Manipulation	S-94	The system shall allow appropriate users e.g. supervisors for the chain of command, the ability to access and add/edit/update data without having an assignment.	Validated	
Security	System Security Plan	S-95	The system shall have a System Security Plan.	Validated	
Security	Time-Out	S-96	The system shall automatically terminate a user's current session after a given period of inactivity (time-out).	Validated	
Security	Training	S-97	The system shall provide training to all relevant personnel on incident response procedures and best practices.	Validated	
Security	Updating Information	S-98	The system shall have the ability to prevent users from updating information that they are not authorized to update.	Validated	

Security	User Access Management	S-99	The system shall implement access controls based on the principle of least privilege, to ensure that users are granted the minimum necessary access to perform their jobs.	Validated	
Security	User Access Management	S-100	The system shall support role-based access controls, where users are assigned roles that define their access privileges, and fine-grained access control, such as field-level access control, based on a user's role and privileges.	Validated	
Security	User Access Management	S-101	The system shall ensure that only authorized users can access sensitive data or perform specific functions, using access control mechanisms such as password-protected access and user roles and permissions.	Validated	
Security	User Access Management	S-102	The system shall have the ability to provision and de-provision user accounts promptly and efficiently, based on user roles, permission and business roles associated with the Active Directory.	Validated	
Security	User Access Management	S-103	The system shall provide authentication, authorization, single sign-on, credentialing, self-service, and access to audit logging.	Validated	
Security	User Access Management	S-104	The system shall allow the establishment of standard user profiles from which individual users may inherit privileges.	Validated	
Security	User Access Management	S-105	The system shall allow authorized users read-only access to designated information based on their roles and update designated information after it has been entered.	Validated	
Security	User Access Management	S-106	The system shall have a user access management process to address the specific needs of DCFS employees and external users of the CCWIS system.	Validated	
Security	User Access Management	S-107	The system shall provide the capability to permit or restrict access to sensitive documents, generated forms, and other content based on a user's assigned security roles.	Validated	
Security	User Access Management	S-108	The system shall have identity provider (IDP) technology.	Validated	
Security	User Access Management	S-109	The system shall have anti-fraudulent technologies prebuilt into the system.	Validated	
Security	User Access Management	S-110	The system shall allow supervisors that are a part of a case to shift ownership to another person as needed.	Validated	
Security	User Access Management	S-111	The system shall have the ability to revoke or grant access to client information for specific authorized users when necessary.	Validated	
Security	User Access Management	S-112	The system shall have multi-factor authentication that supports authenticator application.	Validated	
Security	User Access Management	S-113	The system shall terminate and/or update access accordingly when the role changes for the user.	Validated	
Security	User Access Management	S-114	The system shall incorporate security at a page level in addition to a field level.	Validated	
Security	User Access Management	S-115	The system shall support updating termination details in one page rather than in multiple places and simultaneously update in other locations as needed.	Validated	
Security	User Access Management	S-116	The system shall automatically update security access when changes are made.	Validated	
Security	Vulnerability Prevention	S-117	The system shall have out-of-the-box capabilities to prevent vulnerabilities such as DoS (Denial of Service), Structured Query Language (SQL) Injections, Cross site scripting etc.	Validated	
Security	Work Assignment Confidentiality	S-118	The system shall restrict access to authorized users by role and by work assignment to view, add, or delete certain types of documents such as background checks to maintain the integrity and confidentiality of the documents.	Validated	
Security	Eligibility	S-119	The system shall have the appropriate level of encryption for appropriate communications.	Validated	
Security	Identifiable Health Information	S-120	The system shall implement standards to protect and guard against the misuse of individually identifiable health information held or transmitted in any form or media, whether electronic or paper and must be in compliance with federally mandated Health Insurance.	Validated	
Security	Audit Trail	S-121	The system shall retain an audit trail of the actions taken by users.	Validated	

Data Management and Data Quality Requirements

Topic Area	Sub-topic	Requirement #	Requirement Description	Status (Validated, Pending Validation)	Notes
Data Management and Data Quality	Accessible Data	D-01	The system shall make data easily accessible to all parties that should choose to access them / have access to them.	Validated	
Data Management and Data Quality	Adoptions	D-02	The system shall distribute files developed for child preparation to respective parties as requested by the worker according to pre-defined business rules.	Validated	
Data Management and Data Quality	APIs and Interfaces	D-03	The system shall, if data access if provided via Application Programming Interface (APIs), ensure comprehensive API documentation is available.	Validated	
Data Management and Data Quality	Assess Resource Needs	D-04	The system shall contain data that allows the federal/state/tribal agency to assess resource needs.	Validated	
Data Management and Data Quality	Automation Assistance	D-05	The system shall have real-time automated on-line reports that identify missing data.	Validated	
Data Management and Data Quality	Backup Procedures	D-06	The system shall establish and document regular data backup procedures to ensure data is not lost.	Validated	
Data Management and Data Quality	Bidirectional Data Exchange	D-07	The system shall manage the bidirectional data exchanges so that they contribute to the accuracy and consistency of the data rather than becoming a source of duplicate, incomplete, or inaccurate information.	Validated	
Data Management and Data Quality	Bi-Directional Exchange Capability	D-08	The system shall provide the automated ability to exchange data bi-directionally with other systems in both real-time mode and batch mode with considerations for security and encryption in place.	Validated	
Data Management and Data Quality	Bi-Directional Exchange Capability	D-09	The system shall define the frequency of bi-directional data exchange between agencies.	Validated	
Data Management and Data Quality	Bi-Directional Exchange Capability	D-10	The system shall monitor the frequency of bi-directional data exchange between agencies.	Validated	
Data Management and Data Quality	Bi-Directional Exchange Capability	D-11	The system shall monitor the accuracy of bi-directional data exchange between agencies.	Validated	
Data Management and Data Quality	Case Data	D-12	The system shall allow case data to follow a child through their lifecycle within the system.	Validated	
Data Management and Data Quality	Case Management	D-13	The system shall keep a log of all contacts (attempts and successful contacts) with case participants	Validated	
Data Management and Data Quality	Case Management	D-14	The system shall quantify the amount of visits within a specified timeframe.	Validated	
Data Management and Data Quality	Case Management	D-15	The system shall track attendance for visits, allowing the user to select the following options: attended, cancelled, no show.	Validated	
Data Management and Data Quality	Case Review	D-16	The system shall pre-populate data points for case review from other applicable areas as defined by business rules.	Validated	
Data Management and Data Quality	Case Review	D-17	The system shall pull random samples for case reviews and improve how those cases are identified according to pre-defined business rules.	Validated	
Data Management and Data Quality	Case Review	D-18	The system shall allow a worker to pull case reviews including but not limited to information such as providers, staff, team placement type, and vendor.	Validated	
Data Management and Data Quality	Caseload Metrics	D-19	The system shall calculate caseload metrics by children and family group.	Validated	
Data Management and Data Quality	Cost Allocation	D-20	The system shall include any connection or costs associated with specialized tools, software, or infrastructure to support analytics should they be internalized as part of the overall system cost. This ensures there are no surprise costs that fall on external entities, minimizing financial risk and promoting budget transparency.	Validated	
Data Management and Data Quality	County Data Requirements	D-21	The system shall meet all county data requirements.	Validated	
Data Management and Data Quality	Dashboards	D-22	The system shall contain data awareness dashboard(s).	Validated	
Data Management and Data Quality	Dashboards	D-23	The system shall identify data fields that are flagged for follow-up through a dashboard.	Validated	
Data Management and Data Quality	Dashboards	D-24	The system shall use a dashboard or automated function that notifies users in real-time of missing data.	Validated	
Data Management and Data Quality	Dashboards	D-25	The system shall use a dashboard or automated function that notifies users in real-time of inaccurate data.	Validated	
Data Management and Data Quality	Dashboards	D-26	The system shall use a dashboard or automated function that notifies users in real-time of potentially missing data timeliness expectations.	Validated	
Data Management and Data Quality	Dashboards	D-27	The system shall use a dashboard or automated function that notifies users in real-time of data that needs to be collected, updated, corrected.	Validated	
Data Management and Data Quality	Dashboards	D-28	The system shall use a dashboard or automated function that notifies supervisors in real-time of missing data approvals.	Validated	
Data Management and Data Quality	Dashboards	D-29	The system shall use a dashboard or automated function that notifies supervisors in real-time of missing data reviews.	Validated	
Data Management and Data Quality	Dashboards	D-30	The system shall use a dashboard or automated function that notifies supervisors in real-time of missed data timeliness expectations.	Validated	
Data Management and Data Quality	Dashboards	D-31	The system shall use a dashboard or automated function that notifies supervisor in real-time of data that needs to be collected, updated, corrected.	Validated	
Data Management and Data Quality	Dashboards	D-32	The system shall use a dashboard or automated function that displays missing data information at the Staff/User level.	Validated	
Data Management and Data Quality	Dashboards	D-33	The system shall use a dashboard or automated function that displays missing data information at the Organization level.	Validated	
Data Management and Data Quality	Dashboards	D-34	The system shall use a dashboard or automated function that displays missing data information at the Case level.	Validated	
Data Management and Data Quality	Dashboards	D-35	The system shall use a dashboard or automated function that displays missing data information at the Report level.	Validated	
Data Management and Data Quality	Dashboards	D-36	The system shall use a dashboard or automated function that displays missing data information at the Provider level.	Validated	
Data Management and Data Quality	Dashboards	D-37	The system shall use a dashboard or automated function that displays missing data information at the Unit level.	Validated	
Data Management and Data Quality	Dashboards	D-38	The system shall use a dashboard or automated function that displays missing data information at the District level.	Validated	
Data Management and Data Quality	Dashboards	D-39	The system shall use a dashboard or automated function that displays missing data information at the Region level.	Validated	

