

Tribal Child Welfare Data System Procurement Planning for a New Data System

Use this worksheet to take notes during the webinar or support your own program's planning for a new data system.

1

How do you get started?

- Who needs to be at the table and when?
 - Who benefits from the system?
 - Who is financially invested?
- If working on Direct IV-E, when do you start the process?
- Who can you call for support and technical assistance?

2

How do you understand and plan for the program's long-term data needs?

- What data is relevant to day-to-day practice?
- What data is needed to monitor the quality of services?
- What data does the program need to report (to the tribe, federal agencies, etc.)?
- What kind of systems are out there?
- How is data currently managed and what data will need to be migrated to the new system?

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3

How do you identify IT constraints and supports?

- How much support can the tribal IT staff provide?
- Can you host data on tribal servers?
- Broadband capacity and other infrastructure issues

4

How do you plan for implementation/change management?

- How do you prepare staff for the change in how information is documented?
- How do you plan for staff training?
- Planning for QA and ongoing support/maintenance

Additional notes