



The CCMS Communicator



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News from the CCMS Project Team

State-wide implementation of the CCMS system will take place in January 2013. During User Acceptance Testing and CCMS trainings, end users identified key functionality that was either not in the design or suggested changes to make the system better. Although the system can be deployed in its current state, it was decided to delay implementation of the system until all enhancements were complete.

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In August select end users participated in joint application design sessions to capture system requirements for the newly identified enhancements. Deloitte will make the adjustments to the system and end users will have an opportunity in early November to use testing scenarios to verify the changes.

2 CCMS Forms

The CCMS Project Team continues to focus on its three critical paths to implementation:

- ✓ **Technical Readiness** – Utilizing user feedback from UAT and training to design and implement enhancements. Enabling users to test the system and confirm changes.
- ✓ **Data Readiness** – Testing and validating data conversion and integration.
- ✓ **Organizational and User Readiness** – Providing readiness support. Our CCMS training sessions ended in August with Train-the-Trainer classes for local experts. MIS has dedicated a training environment for TTTs to utilize as they conduct on-site system refresher trainings for their staff.

BCCD is working with POCs to track completion of four web-based training courses being offered through the IDHS Net Learning website: *Introduction and Inquiry, Document & Work Items, Processing a New Application, and Provider Management.*

All IDHS local office caseworkers have Inquiry Only into the CCMS and should complete the *Introduction and Inquiry* WBT.

Agency IT Liaisons are encouraged to finalize their internal security protocol and problem escalation procedures. This protocol is necessary as we implement a new system to ensure that all problems are maintained in a controlled environment, and handled expeditiously.

The BCCD Training Team is using enhancement decisions to upgrade or write new Job Aids or Wizards. BCCD is also continuing its Readiness Workshop Series as follows:

Topic	Date
Parking Lot Questions	September
Passwords & Security	October
Scanning & Document Management	November
System Review (includes enhancements)	December
Non-CCMS Site Administered Provider Readiness	January
Go-Live Preparation	January
Facilities Readiness & Cut-over Weekend	January

CCAP Forms
<http://www.dhs.state.il.us/page.aspx?item=10151>

Job Aids and Other Training Material
<http://www.dhs.state.il.us/page.aspx?item=56869>

CCAP Forms

One of the major goals of the CCMS project has been to make better use of technology to reduce the amount of hard copies of paper that is processed, as well as to interface with other IDHS systems. We revised our child care application form to make data entry easier by matching the flow of the form to the data fields in the CCMS, and having certain fields auto populated. The new form also allows parents and providers to select e-mail as their delivery preference. The following table provides a snapshot of CCAP forms that can now be printed on-demand or transmitted electronically.

CCAP FORM	Pre-CCMS	Post-CCMS
Application (<i>revised</i>) 3455	Available on DHS website	Also available via Internet Application (Online)
Approval of Request for Child Care Payments 3455A	CCTS Generated	CCMS Generated Both Mass-Delivered and Local Print Options
Background Check Letters 3522/3523 and Authorization for Background Check Form 4194	Available on DHS website	CCMS Generated Both Mass-Delivered and Local Print Options
Notice of Cancellation of Child Care Payments 4178	CCTS Generated	CCMS Generated Both Mass-Delivered and Local Print Options
Cancellation of CC Payments for Child, Age 13 4587	CCTS Generated	CCMS Generated Mass-Delivered
Change of Information (<i>revised</i>) 3527	Available on DHS website	CCMS Generated Both Mass-Delivered and Local Print Options
Change of Provider 3455G	Available on DHS website	CCMS Generated Both Mass-Delivered and Local Print Options
Certificates 3492/2492A	CCTS Generated	CCTS Generated Mass-Delivered
Child Care Payment Rates 4341/4343	Available on DHS website	Link to Form on DHS website
Center Certificate, Supplemental & SAMER Supplemental 3533/3534	Manual	CCMS Generated Both Mass-Delivered and Local Print Options
Debit Card Option 0800	Available on DHS website	Link to Form on DHS website
Denial of Request for Child Care Payments 4179	CCTS Generated	CCMS Generated Both Mass-Delivered and Local Print Options
Important Parent Co-Payment Information 3455B	Available on DHS website	Link to Form on DHS website
License-Exempt Center Background Check Letter 3521	Available on DHS website	Link to Form on DHS website
Overpayment Referral Form 1900	Available on DHS website	CCMS Internal Form Functionality
Provider Change of Address 4339	Available on DHS website	CCMS Generated Both Mass-Delivered and Local Print Options
Provider Closeout 4590	CCTS Generated	CCMS Generated Both Mass-Delivered and Local Print Options
Rate Certification 4469	Available on DHS website	CCMS Generated Local Print Only
Redetermination (<i>revised</i>) 3455E	CCTS-generated	CCMS Generated Both Mass-Delivered and Local Print Options
Request for Additional Information 4480	Manual	CCMS Generated Both Mass-Delivered and Local Print Options
Self-Employment Record 2790	Available on DHS website	Link to Form on DHS website
Shared/Transfer/Duplicate Case No Form #s	Manual	CCMS Internal Form Functionality
Telephone Billing Agreement 4773	Available on DHS website	CCMS Generated Local Print Only
W-9 Forms	Available on IRS website	Link to Form on IRS website
Wage Verification 3514	Available on DHS website	CCMS Generated Both Mass-Delivered and Local Print Options

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