Data Management and Data Quality	Dashboards	D-40	The system shall use a dashboard or automated function that displays missing data information at the Jurisdiction level.	Validated	
Data Management and Data Quality	Dashboards	D-41	The system shall use a dashboard or automated function that displays missing data information at the Agency level.	Validated	
Data Management and Data Quality	Data / Reports Format	D-42	The system shall have the ability to save those reports in an adaptable format that allow you to use them in other ways besides viewing them.	Validated	
Data Management and Data Quality	Data Access	D-43	The system shall have business rules regarding who can access what data, especially when collaborating with other people.	Validated	
Data Management and Data Quality	Data Access	D-44	The system shall ensure the analytics team has access to all necessary data. This includes read-only access to production data via a database replica or other dedicated analytics environment.	Validated	
Data Management and Data Quality	Data Access	D-45	The system shall allow users to request access to data for functions that do not directly align to their job function.	Validated	
Data Management and Data Quality	Data Accuracy	D-46	The system shall ensure accurate data for reporting.	Validated	
Data Management and Data Quality	Data Accuracy	D-47	The system shall contain data that is time bound.	Validated	
Data Management and Data Quality	Data Accuracy	D-48	The system shall compare data entered by the user against a database of record for validity (example but not limited to U.S. Postal Service).	Validated	
Data Management and Data Quality	Data Analytics	D-49	The system shall contain data that is measurable.	Validated	
Data Management and Data Quality	Data Architecture	D-50	The system shall provide a properly defined data architecture to support the data needs of the Child Welfare system.	Validated	
Data Management and Data Quality	Data Cleansing	D-51	The system shall alert staff to collect, update, or correct CCWIS data in the course of their work with user-friendly and effective methods.	Validated	
Data Management and Data Quality	Data Conversion	D-52	The system shall have a testing plan for all conversion processes as DCFS data is proprietary and should not leave the tenant during data conversion.	Validated	
Data Management and Data Quality	Data Conversion	D-53	The system shall manage the data conversion process from the current system to the new CCWIS system in ways that promote high quality data.	Validated	
Data Management and Data Quality	Data Conversion	D-54	The system shall perform data cleansing, decisions about which data will be converted, and which data will be archived for historical use only, iterative tests and cycles in a data sandbox to troubleshoot conversion issues, and employ automated and human data quality checks of sample converted data prior to conversion of data.	Validated	
Data Management and Data Quality	Data Conversion	D-55	The system shall ensure that historical data is carried forward accurately in the CCWIS solution.	Validated	
Data Management and Data Quality	Data Conversion	D-56	The system shall establish a foundation for high-quality data once the CCWIS solution goes live.	Validated	
Data Management and Data Quality	Data Conversion	D-57	The system shall intelligently address any data model discrepancies between the old system and the new one, with an eye toward preventing data loss or data misinterpretation post-conversion.	Validated	
Data Management and Data Quality	Data Dashboards	D-58	The system shall have data dashboards that pertain to the specified users.	Validated	
Data Management and Data Quality	Data Dictionary	D-59	The system shall maintain a data dictionary.	Validated	
Data Management and Data Quality	Data Entry	D-60	The system shall auto-populate applicable previous / historical data for authorized workers to validate.	Validated	
Data Management and Data Quality	Data Entry	D-61	The system shall have standardized fields for data entry according to specified business rules.	Validated	
Data Management and Data Quality	Data Entry	D-62	The system shall have customizable default values including not having default values.	Validated	
Data Management and Data Quality	Data Entry Roles	D-63	The system shall contain organization roles that define data entry responsibility.	Validated	
Data Management and Data Quality	Data Entry Roles	D-64	The system shall contain user roles that define data entry responsibility.	Validated	
Data Management and Data Quality	Data Exchange	D-65	The system shall be able to efficiently interact with data between workflows / departments as needed.	Validated	
Data Management and Data Quality	Data External Tracking	D-66	The system shall minimize the use external data tracking systems moving forward.	Validated	
Data Management and Data Quality	Data Filtering	D-67	The system shall allow drill down of particular data fields to learn more about what is in that particular data fields.	Validated	
Data Management and Data Quality	Data Filtering	D-68	The system shall have the ability to sort and filter reports in a meaningful way with respect to the content and nature of the report.	Validated	
Data Management and Data Quality	Data Filters	D-69	The system shall have filters that are curated by type of report.	Validated	
Data Management and Data Quality	Data Gathering	D-70	The system shall ensure additional / ad hoc data gathering is accessible and simultaneous.	Validated	
Data Management and Data Quality	Data Gathering	D-71	The system shall allow workers to perform specific functions including but not limited to gather data from UNITY themselves for daily needs, make analysis of their own outcomes, gather data in a timely fashion, pull a variety of data, download CSVs, and provide consistency of state wide data.	Validated	
Data Management and Data Quality	Data Governance Framework	D-72	The system shall establish a data governance framework that includes policies for data ownership, stewardship, and accountability. Data governance is needed to ensure data is classified appropriately which in turn assists analysts with handling sensitive data properly according to applicable regulations.	Validated	
Data Management and Data Quality	Data Input	D-73	The system shall align those that input the data to also be those that consume their data so that high quality data is entered into the CCWIS solution.	Validated	
Data Management and Data Quality	Data Input	D-74	The system shall have the capacity to do work in an offline mode to promote timely and accurate input of data by allowing workers to enter information as soon as possible after an event occurs or data about it is collected.	Validated	
Data Management and Data Quality	Data Management	D-75	The system shall promote automating data management controls.	Validated	
Data Management and Data Quality	Data Merging and Unmerging	D-76	The system shall be capable of merging (and removing prior merging) the following data including but not limited to person and related information, case and related information, intake and related information, and providers and related information, while maintaining versions and history. The system shall also have the ability to select, at a granular level, which elements get merged.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-77	The system shall ensure data mapping be performed during the data conversion process to ensure that data is transformed and mapped correctly between data sources to the CCWIS system.	Validated	

