

# **Child Care Future System (CCFS)**

## **Work Group Charter**



**Version 1.7**  
**December 12, 2003**

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## **Purpose**

The purpose of the Child Care Future System (CCFS) Work Group is to develop recommendations, pertaining to the issues outlined below, that will be presented to the ODJFS Senior Management as a Business Case Plan.

- Identify the advantages and disadvantages of the automation challenges within the existing State child care system and County systems and procedures.
- Identify system requirements for an appropriate IT and data payment system that will meet the needs of all stakeholders (e.g., federal, state and county governments; General Assembly; providers; and parents)

## **Mission**

The Ohio Department of Job and Family Services develops and oversees programs that provide health care, employment and economic assistance, child support, and services to families and children. The programs and services offered are designed to help Ohioans be healthy and safe, while gaining and maintaining independence, and are delivered at the local level in a manner that recognizes and preserves individual rights, responsibilities and dignity.

## **Vision**

ODJFS, through state and local partnerships, will be the nation's premier family support and workforce development system contributing to skilled, healthy Ohioans, successful businesses and strong communities.

## **Authority**

The CCFS Work Group is sponsored by the Ohio Department of Job & Family Services (ODJFS), Office for Children & Families. The CCFS Work Group will report its progress and recommendations to Barbara Riley, ODJFS – OCF Deputy Director. Deputy Director Riley may endorse the recommendations of the CCFS Work Group to ODJFS Director Tom Hayes, or may return any recommendation to the CCFS Work Group for further clarification.

## **Objectives**

Specific objectives of the CCFS Work Group include:

- Develop a Project Plan to track CCFS Work Group deliverables, accountability and progress which will be available on the OCF web site
- Business Plan recommendations will be presented to ODJFS Senior Management no later than March 2004

- ODJFS Senior Management will approve/disapprove recommendations for inclusion in the 2006 – 2007 Biennial Budget request

## **Membership**

Members were selected based on a variety of criteria, including:

- Representation of stakeholders of child care services in Ohio
- Representation across all of Ohio’s demographic areas
- Shared desire to improve services for Ohioans

Subject matter experts will be invited to attend Work Group meetings on an as needed basis.

## ***Member Roster***

Martha Arter, ODJFS – Director’s Office

Rick Smith, ODJFS – OCF

ODJFS – Office of Management Information Services; 3 representatives

ODJFS – Office for Children & Families, Bureau of Child Care; 3 representatives

ODJFS – Office of Fiscal Services; 3 representatives

ODJFS – Office of Research, Assessment & Accountability, Bureau of Program Integrity; 1 representative

CDJFS – Tracy Bope, Fairfield County; Tom Scheid, Franklin County; Nancy Allgauer, Hamilton County; Therese Murphy, Stark County

Day Care Advisory Committee – Alicia Leatherman, Judy Hedrick, Theresa Bauman, Laura Nestleroad

## **Values**

Work Group members are expected to participate actively in discussions and to support the decisions made by the CCFS Work Group. CCFS Work Group members shall:

1. Be aware of and balance personal views/opinions against the broader perspective of their constituent groups;
2. Promote collaboration, coordination and cooperation among organizations across Ohio that require access to child care information;
3. Be open to learning from each other; and
4. Be committed to resolving conflict

## **Decision Making**

In consideration of the need for recommendations made by the CCFS Work Group to be high quality and actively supported by the members of their stakeholder groups and constituencies, the members agree that consensus is required for all formal CCFS Work Group recommendations or products.

The procedure for reaching consensus is as follows:

- A meeting must have a quorum (defined as one-half the membership, plus one), either in person, by video- or tele-conference, or through the use of an authorized substitute
- Each member will give either support for a recommendation, or will voice specific issues/concerns
- Recommendations on which consensus is reached are logged and tracked as decisions
- Recommendations on which consensus is not reached are logged and tracked as issues for subsequent action

## **Communication**

Progress of Work Group activities will be made available on the OCF web site to all Work Group members. Weekly updates will also be communicated to China Widener, ODJFS Assistant Director and Barbara Riley, ODJFS – OCF Deputy Director. CCFS Work Group members should also communicate information back to their constituents and stakeholders.

## **Duration**

For planning purposes, the CCFS Work Group is expected to convene monthly, for no less than three months, beginning in October 2003 in order to develop Business Plan recommendations for an appropriate childcare IT system.