

DHS Child Welfare

KIDS SACWIS Information

Current KIDS System Capacity:

- ❖ As of 10/1/16: 3,540 current active users in system
- ❖ 752 current users in EKIDS
 - Peak usage was 1,500 users on 2/8/16 with an average daily peak usage up to 1,200 users
 - KIDS was initially designed to handle 550-600 users at any given time but is now set to max out at 2,000 users
- ❖ Due to the high usage, system was locking up and additional memory was needed.
 - Upgrade project was completed on 4/24/16 at a cost of approximately \$206,000.
 - Since April, 2016 – system has maxed out twice due to high usage and additional memory will be needed.

Policy regarding Confidentiality within KIDS SACWIS System: 340:75-1-42. Client Information confidentiality - Revised 7-1-13

Oklahoma Department of Human Services (OKDHS) records. Per Section 1-6-101 of Title 10A of the Oklahoma Statutes ([10A O.S. §§ 1-6-101](#)) and Part 1340 of Title 45 of the Code of Federal Regulations ([45 CFR Part 1340](#)), Child Welfare (CW) records and information are confidential.

- ❖ These statutes mandate that records prepared, obtained, or maintained by OKDHS are confidential with regard to the child who is or has been under OKDHS care, custody, or supervision or to a family member or other person living in the home of the child.
 - Any record made in the course of a referral, assessment, investigation, or inquiry by OKDHS to determine whether a child is or may be deprived is confidential and not open to public inspection.
 - The term "record" means any written or printed document, paper, form, log, report, file, or note and any film, photograph, audio tape recording, visual tape recording, or

computer tape or disk, or information entered into and maintained in an automated or computerized information system.

- Confidential CW records include any study, plan, recommendation, assessment, report, or other information describing the history, diagnosis, condition, care, treatment, or custody regarding a child, or safety analysis records that have been prepared and obtained in response to a report of alleged child abuse or neglect and include assessment reports and reports to the District Attorney with all supporting documentation attached and any addendums.
- The contents of OKDHS records cannot be disclosed without a court order except to certain persons or entities authorized by statute. CW case-specific information is not subject to the Oklahoma Open Records Act. Child Welfare neither confirms nor denies that a specific child abuse or neglect investigation is in process or that CW services are provided to a specific child or family member unless the criteria specified per [OAC 340:75-1-44\(e\)](#) is met regarding the death or near death of a child.

❖ **Adoption records.** All papers and records pertaining to adoption are confidential as required by 10 O.S. § 7505-1.1. The OKDHS adoption case record includes the child's case file and the adoptive home file. When the adoptive placement is authorized, the child's case file and the adoptive home file become part of the adoption record, per [OAC 340:75-15-103](#). Records regarding adoption subsidy assistance are confidential. When required after finalization of the adoption of a child in OKDHS custody, Post Adoption Services Section releases social and medical history that does not identify the adoptive family.

❖ **HIV/AIDS information.** Refer to [OAC 340:75-1-113](#) through [340:75-1-114](#) for rules regarding Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (HIV/AIDS) confidentiality and the release of confidential information.

❖ **Disclosure of information to persons or agencies providing professional services.**

- Pursuant to 10A O.S. § 1-2-107, OKDHS may provide information to a person or agency providing professional services such as a medical examination of or therapeutic intervention with a victim of abuse or neglect. This

information may include, but is not limited to:

- the investigative determination; or
 - the services offered and provided.
- OKDHS provides information including the investigative determination, the services offered or provided, and such other information deemed necessary by OKDHS, to any hospital or any physician, including, but not limited to, doctors of medicine and dentistry, licensed osteopathic physicians, residents and interns, reporting the abuse or neglect of a child pursuant to 10A O.S. § 1-2-101.

INSTRUCTIONS TO STAFF 340:75-1-42 - Revised 7-1-13

- ❖ Consultation available when question arises regarding information disclosure. When there is a concern or question regarding access to or the release of information, the child welfare (CW) specialist consults the CW supervisor. The district director and programs personnel are available for consultation.
 - Case record security. Oklahoma Department of Human Services (OKDHS) employees assure case information, whether recorded or unrecorded, is treated in a professional manner consistent with this Section.
 - Each paper record, when not in use, is stored in locked files.
 - On-line computer data regarding employees or employee's relatives is restricted and only accessible to employees with certain security levels or CW specialists and supervisors currently assigned to the case.