Data Management and Data Quality	Data Migration & Conversion	D-78	The system shall have a migration process which is flexible and recoverable, providing the ability to stop, start, cancel, or reload as needed.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-79	The system shall have migration process which includes reporting of processing statistics, such as but not limited to load execution time, duration, and counts, to ensure transparency and accountability. The report shall include any relevant justifications for unexpected statistics related to changes in data resulting from new business rules, etc.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-80	The system shall have a migration process which appropriately reports failures, error conditions, and unexpected terminations to minimize any negative impact on the overall conversion process.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-81	The system shall have a data migration process which ensures that data is transferred securely, and any sensitive data is protected during the transfer and at rest. Data shall be transferred over a secure network connection and encrypted during transfer and at rest.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-82	The system shall have a data migration process which ensures that data is retained in accordance with all legal or regulatory requirements. Data shall be retained for a specified period of time to comply with all current and future DCFS data retention policies.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-83	The system shall communicate / require approval if any data is not migrated to the system to DCFS.	Validated	
Data Management and Data Quality	Data Migration & Conversion	D-84	The system shall identify dependencies, constraints, and relationships between data and applications to ensure such dependencies do not create an obstacle for data migration and cloud suitability.	Validated	
Data Management and Data Quality	Data Monitoring	D-85	The system shall use automated functions to allow for regular monitoring of received or entered data.	Validated	
Data Management and Data Quality	Data Performance Metrics	D-86	The system shall contain data performance metrics.	Validated	
Data Management and Data Quality	Data Quality	D-87	The system shall create and maintain a data quality plan that drives decision-making and can be adapted to reflect results of data quality reviews and the ongoing refinement of data quality protocols.	Validated	
Data Management and Data Quality	Data Quality	D-88	The system shall promote high quality data because it supports the efficient, economical and effective administration of the child welfare program.	Validated	
Data Management and Data Quality	Data Quality	D-89	The system shall include the capacity to monitor data quality regularly, including automated or semi-automated monitoring of data exchanges, periodic reports and checks, third-party tools that verify addresses, data quality support help, and other measures.	Validated	
Data Management and Data Quality	Data Quality	D-90	The system shall allow supervisor/director level employees to make corrections and overrides as determined by DCFS business needs.	Validated	
Data Management and Data Quality	Data Quality	D-91	The system shall ensure that all required data fields are populated for each business purpose. The system shall provide validation rules and error messages to prevent incomplete data entry.	Validated	
Data Management and Data Quality	Data Quality	D-92	The system shall ensure that the data is consistent across different data fields and data sources. The system shall provide data integration tools to maintain data consistency.	Validated	
Data Management and Data Quality	Data Quality	D-93	The system shall provide data validation and verification rules to prevent errors, inconsistencies, and duplications (specifically those of people records). When required, the system shall have the functionality to display additional information to the user as an aid to ensure accurate data entry.	Validated	
Data Management and Data Quality	Data Quality	D-94	The system shall ensure that the data is entered and updated in a timely manner. The system shall provide alerts and notifications within and outside of the system (email or text alerts) to remind users to update data and to track the timeliness of data updates. Individual users shall be able to customize and personalize alerts, such as where they are sent to, frequency, severity types received, etc.	Validated	
Data Management and Data Quality	Data Quality	D-95	The system shall have the ability to prefill duplicate data in different parts of the system to reduce data entry efforts where appropriate for the business process. The system shall detect and suggest pre-filled data when users are entering new data that matches existing records and provide mechanisms for users to easily confirm or modify the pre-filled data to ensure data accuracy.	Validated	
Data Management and Data Quality	Data Quality	D-96	The system shall provide contextual data entry fields that present only valid values based on the user's location in the business process for a specific case, to enhance data accuracy and quality.	Validated	
Data Management and Data Quality	Data Quality	D-97	The system shall automatically populate fields with values based on predefined rules that ensure accurate and consistent data entry. The system will not attempt to populate a field if it cannot determine how to do it correctly, and in such cases, it becomes a user-entered field.	Validated	
Data Management and Data Quality	Data Quality	D-98	The system shall record and display the user who entered data elements, along with a timestamp of entry.	Validated	
Data Management and Data Quality	Data Quality	D-99	The system shall have the ability to log and display events with data entry errors for users to reference in specific business cases.	Validated	
Data Management and Data Quality	Data Quality	D-100	The system shall provide functionalities to easily correct erroneous data entry or actions. Users shall have the ability to be authorized to edit data, such as reopen a case, make a track change, etc.	Validated	
Data Management and Data Quality	Data Quality	D-101	The system shall generate data quality performance reports and dashboards on accuracy, timeliness, and completeness.	Validated	
Data Management and Data Quality	Data Quality	D-102	The system shall possess error messaging that clearly describes the problem and gives the user constructive advice to fix. Messaging is highly noticeable, preserves the user's work, provides links to help the user understand the nature of the problem, and is consistent with current best practices in user design.	Validated	
Data Management and Data Quality	Data Quality	D-103	The system shall have functionality to freeze or lock data elements to prevent changes, according to the established business rules defined by the agency. The system shall enforce the determined rules regarding when data can be edited and provide mechanisms for recording and tracking changes to support audits. The solution shall ensure that only authorized users can modify data elements as per the defined business rules while maintaining a comprehensive audit trail to track and document any changes made to the data.	Validated	
Data Management and Data Quality	Data Quality	D-104	The system shall integrate the system with the United States Postal Service (USPS) Address Management database to validate addresses entered by users. In case of a discrepancy, the system shall provide the user with the option to select the USPS address before proceeding to the next screen or task. The integration shall ensure real-time address validation and present accurate USPS address suggestions to improve data quality and consistency within the system.	Validated	

Data Management and Data Quality	Data Quality	D-105	The system shall enable the agency to maintain a comprehensive and up-to-date data dictionary, utilizing plain English terminology. The solution shall allow the agency to document and manage data definitions, attributes, and relationships in a user-friendly manner, ensuring that the data dictionary remains accessible and easily understood by all relevant stakeholders.	Validated	
Data Management and Data Quality	Data Quality	D-106	The system shall enable the agency to document and store the purpose of collecting each data element effectively across system documentation and training materials. It will facilitate user understanding of why data is being collected and how it will be used, ensuring transparency, and promoting data comprehension. The system shall support the agency's efforts to reinforce and support the established purpose through clear and consistent messaging throughout the system and associated training materials.	Validated	
Data Management and Data Quality	Data Quality	D-107	The system shall allow for caseworkers to document reasons/justifications for tasks that are considered out of compliance (i.e. why a visit wasn't made within required timeframe)	Validated	
Data Management and Data Quality	Data Quality	D-108	The system shall use a dashboard or automated function that notifies a Quality Control Unit in real-time of unassigned missing data.	Validated	
Data Management and Data Quality	Data Quality	D-109	The system shall support the conduct of data quality reviews and reporting extracts according to a specified time period (potentially biennial).	Validated	
Data Management and Data Quality	Data Quality	D-110	The system shall support six-month reviews of data quality on federal reports such as Adoption and Foster Care Analysis and Reporting System (AFCARS), National Child Abuse and Neglect Data System (NCANDS), and National Youth in Transition Database (NYTD) as appropriate.	Validated	
Data Management and Data Quality	Data Quality	D-111	The system shall map the data dictionary terminology to show where terms have been specifically called out / utilized within the system.	Validated	
Data Management and Data Quality	Data Quality	D-112	The system shall align with data quality standards outlined in the state's data quality plan and CCWIS data quality plan.	Validated	
Data Management and Data Quality	Data Quality Tools	D-113	The system shall have novel data quality tools and automated procedures to maintain data quality across all CCWIS Data.	Validated	
Data Management and Data Quality	Data Quality Tools	D-114	The system shall be able to merge individuals who have duplicate data entries.	Validated	
Data Management and Data Quality	Data Quality Tools	D-115	The system shall be able to remove a merge of individuals who were previous merged.	Validated	
Data Management and Data Quality	Data Reporting	D-116	The system shall allow pulling specific data for reporting.	Validated	
Data Management and Data Quality	Data Retrieval	D-117	The system shall allow users to retrieve data from forms, such as scrubbing data from forms to populate accordingly.	Validated	
Data Management and Data Quality	Data Retrieval	D-118	The system will provide to have a proper archiving, disaster recovery, retrieval process.	Validated	
Data Management and Data Quality	Data Standards and Documentation	D-119	The system shall share data standards for each participating system.	Validated	
Data Management and Data Quality	Data Uniformity	D-120	The system shall support consistent and uniform data among all programs and users.	Validated	
Data Management and Data Quality	Data Uniqueness	D-121	The system shall have the capability to integrate with other MCI (Master Client Index) systems for Person Search along with validations for checking duplicate persons, duplicate cases, and duplicate providers.	Validated	
Data Management and Data Quality	Data Validation	D-122	The system shall have data checks before submission / saving in a database.	Validated	
Data Management and Data Quality	Data Validation	D-123	The system shall employ strong data validation rules at the time of entry, with supervisory override capacity where appropriate.	Validated	
Data Management and Data Quality	Data Warehousing	D-124	The system shall provide a data warehousing solution and a proper Extract, Transform, Load (ETL) process to meet the analytical needs of the organization with data security built in.	Validated	
Data Management and Data Quality	Database Schema	D-125	The system shall provide detailed schema information, including tables, relationships, and constraints.	Validated	
Data Management and Data Quality	Database System Information	D-126	The system shall clearly specify the type of database system being used to facilitate connections (e.g., MS SQL (Microsoft Structured Query Language Server), IBM DB2).	Validated	
Data Management and Data Quality	Disaster Recovery	D-127	The system shall implement a disaster recovery plan to ensure data can be recovered in the event of a system failure or other catastrophic events.	Validated	
Data Management and Data Quality	Effective Search Function	D-128	The system shall have an effective search function that is accessible throughout the solution.	Validated	
Data Management and Data Quality	Effective Search Function	D-129	The system shall have an effective search function that assists staff in activities including but not limited to finding the person, report, foster family, etc. that they are seeking.	Validated	
Data Management and Data Quality	Effective Search Function	D-130	The system shall have an effective search function that minimizes the likelihood of erroneously creating duplicates.	Validated	
Data Management and Data Quality	Error Messages	D-131	The system shall contain informative/intelligent error messages.	Validated	
Data Management and Data Quality	Excessive Data	D-132	The system shall promote the prevention of excessive data entry.	Validated	
Data Management and Data Quality	Existing Requirements	D-133	The system shall comply with the current systems requirements, while including / incorporating the new requested requirements.	Validated	
Data Management and Data Quality	Existing Requirements	D-134	The system shall support provide/support to the database monitoring solutions which enables Database Administrators (DBAs) to quickly discover which applications and users are impacted by a database issue, maintain higher service levels and eliminate many time-consuming manual tasks whether on-premises or in the cloud.	Validated	
Data Management and Data Quality	Federal, State, Tribal Data Standards	D-135	The system shall ensure that data is maintained and exchanged in accordance with all relevant State, Tribal, and Federal confidentiality requirements.	Validated	
Data Management and Data Quality	Federal, State, Tribal Data Standards	D-136	The system shall meet the most rigorous of the applicable federal , state, or tribal standards for completeness, timeliness and accuracy including but not limited to laws, regulations, policies, audits, grants.	Validated	
Data Management and Data Quality	Flexibility	D-137	The system shall be flexible enough to adapt to changing business requirements and technological advancements.	Validated	
Data Management and Data Quality	Forecast Financials	D-138	The system shall contain data that allows the federal/state/tribal agency to forecast financial needs.	Validated	
Data Management and Data Quality	Historical Data	D-139	The system shall develop an audit/tracking system to monitor changes to data history.	Validated	
Data Management and Data Quality	Historical Data	D-140	The system shall capture missing data history.	Validated	

Data Management and Data Quality	Historical Data	D-141	The system shall provide missing data historical trends.	Validated	
Data Management and Data Quality	Hyperlinks	D-142	The system shall provide hyperlinks to areas of relevance in the system where users can enter missing data.	Validated	
Data Management and Data Quality	Hyperlinks	D-143	The system shall provide hyperlinks to areas of relevance in the system where users can correct inaccurate data.	Validated	
Data Management and Data Quality	Importing External Files	D-144	The system shall allow for external files to be easily imported for a complete case history.	Validated	
Data Management and Data Quality	Independent Living	D-145	The system shall give an independent case worker the ability to enter and maintain information about a youth's involvement with independent living services, which includes but is not limited to case notes, education information, life skills, transition plans, court hearings, vital statistics documents, and employment information.	Validated	
Data Management and Data Quality	Independent Living	D-146	The system shall capture the date of all entry and exits of young adults in ECF	Validated	
Data Management and Data Quality	Independent Living	D-147	The system shall capture pre-defined data elements related to the entry and exit of young adults in ECF	Validated	
Data Management and Data Quality	Independent Living	D-148	The system shall document youths and young adults refusal to participate in a program	Validated	
Data Management and Data Quality	Independent Living	D-149	The system shall allow case workers to approve appropriate living setting for young adult	Validated	
Data Management and Data Quality	Independent Living	D-150	The system shall allow youth to capture opt in and opt out decisions in IL portal.	Validated	
Data Management and Data Quality	Independent Living	D-151	The system shall auto-populate existing information about youth.	Validated	
Data Management and Data Quality	Independent Living	D-152	The system shall case workers to document if a youth refuses to accept Aftercare services.	Validated	
Data Management and Data Quality	Independent Living	D-153	The system shall allow case workers to complete Independent Living closure activities and system requirements.	Validated	
Data Management and Data Quality	Intake	D-154	The system must be able to identify if addresses are located in tribal regions.	Validated	
Data Management and Data Quality	Intake	D-155	The system must be able to have a centralized resource of tribal representatives to contact.	Validated	
Data Management and Data Quality	Intake	D-156	The system must be able to search for participants by first name only.	Validated	
Data Management and Data Quality	Intake	D-157	The system must be able to search for participants by first name and date of birth (DOB).	Validated	
Data Management and Data Quality	Intake	D-158	The system must have robust person search ability.	Validated	
Data Management and Data Quality	Intake	D-159	The system must be able to populate the information from the previous system into the new system.	Validated	
Data Management and Data Quality	Intake	D-160	The system must be able to encrypt Personal Health Information (PHI).	Validated	
Data Management and Data Quality	Intake	D-161	The system must be able to encrypt Personally Identifiable Information (PII).	Validated	
Data Management and Data Quality	Intake	D-162	The system shall record time and date initial intake referral is received.	Validated	
Data Management and Data Quality	Intake	D-163	The system shall record time and date when the (final) disposition is reached (e.g., supervisor approves recommended disposition)	Validated	
Data Management and Data Quality	Integration Requirements	D-164	The system shall clearly define integration requirements with existing systems and ensure seamless data flow between different systems.	Validated	
Data Management and Data Quality	Interface	D-165	The system shall encrypt interface communication when possible.	Validated	
Data Management and Data Quality	Interface	D-166	The system shall share data with Child Welfare Contributing Agencies (CWCAs) to perform certain case management functions and this data sharing can occur through CWCA being given direct access, as users to the CCWIS solution or an automated bidirectional interface can be created to link the CCWIS with the CWCA's own information system.	Validated	
Data Management and Data Quality	Interoperability	D-167	The system shall ensure new systems are interoperable with existing systems to avoid data silos and promote data sharing.	Validated	
Data Management and Data Quality	Jurisdictional Data Requirements	D-168	The system shall meet all jurisdiction data requirements.	Validated	
Data Management and Data Quality	Metadata Management	D-169	The system shall maintain metadata to provide context, history, and usage of the data.	Validated	
Data Management and Data Quality	Minimize data entry	D-170	The system shall maximize the amount of data that is collected and monitored in an automated way so that staff are not spending more time than necessary on data entry.	Validated	
Data Management and Data Quality	Online Assistance	D-171	The system shall provide hover links/worker tips to describe the data field value.	Validated	
Data Management and Data Quality	Online Assistance	D-172	The system shall provide current online-help including but not limited to worker tips or descriptions.	Validated	
Data Management and Data Quality	Performance Monitoring	D-173	The system shall regularly monitor and optimize the performance of both production and reporting systems.	Validated	
Data Management and Data Quality	Performing Queries	D-174	The system shall enable a database administrator to perform queries.	Validated	
Data Management and Data Quality	PHI / PII	D-175	The system shall support an environment that securely stores Protected Heath Information and Personally Identifiable Information.	Validated	
Data Management and Data Quality	Presenting Data	D-176	The system shall enable the CCWIS system to present the right data to the right people at the right time, so that individuals working through the child welfare system have complete, accurate, timely, and reliable data for each decision they make.	Validated	
Data Management and Data Quality	Provider Management	D-177	The system shall standardize country codes (ex: United States should always be United States not US, U.S., USA etc.).	Validated	
Data Management and Data Quality	Provider Management	D-178	The system shall logic check values entered for values including but not limited to SSN, addresses, etc.	Validated	
Data Management and Data Quality	Provider Management	D-179	The system shall allow flexibility in the types of data entry (ex: ability to put PO Box in an address field, not only numerical values).	Validated	
Data Management and Data Quality	Provider Management	D-180	The system shall allow editing of entries with hierarchical checks in place according to specified business rules.	Validated	
Data Management and Data Quality	Proxy Lists	D-181	The system shall allow users to access approved proxy lists to temporarily assign work items to the designated proxy.	Validated	