- ❖ Confidentiality of client and case record data stored in computer system.
 - Client and case record data stored in computer systems and available through various reports, screen prints, and other printouts is confidential and protected in the same manner as a paper case record.
 - Passwords and sign-on codes are confidential and are not exchanged between OKDHS employees or posted.
 - All data collected and maintained by OKDHS, is owned by and the responsibility of OKDHS, including electronic message.
 - There is no expressed or implied expectation of privacy for users of any OKDHS computer network, computer equipment, or other computer resources.
 - All users' data actions or key strokes may be monitored at any time.

- ❖ Emergency or unusual request for confidential information. An emergency or unusual request for the release of case information detailed in OAC 340:75-1-42 through 340:75-1-46 is referred to the appropriate programs staff. Programs staff seeks advice from the OKDHS Legal Division when atypical information regarding clients is requested by the court, public officials, investigative units, or law enforcement.
- ❖ Disclosure of adoption records to Oklahoma Commission on Children and Youth (OCCY). When OCCY requests access to adoption records pertaining to a child in an OKDHS adoptive placement, the Adoption Section is consulted for direction prior to the release of any information. Information identifying the adoptive parent is redacted by OKDHS prior to releasing the record to OCCY.
- ❖ Confidentiality regarding reporter of child abuse or neglect. Unless specifically ordered by the court, OKDHS is not authorized to disclose the identity or location of any person who has reported child abuse or neglect. Information identifying the reporter is excluded before case information is produced pursuant to a court order.
- ❖ Summary of allegations and finding may be disclosed in child care facility investigation. OKDHS is not prohibited from providing a summary of allegations and findings of an investigation involving a child care facility that does not disclose identities but permits evaluation of the facility.

The following provides systems guidance and identifies the system requirements for the development of a Statewide Automated Child Welfare Information System under title IV-E.

- ❖ Part I is a background section which discusses the authorizing legislation, the implementing regulations, and the automated systems which support the child welfare programs, including SACWIS, AFCARS and NCANDS.
- ❖ Part II includes more specific agency policies related to SACWIS planning, development and implementation.
- ❖ Part III includes program and systems guidance on the functional requirements of SACWIS, with emphasis on State options for the degree of functionality and interfaces to other systems.

Part I - Background

For many years, concerns have been raised about the lack of information available on children in foster care and their families. To address some of these concerns, Congress amended title IV-E of the Social Security Act in 1986 by adding section 479 which required the Federal government to institute a foster care and adoption data collection system. In response, requirements for an Adoption and Foster Care Analysis and Reporting System (AFCARS) were implemented under regulations at 45 CFR 1355.40. The AFCARS data will be a critical component of a broader child welfare information systems strategy, particularly when it is linked to the full range of case, staff and service resource information.

The Omnibus Budget Reconciliation Act of 1993 (OBRA 93) provided enhanced Federal financial participation (FFP) at the 75 percent rate for statewide automated child welfare information systems to carry out the State's programs under titles IV-B and IV-E of the Social Security Act. This funding is available for the period October 1, 1993 through September 30, 1996 for the planning, design, development and installation of statewide systems which:

Part II - SACWIS Policies

This section addresses more specific agency policies related to SACWIS planning, development and implementation.

Eligibility for Enhanced Funding Under SACWIS

- ❖ SACWIS is authorized as a part of title IV-E of the Social Security Act, which provides funds to all States and the District of Columbia. Insular areas are not included in title IV-E, and Puerto Rico is subject to a financial cap in the Social Security Act which precludes it from claiming additional funds under SACWIS. The 50 States and the District of Columbia are therefore the only jurisdictions eligible to receive enhanced funding under these provisions.

Statewide System

- ❖ A statewide system must operate uniformly as a single system (including the application software) throughout the State and must encompass all political subdivisions which administer programs provided under title IV-E.

Use of Equipment

- ❖ Equipment may only be funded with title IV-E funds if it is for full time use by State agency employees responsible for providing title IV-E or title IV-B services offered by the designated State agency. Tribal employees, volunteers, and contract or private employees that replace or supplement designated State agency's employees for the provision of these services

are, for the purpose of funding the cost of equipment installed for their use, considered State agency employees. (Please refer to above section entitled "Eligibility for Enhanced Funding Under SACWIS".)