Data Management and Data Quality	Reference and Lookup Data	D-182	The system shall support capabilities to manage drop down values, lookup data, and custom user messaging.	Validated	
Data Management and Data Quality	Regulatory Compliance	D-183	The system shall ensure all data handling processes comply with relevant local, state, and federal regulations, including Health Insurance Portability and Accountability Act (HIPAA) and Nevada Revised Statute) NRS 242.105.	Validated	
Data Management and Data Quality	Regulatory Compliance	D-184	The system shall comply with https://www.acf.hhs.gov/cb/training-technical-assistance/ccwis-tb-7 policies.	Validated	
Data Management and Data Quality	Regulatory Compliance	D-185	The system shall capture the data correctly and completely to meet the data quality needs as specified by Administration for Children and Families (ACF) Data quality plan.	Validated	
Data Management and Data Quality	Regulatory Compliance	D-186	The system shall comply with future CCWIS Data Quality regulations and current regulations including but not limited to Data Quality Standards – 1355.52(d)(1), Automating Data Quality – 1355.52(d)(2), Agency Data Quality Reviews – 1355.52(d)(3), Data Quality Review Findings – 1355.52(d)(4), Data Quality Plan – 1355.52(d)(5).	Validated	
Data Management and Data Quality	Reporting & Analytics	D-187	The system shall capture all the required data needed to generate the reports and recommendations as per State Nevada Revised Statutes (NRS) rules. This is a catch all requirement to cover all State mandated data needs.	Validated	
Data Management and Data Quality	Reporting & Analytics	D-188	The system shall minimize the amount of extra effort required to review, reconcile, and clean up data for federal and state reporting purposes by building in real-time checks on the accuracy and timeliness of the data as it is being entered and collected.	Validated	
Data Management and Data Quality	Reporting and Analytics	D-189	The system shall have a data platform with tools for statistical data analysis such as Artificial Intelligence (AI) Engines with the ability to connect to external data sources.	Validated	
Data Management and Data Quality	Reporting and Analytics	D-190	The system shall support the gathering of, but not limited to, records, reports, and ad hoc reports in response to subpoenas and other court / attorney requests	Validated	
Data Management and Data Quality	Reporting Subsystems	D-191	The system shall implement and maintain reporting subsystems to minimize costs and performance degradation associated with database activity on production systems.	Validated	
Data Management and Data Quality	Scalability	D-192	The system shall be capable of scaling to handle increasing volumes of data and users without compromising performance.	Validated	
Data Management and Data Quality	Screen Prints	D-193	The system shall allow data screen print outs for all screens.	Validated	
Data Management and Data Quality	Search Datatypes	D-194	The system shall support search criteria to include structured data such as defined name, address, wavier, etc. along with unstructured data such as case notes and other defined tags for the documents.	Validated	
Data Management and Data Quality	Selection of Reports / Data	D-195	The system shall allow a user to select the desired report easily.	Validated	
Data Management and Data Quality	Service Needs	D-196	The system shall contain data that allows the federal/state/tribal agency to assess service needs.	Validated	
Data Management and Data Quality	Support	D-197	The system shall ensure ongoing support is available to address any issues or questions that arise during and after the system implementation.	Validated	
Data Management and Data Quality	Supporting Batch Processing	D-198	The system shall provide batch processing to support business functions that cannot be performed efficiently by users interacting with the system in real-time.	Validated	
Data Management and Data Quality	Training	D-199	The system shall provide training for the analytics team on the new systems, including data access, reporting tools, and security protocols.	Validated	
Data Management and Data Quality	Training Environment	D-200	The system shall have a training environment that conducts data review including but not limited to data validation with data that is scrubbed production data to mirror production-like scenarios.	Validated	
Data Management and Data Quality	Unbiased Data	D-201	The system shall use data effectively to increase the likelihood of making sound decisions throughout the child welfare process, including decisions that are not biased by factors such as race, ethnicity and gender identification.	Validated	
Data Management and Data Quality	Visualizing Data	D-202	The system shall allow a report to be displayed easily in a visual manner (table, graph, charts).	Validated	

List of Workshops and Attendees

#	WORKSHOP Title	ATTENDEES
1	Intake - Part 1	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Amber Cummins, Amber Howell, Anne Sullivan, Beverly Brown, John Bryant, Christopher Langer, Melissa Coates, Freida Dizon, Emily Acosta, Greg Jennings, Holly Vetter, Jamie Spence, Lisa Gibson, Liz Stetson, Maria Janos, Kassi Morris, Jayme Kenneson, Dylan Nall, Jeana Millard, Lupie Janos, Dina Orellana, Vithal Madhira **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis and Modeling)
2	Intake - Part 2	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Amber Cummins, Amber Howell, Anne Sullivan, Beverly Brown, John Bryant, Christopher Langer, Melissa Coates, Freida Dizon, Emily Acosta, Greg Jennings, Holly Vetter, Jamie Spence, Lisa Gibson, Liz Stetson, Maria Janos, Kassi Morris, Jayme Kenneson, Dylan Nall, Jeana Millard, Lupie Janos, Dina Orellana, Vithal Madhira **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis and Modeling)
3	Assessment/Investigation	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Beverly Brown, Bobbie Tibbs, Melissa Coates, Courage Ugbodu, Amber Cummins, Diane Almanza, Dylan Nall, Holly Vetter, Jeana Millard, Jhoanna Presswood, Jim Fishinghawk, Kandee Mortenson, Nicola Holland, Rachael Burkhalter, Richard Polk, Vanessa Rollinson, Amy Sandwik, Terrence Collier, Vithal Madhira, Cassie Parsley, Megan Orduna, Amber Hurtado, Michelle Pavin, Greg Jennings, Megan Aguayo, Jessica Goicoechea-Parise, Jeremy Law, Michelle Brown **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Murphy (Business Analysis and Modeling)
4	Case Management - Part 1	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Richard Polk, Divya Kesavan, Davor Milicevic, Tiffany Greenameyer, Amber Howell, Kimberly Martin, Liz Stetson, Maria Janos, Beverly Brown, Megan Tingle, Jill Marano, Ryan Gustafson, Alexia Benshoot, Devin Gamboa, Vithal Madhira, Laurie Jackson, Betsey Crumrine, Samantha Sevcsik, Jessie Valencia, Natalie Miller, Jennie Ballou, Heather Jessop, Jessica Frank, Stacey Lance, Anita Kelly, Diane Almanza, Amber Cummins, Gaudy Costaneda, Jesse Brown, Alaina Eggers, Mike Allerdyce, Whitney Vasquez, Joseph Thomas, Greg Jennings, Amy Reynolds, Holly Vetter **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Jimmy Tricolli (Business Analysis and Modeling)
5	Case Management - Part 2	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Amber Howell, Jennie Ballou, Jesse Brown, Gaudy Castaneda, Catherine Murray, Divya Kesavan, Dominique McElroy, Alaina Eggers, Heather Jessop, Shannon McCoy, Mikaela Cunningham, Natalie Miller, Perry Williams, Richard Polk, Samantha Sevcsik, Laurie Jackson, Beverly Brown **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis and Modeling)
6	Med Case Management / Treatment and Case Review	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Danielle Armbruster, Divya Kesavan, Alaina Eggers, Jessica Frank, Kathryn Tejero, Liz Stetson, Natalie Miller, Natalie Williams, Natasha Lau-Johnson, Amy Reynolds, Richard Polk, Vithal Madhira, Beverly Brown, Laurie Jackson, Holly Vetter **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis and Modeling)
7	Foster Care Services for App Licensing/Licensing Caseload and Resource Availability	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Laurie Jackson, Amber Hold, Ana Reyes, Anita Kelly, Anthony LoMastro, Arsineh Mardian, Catherine Hutchinson, Melissa Coates, Crystal Lopez, Darlene Bragg, Derek Johnson, Diane Almanza, Divya Kesavan, Sandra Espino, Tara Goodsell, Jennifer Erbes, Joanie Walker, Joann Cervin, Keishe Caruthers, Lindsey Klaes, Jasames Lynne, Megan Tingle, Megan Yapi, Katie Nichols, Katie Proctor, Jamie Pugh, Uppu Reddybabu, Richard Polk, Vanessa Rollinson, Amy Sandvik, Codi Soap, Sue Marshall, Heather Wenker, Anastasia Cooper, Myra Yeargan, Laura Caprioli, Holly Vetter, Yadiro Castillo-Martinez, Shelby Riley, Maria Janos **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis and Modeling)
8	Placement Stability & Permanency (Make, Maintain, Preserve Placement)	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Divvya Kesavan, Laurie Jackson, Amber Howell, Casey Berry, Mary Encarnacion, Sandra Espino, Heather Gannon, Holly Vetter, Particia Johnson, Kathryn Bowden, Richard Polk, Vithal Madhira, Rachael McGarrah, Heather Wenker, Jessie Valencia, Vanessa Rollinson, Molly Blanchette, Emily Smith, Lindsey Klaes, Katie Nichols, Sue Marshall, Diane Almanza, Reddybabu Uppu, Jamie Push, Erika Meszaros, Melissa Salazar, Stacey Lance, Megan Tingle, Katie Proctor, Samantha Railey, Miriam Hernandez **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Murphy (Business Analysis and Modeling)
9	Adoptions (Case Management of) and Independent Living	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Srinivas Bokka, Divvya Kesavan, Laurie Jackson, Amber Howell, Casey Berry, Mary Encarnacion, Sandra Espino, Heather Gannon, Holly Vetter, Particia Johnson, Kathryn Bowden, Richard Polk, Vithal Madhira, Rachael McGarrah, Heather Wenker, Jessie Valencia, Vanessa Rollinson, Molly Blanchette, Emily Smith, Lindsey Klaes, Katie Nichols, Sue Marshall, Diane Almanza, Reddybabu Uppu, Jamie Push, Erika Meszaros, Melissa Salazar, Stacey Lance, Megan Tingle, Katie Proctor, Samantha Railey, Miriam Hernandez **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Jimmy Tricolli (Business Analysis and Modeling)
10	Court Processing	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Divvya Kesavan, Laurie Jackson, Anita Kelly, Audra Gutierrez, Melissa Ayrault, Beverly Brown, Molly Blanchette, John Bryant, Greg Jennings, Lisa Clark, Lorilei Dunston, Marion Biron, Kimberly Martin, Megan Tingle, Richard Polk, Stephanie Walker **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Murphy (Business Analysis & Modeling)
11	Eligibility	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Beverly Brown, Megan Tingle, Kimberly Martin, Freida Dizon, Laurie Jackson, Betsey Crumrine, Richard Polk, Divya Kesavan, Reddybabu Uppu, Greg Jennings, Lisa Clark, Veronica Hagen, Ashley Lawrentz, Anita Kelly, Melissa Ayrault, Molly Blanchette, Stephanie Walker, John Bryant, Lorilei Dunston, Kae Lammey, Audra Gutierrez, Marion Biron, Devin Gamboa, Kyra Morgan, Alexia Benshoof, Cyntia Gutierrez, Micaela Malaxechebarria KPMG: Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Jimmy Tricolli (Business Analysis and Modeling)
12	Financial / Provider Management / Payment Processing	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Heather Smallwood, Alisa Riske, Arsineh Mardian, Michele DePuy, Devin Gamboa, Divya Kesavan, Greg Jennings, Cynthia Gutierrez, Collaso Melissa, Richard Polk, Vicki Malone, Eduardo Villanueva, Aida White **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Grace Rich (Business Analysis & Modeling)
13	Child. Guardians, Parents, Resources & Collateral Profile Mgmt	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Patricia Johnson, Queena Jones, Vithal Madhira, Arsineh Mardian, Divya Kesavan, Srini Bokka, Perry Williams, Shannon McCoy, Richard Polk, Holly Vetter, Beverly Brown, Maria Janos, Laurie Jackson, Natalie Miller, Jeana Millard, Reddybabu Uppu, Darlene Bragg **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Jimmy Tricolli (Business Analysis & Modeling)
14	Parking lot topics	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Anita Kelly, Arsineh Mardian, Beverly Brown, John Bryant , Crystalyn Minwegen-Johannessohn, Divya Kesavan, Dylan Nall, Mary Encarnacion, Greg Jennings, Holly Vetter, Amber Hurtado, Jeana Millard, Patricia Johnson, Laurie Jackson, Marion Biron, Shannon McCoy, Rachael McGarrah, Kimberly Martin, Veronica Hagen, Kyra Morgan, Vivki Malone, Sue Marhsall, Amber Hurtado, Katie Proctor, Uppu Reddybabu, Amy Reynolds, Amy Sandvik, Tenesia Staten, Emily Smith, Shane Stanely, Eduardo Villanueva, Megan Tingle, Casey Berry, Darlene Bragg, Dominque McElroy, James Pierce, Lindsarae Prudeen **KPMG:** Iulia Pirvu (Project Manager), Tonya Bevard (Functional Lead & CW Subject Matter Expert), Jimmy Tricolli (Business Analysis & Modeling)
15	Security	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Laurie Jackson, Alex Rademacher, Nico Ambata, Arsineh Mardian, Colby Womack, Divya Kesavan, Greg Jennings, James Pierce, Jeana Millar, Kevin Skinner, Perry Williams, Holly Vetter, Kimberly Martin, Vithal Madhira, Uppu Reddybabu, Richard Polk **KPMG:** Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Grace Rich (Business Analysis & Modeling)

16	Worker Workflows	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Arsineh Mardian, Divya Kesavan, Greg Jennings, Holly Vetter, Jeana Millard, Laurie Jackson, Kim Martin, Perry Williams, Perry Williams, Reddybabu Uppu, Richard Polk, Srini Bokka, Vithal Madhira **KPMG:** Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Grace Rich (Business Analysis & Modeling)
17	Data Management and Data Quality	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Nico Ambata, Arsineh Mardian, Devin Gamboa, Divya Kesavan, Frieda Dizon, Beverly Brown, Darlene Bragg, Divya Kesavan, Greg Jennings, James Leventis, Jeana Millard, Jill Hoyle, Kevin Skinner, Laurie Jackson, Lindsay Christensen **KPMG:** Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Grace Rich (Business Analysis & Modeling)
18	Forms	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Divvya Kesavan, Laurie Jackson, Vithal Madhira, Greg Jennings, Reddybabu Uppu, Kevin Skinner, Darlene Bragg, Melissa Ayrault, Dyland Nall, Arsineh Mardian, Perry Williams, Beverly Brown, Vanessa Rollinson, Jennifer Pritchett, Amy Clift, Jennifer Crouse, Sue Marshall, Kyra Morgan, Devin Gamboa, Holly Vetter, Richard Polk, Kimberly Martin, Jessica Frank, Alex Rademacher, Alexia Benshoof, Amber Howell, Betsey Crumrine, Diane Almanza, Freida Dizon, James Dardis, Maria Janos, Queena Jones, Jahnel Smith, Loni Groes **KPMG:** Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Jimmy Tricolli (Business Analysis & Modeling)
24	System Interfaces (future)	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Divvya Kesavan, Laurie Jackson, Vithal Madhira, Greg Jennings, Reddybabu Uppu, Kevin Skinner, Darlene Bragg, Melissa Ayrault, Dyland Nall, Arsineh Mardian, Perry Williams, Beverly Brown, Vanessa Rollinson, Jennifer Pritchett, Amy Clift, Jennifer Crouse, Sue Marshall, Kyra Morgan, Devin Gamboa, Holly Vetter, Richard Polk, Kimberly Martin, Jessica Frank, Alex Rademacher, Alexia Benshoof, Amber Howell, Betsey Crumrine, Davor Milicevic, Diane Almanza, Freida Dizon **KPMG:** Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Grace Murphy (Business Analysis & Modeling)
23	Reporting and Analytics	**DCFS:** Davor Milicevic (DCFS IT Manager), Srinivas Bokka (DCFS IT Applications Manager), Laurie Jackson, Alex Rademacher, Freida Dizon, Perry Williams, Divya Kesavan, Nico Ambata, Vithal Madhira, Arsineh Mardian, Jilly Hoyle, Sue Marshall, Greg Jennings, Kimberly Martin, Beverly Brown, Dylan Nall, Vanessa Rollinson, Queena Jones, Reddybabu Uppu, Mireille Ozon, Richard Polk, Devin Gamboa, Nathaniel Hanson, Kyra Morgan, Darlene Bragg, Jennifer Pritchett, Molly Blanchette **KPMG**: Iulia Pirvu (Project Manager), Patrick Farrell (Data Management and Artificial Intelligence Subject Matter Expert), Jimmy Tricolli (Business Analysis & Modeling)

List of Acronyms used

Acronym	Acronym Definition	Functional Area	Notes
AAICPC	Association of Administrators of the Interstate Compact on the Placement of Children	All	
ACES	Adverse Childhood Experiences and Trauma	Medical Case Management	Also in the following non-functional area: -System Interfaces
ACF	Administration for Children and Families	All	Also in the following non-functional areas: -Security -Data Management and Data Quality -Reporting and Analytics
ACYF	Administration on Children, Youth and Families	All	
ADA	Americans with Disabilities Act	Eligibility	
ADHD	Attention Deficit Hyperactivity Disorder	Financial Management / Payment Processing / Provider Management	
AE	Adoption Exchange	Adoptions (Case Management Of) and Independent Living	Also in the following functional area: -Financial Management / Payment Processing / Provider Management
AFCARS	Adoption and Foster Care Analysis and Reporting System	All	Also in the following functional / non-functional areas: -Placement, Stability, and Permanency -Data Management and Data Quality -System Interfaces -Reporting and Analytics
AFDC	Aid to Families with Dependent Children	Eligibility	
AI	Artificial Intelligence	Data Management and Data Quality	
Alt NIA	Alternative Nevada Initial Assessment	Assessments/Investigation	
ANI	Area Needing Improvement	Case Review	Also in the following non-functional area: -Reporting and Analytics
APIs	Application Programming Interfaces	Security	Also in the following non-functional areas: -Data Management and Data Quality -System Interfaces -Reporting and Analytics
APPLA	Another Planned Permanent Living Arrangement	Case Management	Also in the following functional areas: -Courts
APSR	Annual Progress and Services Report	Reporting and Analytics	
ASR	Annual Subsidy Renewal	Eligibility	
BIG		Courts	
CANS	Child Abuse and Neglect System	Investigation	Also in the following non-functional / functional areas: -Case Management -Medical Case Management -Foster Care Licensing -System Interfaces
CAPTA	Child Abuse Prevention and Treatment Act	Medical Case Management	
CARA	Comprehensive Addiction and Recovery Act	Intake	Also in the following non-functional area: -System Interfaces
CASA	Court Appointed Special Advocate	Courts	
CASA/GAL	Court Appointed Special Advocates / Guardians ad Litem	All	
CASI	Child and Adolescence Service Intensity Instrument	Medical Case Management	
CCWIS	Comprehensive Child Welfare Information System	Security	Also in the following non-functional areas: -Data Management and Data Quality -System Interfaces -Reporting and Analytics
CFR	Code of Federal Regulations	Security	
CFSP	Child and Family Services Plan	Reporting and Analytics	
CFSR	Child and Family Service Reviews	All	Also included in the following functional / non-functional areas: -Case Review -Placement, Stability, & Permanency -System Interfaces -Reporting & Analytics
CIS	Center for Internet Security	Security	
CM	Case Management	Eligibility	
CPA	Child Placing Agency	Case Management	
CPS	Child Protective Services	Intake	Also included in the following functional / non-functional areas: -Assessments/Investigation -Case Review -Foster Care Licensing -Placement, Stability, and Permanency
CSE	Confirming Safe Environment	Case Management	Also in the following functional area: -Placement, Stability, & Permanency