Use of System/Application

- ❖ Within legal parameters, the State agency may allow non-State agency staff (e.g., service providers, courts, non-State agency staff who provide State agency services) to have access to and utilize the statewide application. The application may not be modified to meet the unique needs of such users. Expenditures for any additional functions, processes, reports, data elements or requirements must be allocated to and supported by the non-State agency user.
- ❖ As with any system access, the State should take necessary precautions to comply with the safeguarding of data and confidentiality provisions addressed elsewhere in this transmittal. Use agreements with any third parties are encouraged, but at the State's option. Use of the system for purposes other than those related to the IV-E or IV-B programs should comply with applicable State and Federal law.

Part III - SACWIS Functional Requirements and General Program and Systems Guidance

Degree of Functionality

- ❖ At a minimum, the SACWIS must include the functionality described in 45 CFR 1355.53(b) and (g). In addition, a State may also receive enhanced funding for including in the automated system the functions described in 45 CFR 1355.53(c) and (d). Additional functionality, beyond what is defined in the SACWIS regulation, may be funded at the enhanced rate if the State can demonstrate that it will provide more efficient, economical and effective administration of the programs administered under titles IV-B and IV-E. Further, to be eligible for enhanced funding, the added features may not duplicate functionality included in an existing system to which an interface is required.

Quality Assurance

- ❖ It is essential that information systems developed under the SACWIS regulations incorporate automated quality assurance measures, processes, and functions. One aspect of quality assurance is to ensure the completeness, accuracy and consistency of critical data. In order to better assure validity and accuracy, however, SACWIS should be designed to support/enforce good case management practices as well as provide the capability for profiling pertinent case file characteristics and outcome measurements.

Guidelines on Quality Assurance requirements

- ❖ The SACWIS should provide appropriate edits, range checks and prompts for critical or incomplete data. Critical data are defined as anything required for State or Federal reporting or audit (e.g., AFCARS data, child welfare program and eligibility reviews).
- ❖ The SACWIS should provide for a review of case files for accuracy, completeness and compliance with Federal requirements and State standards, including procedures for appropriate supervisory oversight and authorization.
- ❖ The system should allow for random sampling, based on variable characteristics, for audit purposes. The system should be capable of recording and tracking the results of an audit, as well as any necessary corrective actions identified.
- ❖ The system should facilitate the establishment and tracking of outcome measures by program managers, and support trend analysis of results.
- ❖ The system should generate summary management reports on client demographics and needs. The system should produce reports on the length of time in foster care categorized by identified service needs and services provided.
- ❖ The system should track referrals and all required time sensitive actions for title IV-B and IV-E related cases, such as initial and ongoing Administrative Case Reviews, investigations, and time sensitive treatment and service plans. At the point a required action is delayed beyond a Federal, State, or court mandated time frame, the system should alert line, supervisory and management staff, when appropriate.
- ❖ In cases where a reviewer enters information on an apparent problem of abuse or neglect in a foster home, the system should automatically request an investigation and track the case to ensure its completion.
- ❖ The system should maintain and link variable and static data used to determine eligibility for title IV-E payments. The system should also establish data entity relationships between providers, clients, and payments.
- ❖ The SACWIS (or separate financial system) should account for appropriate financial reconciliation of payments including overpayments and recovery by occurrence.
- ❖ The system must capture and transmit all known cases in the AFCARS report, including cases with incomplete information or untimely actions.
- ❖ The system should contain all data necessary to effectively manage a case, and should be able to track a child across multiple occurrences and/or cases.

Confidentiality

- ❖ Federal statutes and regulations allow, and in many instances require, designated State agencies to disclose confidential information to other State Agencies for the purpose of administering other Federal programs. Therefore, subject to the restrictions of the Child Abuse Preservation and Treatment Act (CAPTA), Federal confidentiality rules are not an obstacle to the development of effective electronic interfaces to the systems used to administer the title IV-A, IV-D and XIX programs.
- Sections 402(a)(9) and 471(a)(8) of the Social Security Act (the act) delineate the confidentiality requirements for title IV-A and title IV-E. Those sections indicate the State must provide safeguards which restrict the use or disclosure of information concerning applicants or recipients to purposes directly related to the operation of the programs administered under titles I, IV-A, IV-B, IV-D, IV-E, IV-F, X, XIV, XVI, XIX, XX and any other Federal or federally-assisted program which provides assistance, in cash or in kind, or services, directly to individuals on the basis of need.
- Section 422(b)(2) of the Act requires the State to coordinate the services provided for children under title IV-B and the services and assistance provided under titles XX, IV-A, IV-E and other programs which provide welfare and related services which promote the welfare of children and families.
- Section 454(4)(B) of the Act requires the State to secure child support payments for children for whom the State is making foster care maintenance payments.
- Section 1902(a)(7) of the Act requires that the State restrict the use or disclosure of information concerning applicants and recipients to purposes directly connected with the administration of the medical assistance plan. Furthermore, section 1902(a)(10)(A) requires the State to provide title XIX services to all individuals who are receiving aid or assistance under the State's title IV-A or IV-E plans.
- While section 107(b)(4)(A) of the Child Abuse Prevention and Treatment Act (CAPTA) limits the disclosure of information concerning child abuse or neglect involving specific individuals to persons or entities that the State determines have a need for such information directly related to the purpose of CAPTA, it does not preclude a properly controlled interface between the SACWIS and other State systems.

STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM
PROGRAM/SYSTEM FUNCTIONS

Functions with an asterisk (*) are those that have been determined to be critical functions in meeting the minimum requirements specified in 45 CFR 1355.53(b), which should be either part of the integrated child welfare information system or support the child welfare system through an automated interface.

❖ **INTAKE MANAGEMENT**

- This function consists of processing referrals for service, conducting an investigation, and assessing the need for service.

❖ **INTAKE ***

- Record contact/referral * - The automated system must record initial contacts regarding allegations of abuse or neglect, or provide for the input of a formal referral for protective services, voluntary placement services, juvenile corrections and other services.
- Collect intake/referral information * - The automated system must allow for input of available situation and demographic information, including the cross-referencing of relationships among participants and the reason for referral.
- Search for prior history (persons/incidents) * - The automated system must provide for a search to the database(s) to check for prior incidents and other available information. For a single incident, the system must allow for more than one report of that incident by including information on each individual or agency making a report (such additional reports may or may not be counted in the total number of reports, depending on State policy).
- Record "information only" requests - The automated system may provide for the recording of calls or contacts which do not involve a specific allegation or referral.

❖ **SCREENING ***

- Evaluate intake information * - The automated system must support the evaluation of the received information to determine the necessity of establishing a case.
- Record the results of the screening evaluation * - The automated system must provide for the recording of the determination resulting from the screening process.
- Establish case record * - The automated system must provide for the establishment of a new case, the association of a new allegation with an existing open case, or the re-opening of a closed case.
- Assign case to worker * - The automated system must support and record the assignment of the case to a worker and for the tracking of that case through the process.

- Refer for investigation and/or services, as appropriate * - The automated system must support the referral/transfer of the case for investigation, if necessary, or for assessment, if the allegation is not related to maltreatment.

- ❖ INVESTIGATION *
 - Collect and record investigation information - The automated system may provide for the input of information collected during the investigation process, including the recording of contacts made during the investigation.
 - Record investigation decision * - The automated system must provide for the recording of the decision resulting from the investigation.
 - Generate documents as needed in response to investigation * - The system must support the preparation of alerts, notifications and reports required during, and as a result of, the investigative process.

- ❖ ASSESSMENT *
 - Determine and record risk assessment * - The automated system must support the evaluation and determination of risk factors affecting the case (this may be initiated during intake or investigation).
 - Perform risk assessment - The automated system may perform an automated risk assessment, which may use rules-based technology to determine the relative level of risk.
 - Collect and record special needs/problems * - The automated system must assist in the determination and documentation of special needs/problems (e.g., special education, developmental disabilities, medical assessment, etc.).
 - Determine and record needed services * - The automated system must support the determination of needed services and record those services, including the assignment and recording of the level of care (placement locations, in-home care, etc.).
 - Record client contacts - The automated system may provide for the recording of client contacts in the electronic case folder.
 - Prepare and record referrals to other agencies -The automated system may provide for the preparation and recording in the electronic case folder of referrals to other agencies.
 - Collect and record further case information - The automated system may provide for the recording in the electronic case record of additional case information gathered during the assessment process.
 - Generate documents, notices and reports based on review as needed * - The automated system must support the generation of documents, notices, and reports during, or resulting from, the assessment process.