CSEC	Commercial Sexual Exploitation of Children	All	Also in the following non-functional / functional areas: -Assessments/Investigation -Case Management -Medical Case Management -Placement, Stability, & Permanency -System Interfaces
CSE-CPA	Confirming Safe Environments- Child Placement Assessment	Placement	Also in the following functional area: -Assessments / Investigations
CSE-I	Confirming Safe Environments- Instrument	Placement	Also in the following functional area: -Assessments / Investigations
CSR	Child Specific Recruitment	Adoptions (Case Management Of) and Independent Living	
CSS	Child Support Services	Eligibility	
CW	Child Welfare	All	Also in the following functional / non-functional areas: -Assessment/Investigation -Financial Management / Payment Processing
CW Agency	Child Welfare Agency	Courts	
CWCA	Child Welfare Contributing Agency	All	Also in the following non-functional areas: -Data Management and Data Quality -Reporting and Analytics
DA	District Attorney	Courts	
DAWN	Data Warehouse of Nevada	System Interfaces	DAWN is a history of transactions in the State of Nevada's financial system, ADVANTAGE.
DBA	Database Administrator(s)	Data Management and Data Quality	
DCFS	Division of Child and Family Services	All	Also in the following non-functional areas: -Security -Forms
DHCFP-Medicaid	Division of Health Care Financing and Policy	Placement	
DHFCP	Division of Health Care Financing and Policy	System Interfaces	
DHHS	Department of Health and Human Services	All	
DHS	Department of Homeland Security	Eligibility	
DoS	Denial of Service	Security	
DPBH	Department of Public and Behavioral Health	System Interfaces	
DPS	Department of Public Safety	All	Also in the following non-functional areas: -System Interfaces
DWWS	Department of Health and Human Services, Division of Welfare and Supportive Services	Financial Management / Payment Processing / Provider Management	
ECF	Extended Foster Care	Eligibility	
EDM	Educational Decision Maker	Courts	
EFC	Extended Foster Care	Adoptions (Case Management Of) and Independent Living	
EFT	Electronic Funds Transfer	Financial Management / Payment Processing / Provider Management	
EPSDT	Early and Periodic Screening, Diagnostic, and Treatment Services	Medical Case Management	
ETL	Extract, Transform, Load	Data Management and Data Quality	
ETV	Education and Training Vouchers	Financial Management / Payment Processing / Provider Management	
EVERS	Electronic Vital Event Registration	Investigation	Also in the following non-functional area: -System Interfaces
EVS/MMIS	Electronic Verification System/Medicaid Management Information System	Eligibility	Also in the following non-functional area: -System Interfaces
EYASSP	Extended Young Adult Supportive Services Program	Adoptions (Case Management Of) and Independent Living	
FBI	Federal Bureau of Investigation	Foster Care Licensing	
FC	Foster Care	Foster Care Licensing	
FCB	Federal Children's Bureau	Reporting and Analytics	
FEDRAMP	Federal Risk and Authorization Management Program	Security	
FFPSA	Family First Prevention Services Act	Foster Care Licensing	Also included in the following functional / non-functional areas: -Reporting and Analytics Forms -Financial Management / Payment Processing / Provider Management -System Interfaces -Eligibility
FIPS	Federal Information Processing Standards	Security	
FISMA	Federal Information Security Modernization Act	Security	
FM	Financial Management	Financial Management / Payment Processing / Provider Management	

FPO	Family Programs Office	Case Management	Also included in the following functional areas: -Case Review -Foster Care Licensing -Placement Stability and Permanency
FRCs	Family Resource Centers	All	
FY	Fiscal Year	Financial Management / Payment Processing / Provider Management	
GIS	Geographic Information Systems	System Interfaces	
HIE	Health Information Exchange	System Interfaces	
HIPAA	Health Insurance Portability and Accountability Act	Medical Case Management	Also included in the following non-functional areas: -Security -Data Management and Data Quality
HR	Human Resources	Case Review	Also included in the following non-functional area: -Reporting and Analytics
IBM DB2	IBM Database 2	Data Management and Data Quality	
ICAMA	Interstate Compact on Adoption and Medicaid Assistance	Placement, Stability, & Permanency	Also in the following functional / non-functional areas: -System Interfaces -Eligibility
ICPC	Interstate Compact on the Placement of Children	Foster Care Licensing	Also in the following non-functional / functional areas: -Intake -Assessments/Investigation -Placement, Stability, & Permanency -Adoptions (Case Management Of) and Independent Living -System Interfaces
ICWA	Indian Child Welfare Act	CPGRC Profile Mgmt.	Also in the following non-functional / functional areas: -Intake -Assessments/Investigation -Placement, Stability, & Permanency -Adoptions (Case Management Of) and Independent Living -Courts -Forms
ID	Identification	Intake	
IDP	Identity Provider	Security	
IEP	Individualized Education Program	Medical Case Management	Also in the following functional areas: -Courts
IFC	Interim Finance Committee	Financial Management / Payment Processing / Provider Management	
IL	Independent Living	Independent Living	Also in the following functional / non-functional areas: -Adoptions (Case Management Of) and Independent Living -Eligibility
IOP	Intensive Outpatient Program	Medical Case Management	
IRS	Internal Revenue Service	Security	Also in the following non-functional area: -Reporting and Analytics
IT	Information Technology	Security	
IVR	Interactive Voice Response	Child, Parents, Guardians, Resources, and Collateral Profile Management	
JIT	Just in Time	System Interfaces	
KinGAP	Kinship Guardianship Assistance Program	Eligibility	
KPI	Key Performance Indicator		
LMS	Learning Management System	System Interfaces	
MAABD	Medical Assistance to the Aged, Blind and Disabled	Eligibility	
MARS-E	Minimum Acceptable Risk Standards for Exchanges	Security	
MCI	Master Client Index	Data Management and Data Quality	Also included in the following non-functional area: -System Interfaces
MDM	Master Data Management	System Interfaces	
MEPA	Multi-Ethnic Placement Act	Reporting and Analytics	
MHAF	Mental Health Admission Form	Medical Case Management	
MMIS	Medicaid Management Information Systems	Eligibility	
MOU	Memorandum of Understanding	Foster Care Licensing	Also included in the following functional areas: -Placement, Stability, and Permanency -Financial Management / Payment Processing / Provider Management
MS SQL	Microsoft SQL Server	Data Management and Data Quality	
NA	Not Applicable	Reporting and Analytics	
NABS	Nevada Automated Background Check System	System Interfaces	
NCANDS	National Child Abuse and Neglect Data System	All	Also included in the following non-functional areas: -System Interfaces -Data Management and Data Quality -Reporting and Analytics
NCIC	National Crime Information Center	All	Also included in the following non-functional area: -System Interfaces

NCMEC	National Center for Missing & Exploited Children	Placement	Also included in the following functional / non-functional areas: -Placement, Stability, and Permanency -System Interfaces
NEICE	National Electronic Interstate Compact Enterprise	All	Also included in the following functional / non-functional areas: -System Interfaces -Placement, Stability, and Permanency
NEIS	Nevada Early Intervention Services	System Interfaces	
NIA	Nevada Initial Assessment	Assessments/Investigation	Also included in the following functional / non-functional areas: -Eligibility -Reporting and Analytics
NIST	National Institute of Standards and Technology	Security	
NOMADS	Nevada Operations Multi-Automated Data System	Investigation, Eligibility	Also included in the following functional / non-functional areas: -Intake -Eligibility -Financial Management / Payment Processing / Provider Management -System Interfaces
NPT	Nevada Partnership for Training	System Interfaces	
NRE	No Reasonable Efforts	Courts	
NRIT	Nevada Rapid Indicator Tool	Assessments/Investigation	Also included in the following functional area: -Case Review
NRS	Nevada Revised Statutes	Data Management and Data Quality	
NSOR	National Sex Offender Registry	All	Also in the following functional and non-functional areas: -System Interfaces -Foster Care Licensing
NYTD	National Youth in Transition Database	Adoptions (Case Management Of) and Independent Living	Also included in the following non-functional areas: -Data Management and Data Quality -System Interfaces -Reporting and Analytics
OCR	Optical Character Recognition	System Interfaces	
OOS	Out of State	Foster Care Licensing	
OSRI	Onsite Review Instrument	Reporting and Analytics	
OTC	Over the Counter	Medical Case Management	
PCPA	Protective Capacities Progress Assessment	Forms	
PDA	Present Danger Assessment	Assessments/Investigation	
PHP	Partial Hospitalization Program	Medical Case Management	
PIP	Program Improvement Plan	Reporting and Analytics	
PLC	Permanent Legal Custody	Case Management	Also included in the following functional area: -Adoptions (Case Management Of) and Independent Living
PLR	Person Legally Responsible	All	Also included in the following functional areas: -Courts -Medical Case Management
PPI	Personal Protected Information	Forms	
PSTSFA	Preventing Sex Trafficking and Strengthening Families Act	Reporting and Analytics	
Q&A	Question and Answer	Financial Management / Payment Processing / Provider Management	
QA	Quality Assurance	Reporting and Analytics	
QAR	Quality Assurance Review	Financial Management / Payment Processing / Provider Management	
R&D	Report & Disposition	Courts	
R&D Hearing	Report & Disposition Hearing	Courts	
REST API	Representational State Transfer Application Programming Interface	Case Management	
RFH	Resource Family Home	Foster Care Licensing	
RFP	Request for Proposal	Financial Management / Payment Processing / Provider Management	
RH	Resource Home	Foster Care Licensing	Also included in the following functional area: -Financial Management / Payment Processing / Provider Management
RHP	Resource Home Parent	Foster Care Licensing	
RMTS	Random Movement Time Study	Financial Management / Payment Processing / Provider Management	Also included in the following non-functional area: -Reporting and Analytics
ROI	Release of Information	Medical Case Management	
RSDI	Retirement, Survivors, and Disability Insurance	Eligibility	
RSDI	Retirement, Survivor, Disability Income	Adoptions (Case Management Of) and Independent Living	
SAML	Security Assertion Markup Language	Security	
SAVE	Systematic Alien Verification for Entitlements	Eligibility	
SCaDU	State Collection and Disbursement Unit	Financial Management / Payment Processing / Provider Management	Also included in the following non-functional area: -System Interfaces

SCOPE	Shared Computer Operation Protection for and Enforcement System	Investigation	Also included in the following functional area: -Intake
SED	Serious Emotional Disturbance	Medical Case Management	
SFC	Specialized Foster Care	Foster Care Licensing	Also included in the following functional area: -Placement, Stability, and Permanency
SFTP	Secure File Transfer Protocol	Reporting and Analytics	
SID	Special ID Number	Financial Management / Payment Processing / Provider Management	
SILP	Supervised Independent Living Placement	Adoptions (Case Management Of) and Independent Living	
SNAP	Supplemental Nutrition Assistance Program	All	Also included in the following functional area: -Eligibility
SOGIE	Sexual Orientation and Gender Identity/Expression	Foster Care Licensing	
SPDM	Safety Plan Determination Meeting	Assessments/Investigation	
SPLC	Subsidized Permanent Legal Custodian	Foster Care Licensing	
SQL	Structured Query Language	Security	Also included in the following non-functional area: -Data Management and Data Quality
SRC/DRC	Sierra Regional Center/Desert Regional Center	All	
SS	Social Security	Eligibility	
SSA	Social Security Administration	All	Also in the following functional / non-functional areas: -Eligibility -Financial Management / Payment Processing / Provider Management -System Interfaces
SSD	Social Security Disability	Adoptions (Case Management Of) and Independent Living	
SSDI	Social Security Disability Insurance	Eligibility	
SSI	Supplemental Security Income	Eligibility	
SSN	Social Security number	Intake	Also included in the following functional / non-functional areas: -Eligibility -Adoptions (Case Management Of) and Independent Living -Child, Parents, Guardians, Resources, and Collateral Profile Management -Security
TANF	Temporary Assistance for Needy Families	All	Also in the following non-functional / functional areas: -Assessments/Investigation -Eligibility -System Interfaces -Forms
TCM	Targeted Case Management	Medical Case Management	
Team Meeting/CFT/CFTM	Child Family Team Meeting	Placement, Stability, & Permanency	Also in the following functional areas: -Adoptions (Case Management Of) and Independent Living -Courts
TPR	Termination of Parental Rights	Courts	Also included in the following functional / non-functional areas: -Assessments/Investigation -Adoptions (Case Management Of) and Independent Living -Child, Parents, Guardians, Resources, and Collateral Profile Management -Reporting and Analytics -Courts
U/L-SILP	Unlicensed/Licensed- Supervised Independent Living Placement	Independent Living	Also in the following non-functional area: -Forms
UINV	Unemployment Insurance Nevada	All	Also included in the following non-functional area: -System Interfaces
UINV/DETR	Unemployment Insurance Nevada/ Department of Employment, Training and Rehabilitation	Investigation	
USCIS	United States Citizenship and Immigration Services	Eligibility	
USCIS/SAVE	U.S. Citizenship and Immigration Services/ Systematic Alien Verification for Entitlements	Investigation	Also included in the following non-functional area: -System Interfaces
USPS	United States Postal Service	All	Also in the following non-functional areas: -Data Management and Data Quality -System Interfaces
VPA	Voluntary Placement Agreement	Placement, Stability, & Permanency	
VPACA	Voluntary Post-Adoption Contact Agreement	Adoptions (Case Management Of) and Independent Living	
VSSA	Voluntary Support and Services Agreement	Courts	Also included in the following functional area: -Courts
WIC	Women, Infants, & Children Nutrition Program	All	
WW	Worker Workflows	Worker Workflows	
XML	Extensible Markup Language	Security	

	UNITY Modernization Project Deliverable 3.5.3.2. Requirements		
#	**Resource Name**	**Source**	**Relevant area**
1	Model RFP	Downloads | (humanservicestech.com)	All (except JJ)
2	KPMG KERA Repository	KPMG LLP	All (except JJ)
3	Stakeholders direct input	Workshops, interviews, other conversations	All
4	State Child Welfare Policies and Procedures, Chapter 0200: Case Management	https://dcfs.nv.gov/Policies/CW/0200/	Case Management
5	State Child Welfare Policies and Procedures, Chapter 0500: Child Protective Services and Intake	https://dcfs.nv.gov/Policies/CW/0500/	Intake Assessment/Investigation
6	State Child Welfare Policies and Procedures, Chapter 0400: Child Fatality and Near Fatality	https://dcfs.nv.gov/Policies/CW/0400/	Intake Assessment/Investigation
7	State Children's Mental Health Policies and Procedures	Chapter 1 (nv.gov)	Medical Case Management
8	State Child Welfare Policies and Procedures, Chapter 1200: Quality Improvement and Child Welfare Oversight	CW - CHAPTER 1200: QUALITY IMPROVEMENT & CHILD WELFARE OVERSIGHT (UNDER DEVELOPMENT) (nv.gov)	Case Review
9	State Child Welfare Policies and Procedures, Chapter 1300: Foster Care Licensing	http://dcfs.nv.gov/1300/	Foster Care Services for App Licensing/Licensing Caseload and Resource Availability
10	State Child Welfare Policies and Procedures, Chapter 1000: Out-of-Home Placements	CW - CHAPTER 1000: OUT-OF-HOME PLACEMENTS (nv.gov)	Placement Stability & Permanency (Make, Maintain, Preserve Placement)
11	State Child Welfare Policies and Procedures, Chapter 0700: Interstate Compact on the Placement of Children (ICPC)	https://dcfs.nv.gov/Policies/CW/0700/	Placement Stability & Permanency (Make, Maintain, Preserve Placement)
12	State Child Welfare Policies and Procedures, Chapter 0100: Adoption	0100 (nv.gov)	Adoptions (Case Management of) and Independent Living
13	State Child Welfare Policies and Procedures, Chapter 0800: Independent Living for Youth	CW - CHAPTER 08:00 INDEPENDENT LIVING FOR YOUTH (nv.gov)	Adoptions (Case Management of) and Independent Living
14	DCFS Family Programs Office: Administrative Policy, Central Registry Searches for Employment or Child Safety Purposes	Microsoft Word - FPO MTL 1606-12232019 Central Registry Searches for Employment or Child Safety Purposes 12.18.19 (nv.gov)	Parking Lot Topics
15	DCFS Family Programs Office: Memo on 1606 Child Care Institution--Criminal Background Checks/Out-of-State Central Registry Checks	MTL FPO 1606 (nv.gov)	Parking Lot Topics