❖ INITIAL ELIGIBILITY DETERMINATION *

- This function consists of determining programs for which funding support is available for clients receiving services. Program eligibility may include funding for foster care/adoption payments and determining the type of programs that will allow a client to receive Medicaid coverage. This function is usually initiated sometime during the Intake Function.
- Determine title IV-E eligibility * - The automated system must provide for the exchange and referral of information necessary to determine eligibility under title IV-E through an interface with the title IV-A system.
- Verify eligibility for other programs * - The automated system must provide for the exchange and referral of information necessary to determine eligibility/status under other related programs such as title XIX (Medicaid) and title IV-D.
- Record authorization decisions * - The automated system must provide for the recording of the eligibility authorization decisions.
- Generate documents related to eligibility determinations * - The automated system must produce the alerts, notices and reports (e.g., exception reports) needed to provide information on and track the initial eligibility determinations.
 - CHANGES IN ELIGIBILITY *
 - Redeterminations * - The automated system must provide for the processing of regularly scheduled and as needed program redeterminations and recording of redetermination decisions.
 - Generate documents related to eligibility determinations * - The automated system must produce the alerts, notices and reports (e.g., exception reports) needed to provide information on and track the changes in eligibility status.

❖ CASE MANAGEMENT

- This function entails the preparation of service plans, determining whether the agency can provide the services, authorizing the provision of services, and managing the delivery of those services. The service/case plan must include the required elements specified in section 475.

❖ SERVICE/CASE PLAN *

- Prepare and document service/case plan * - The automated system must support case plan development by documenting the services, available in the State, that are required to meet the specific needs identified in the assessment function in such areas as:
 - Adoption: record and track information about adoptive placements and post- adoptive services, including subsidy benefits
 - Family preservation: institute in-home services to prevent the need for placement.

- Foster care: determine and track level of care, placement information, reunification services, legal requisites
 - Independent living: determine and track services to provide transitional living assistance for State foster care youths
 - Interstate compact: process/submit supervision requests from/with other states for children and youth
 - Identify and match services to meet client's case plan needs - The system may provide automated support in the identification and matching of service needs and available resources.
 - Record contact with and acquisition of needed resources/services - The automated system may support and record the preparation of necessary service requests or referrals.
 - Track and update service/case plan * - The automated system must support the monitoring of the progress of plan and update of the service/case plan in the electronic case folder.
 - Match client to placement alternatives, if needed - The system may provide automated support in the identification and matching of clients with available placement alternatives.
 - Generate documents as needed * - The automated system must support the generation of alerts, notices, and reports as necessary to track the progress of the service/case plan.
 - Request and record supervisory approval of plan, if needed - The automated system may provide support for obtaining supervisory approval of the service/case plan.
 - Compute estimated and track actual costs of resources/services - The automated system may include a component which estimates and tracks the costs of required/provided resources and services to assist in service/case plan management and tracking.
 - Identify program outcome measures - The automated system may include a component which identifies and tracks program outcome measures.
- ❖ CASE REVIEW/EVALUATION *
- Generate alerts to conduct case review/evaluation as needed * - The automated system must support the timely identification and continued tracking of cases requiring review/evaluation.
 - Conduct and record results of case review * - The automated system must support the case review process and provide for documentation of the reassessment decisions in the electronic case folder, including documentation of action items resulting from the reassessment.
 - Generate documents, notices and reports based on review as needed * - The automated system must support the generation of documents, notices, and reports during, or resulting from, the evaluation process.

- Record collateral contacts - The automated system may provide for the recording of client collateral contacts and information resulting from those contacts.

- ❖ MONITORING SERVICE/CASE PLAN SERVICES
 - Track and record services identified in the service/case plan - The automated system may provide for the recording in the electronic case folder of the types, duration, and frequency of services.
 - Generate documents, notices and reports * - The automated system must support the generation of documents, notices, and reports to track the services needed and provided to the client.

- ❖ FACILITIES SUPPORT *
 - Record and update provider information * - The automated system must support the collection and maintenance of provider information such as license/certification status, types of services, level of care provided, level of care compliance and cost of care.
 - Generate alerts/action items on licensing status changes * - The automated system must support the timely identification and continued tracking of cases and/or facilities requiring a review or other action as a result of a change in provider information.
 - Generate reconciliation and evaluation reports as needed * - The automated system must support the generation of documents, notices, and reports, as needed.
 - Record and track provider training - The system may be used to record and track provider training needs and training received.

- ❖ FOSTER/ADOPTIVE HOMES SUPPORT *
 - Maintain and update foster care and adoptive home information as needed * - As appropriate to the type of home, the automated system must support the collection and maintenance of foster care and adoptive home information such as licensing decisions, violations and revocations, required AFCARS information and received training.
 - Record foster care home abuse/neglect allegations and investigation results * - The automated system must support the identification of foster care families where allegations of abuse/neglect have been reported and substantiated, as required by State law. The automated system must support the investigation of such allegations and document the results.
 - Process foster care/adoptive home applications - The automated system may provide for the recruitment and processing of foster care family applications.

❖ RESOURCE DIRECTORY

- Maintain directory - The automated system may provide a directory/inventory of available resources and services.
- Generate reports - The automated system may support the generation of management reports, as well as other alerts, bulletins, and notices related to resource availability.

❖ CONTRACT SUPPORT

- Process contracts and contract changes - The automated system may support the creation, processing, monitoring and modification of contracts.
- Record contract monitoring results - The automated system may support efforts to monitor contractual compliance.

❖ COURT PROCESSING

- This function encompasses an array of legal activities and documentation procedures involving judicial events requiring action on the part of the State agency.
 - COURT DOCUMENTS - The automated system may provide for the preparation of State agency documents for the courts, such as petitions, letters, attorney approvals, and supervisory approvals.
 - NOTIFICATIONS - The automated system may provide notifications to inform relevant parties of impending court actions.
 - TRACKING - The automated system may be used to monitor and track court-related events requiring State agency action, such as recording and outcomes for all petitions, trials, hearings, detention proceedings, periodic reviews, adoptions, and change of placements. Court decisions may be recorded in the electronic case folder.
 - INDIAN CHILD WELFARE ACT - The automated system may be used to support the Indian Child Welfare Act requirements.

❖ . FINANCIAL MANAGEMENT

- This function tracks and manages financial transactions. It may be part of the SACWIS itself or may be an automated interface to a department or statewide financial system.
 - ACCOUNTS PAYABLE * - The automated system must provide support for accounts payable to providers (billing, vouchers, etc.).
 - ACCOUNTS RECEIVABLE * - The automated system must provide support for accounts receivable (e.g., overpayments, trust funds, SSI, etc.).
 - CLAIMS * - The automated system must provide support for the generation of provider payment and remittance advice. The automated system must support the update procedures necessary to adjust the claims process as a result of notification of status changes (including

information received from title IV-A and other Federal/State programs), including termination of the case.

❖ ADMINISTRATION

- This function incorporates procedures for ensuring support for efficient management of as well as reliable and accurate operation of the system.
 - STAFF MANAGEMENT * - This function covers various aspects of agency human resources, maintaining information on employees, work assignments, and staff performance.
- Record and update employee information * - The system must contain records of employees, showing name, employee number and office. These records may also contain demographic information and results of Background Criminal Investigation (BCI) checks.
- Record and track case assignment * - The system must provide for the assignment of cases to workers, track workload assignments and identify on-call staff.
- Assist in workload management - The system may support the decision-making process in the assignment of cases to workers and help workers to manage their own caseloads by providing "to do" lists and prioritization of alerts.
- Track employee training - The system may be used to track employee training needs and training received.

❖ REPORTING * - This function produces information on a periodic and as-needed basis.

- Produce Federal and State reports * - The system must generate required State and Federal reports (e.g., AFCARS) in either paper or electronic formats as required.
- Produce reports * - The system must generate regular and ad hoc management reports (e.g., workload status, client/case status, performance factors, outcome measures, etc.)
- Produce statistical reports * - The system must generate statistical reports needed to assist in the analysis of the program.

❖ ADMINISTRATIVE SUPPORT - This function incorporates procedures for assuring adequate documentation and accurate data.

- Provide hardware and software security * - The hardware, telecommunications network, software applications and data must be secured to protect from damage, destruction and loss, as well as fraud and abuse. Contingency plans and disaster recovery plans should be tested and readied in case of an emergency.
- Archive and purge * - The system must provide for purging and archiving, as needed, of inactive records and closed cases.

❖ INTERFACES

- This function creates an electronic link between the child welfare and other systems, to receive, transmit, and verify case and client information.
 - **REQUIRED INTERFACES *** - To the extent practicable, the automated system must provide for a periodic electronic data interface with the following systems:
 - Title IV-A (AFDC)
 - Title IV-D (Child Support Enforcement)
 - Title XIX (Medicaid)
 - Child abuse and neglect data system
 - **OPTIONAL INTERFACES** - The automated system may provide for interfaces with other automated systems within the State, such as:
 - State Central Registry
 - Social Security Administration for title II and SSI information
 - State financial system
 - State licensing system
 - Vital Statistics
 - Court system
 - Juvenile Justice
 - Mental health/retardation
 - State Department of Education