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Governor Scott Walker  
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Secretary's Office

May 20, 2016

Deborah Spitz and Gena Miller  
U.S. Department of Education  
Office of Early Learning  
400 Maryland Avenue, SW  
Washington, DC 20202-6200

Dear Deborah Spitz and Gena Miller,

This letter is to inform you of Wisconsin's request to amend its approved Race to the Top – Early Learning Challenge (RTT-ELC) plan and budget to extend the period of obligation for **Project 10: Early Childhood Longitudinal Data System: DHS**. The required documentation, outlined in the *Race to the Top- Early Learning Challenge Amendment Requests with No-Cost Extension Guidance and Principles*, is described below.

**Required Documentation**

***I. Grant activity or project(s) that would be affected by the extension.***

**DEPARTMENT OF HEALTH SERVICES (DHS) ECIDS PROJECT 10 ACTIVITIES**

Wisconsin Department of Health Services is requesting approval for:

**A. Extension for expenditure of DHS research funds:**

- i. **RESEARCH:** Additional time to continue DHS-specific Project 10 Statement of Work analytic agenda (research) activities.

**B. Use of unspent DHS funds for enhancements and operating costs:**

Redirection of DHS unspent funds to enhance and support the content and functionality of the Customer Hub:

- i. **PROGRAM DATA:** Expand the program source system data with potential integration with child health management application/child health profile data.
- ii. **FUNCTIONALITY:** Enhance the Customer Hub with improvements such as increased automation, advanced querying and/or additional reporting functionality.
- iii. **OPERATING COSTS:** Maintain and support the existing Customer Hub database and hosting environment – including software licenses, tools, technologies, interfaces, training and upgrades to align with data management standards and emerging best practices.

C. **Use of unspent overall Early Childhood Integrated Data System (ECIDS) project funds for DHS enhancements:**

Redirection of ECIDS unspent funds to the DHS budget line for enhanced automation and systems integration functionality:

- i. **DISTINCT COUNT:** DHS to capture, house and share more substantive program participation data in order to partner with DCF on their Distinct Count activity. (See DCF Distinct Count Dashboard proposal).
- ii. **SYSTEM TOOLS:** Consider and implement new analytic support, system administration, and system management applications as part of the growing maturity of the Customer Hub processes, procedures and tools. Includes training key staff resources in these policies, procedures and tools.

2. **Brief description of no-cost extension request.**

A. **Extension for expenditure of DHS research funds:**

- i. **RESEARCH:** DHS is requesting additional time to continue existing research and analytic agenda activities as referenced in the Statement of Work 10.4.3.9-10.4.3.12 and 10.4.3.21-10.4.3.36. DHS faced multiple delays in the onboarding of a Research Analyst resource. During the delay funds accrued so no additional funds are being requested.

The Expenditures for research activities during the requested extension period will be incurred prior to 12/31/2017. These activities will continue to be charged to Line 1 (Personnel), Line 2 (Fringe Benefits), and Line 5 (Supplies). These analytic agenda activities would be fully funded by the current budget.

Research activities would be incurred prior to the end of the extension period on December 31, 2017.

B. **Use of unspent DHS funds for enhancements:**

- i. **PROGRAM DATA:** Increasing program source system data into the Customer Hub can have positive impacts to the accuracy and efficiency of research analyst activities. The associated activities will include adjustments to the database, interface, and data feeds.  
  
If approved, DHS would update the existing Project 10 Statement of Work Build section to include the activities necessary to accomplish the addition of expanded program source system data into the Customer Hub. The new activities that would be added to the SOW would mimic existing activities 10.2.3.77-10.2.3.86.
- ii. **FUNCTIONALITY:** DHS has identified a number of 'value-add' uses of the Customer Hub by internal staff that will help sustain it in the future. As a result of internal staff interest in using the Customer Hub we would also like to expend some of the DHS unspent funds to enhance the functionality. Considerations include: additional automation, more advanced querying, and more detailed reporting functionality enhancements.
- iii. **OPERATING COSTS:** The Customer Hub, as designed and build in the first four years of the grant period will be rolled out for operational use in 2016 and will require maintenance and support. Robust use will inform enhancements and improvements that will make the hub more useful and desirable of being

sustained. Unspent funds from earlier in the grant period will be applied to operational maintenance and support the existing Customer Hub and expanding database and hosting environment -- including software licenses, tools, technologies, training, interfaces and upgrades to align with evolving data management standards and emerging best practices.

Expenditures would be charged to the existing DHS unspent budgeted amount under Line 6 Contractual Costs.

Activities for additional program source system data will be incurred prior to the end of the extension period on December 31, 2017.

**C. Use of unspent overall ECIDS project funds for DHS enhancements:**

The Wisconsin ECIDS Grant Manager and DHS, DCF and DPI leadership have identified additional underspending of Project 10 funds and would like to propose additional activities that align with Project 10 initiatives. All three agencies agreed on the proposals and funding levels for proposed initiatives that would further the Project 10 goals and objectives. DHS is requesting approval and redirection of \$400,000 of these overall ECIDS Project 10 funds to the DHS budget line 6 for the activities detailed below:

- i. **DISTINCT COUNT:** As mentioned in the DCF section of this document, DHS would like to partner with DCF in developing a Distinct Count system. DHS seeks to collect more detailed service and participation data, and house it in a Customer Hub related database to share with the DCF Distinct Count Dashboard system. In addition, DHS would need to develop and automate an interface between this database and the DCF Distinct Count Dashboard system. While we can leverage much of the completed work of the Customer Hub, there will still be activities around data identification, data governance and management, database development and data sharing with DCF, in addition to appropriate server and licensing fees.
- ii. **SYSTEM TOOLS:** DHS is also requesting approval and redirection of unspent ECIDS funds for updates to analytic support, system administration and system management processes, procedures and tools to facilitate the evolution to an increasingly more mature Customer Hub environment and controls. Includes training key staff resources in these policies, procedures and tools.

If approved, DHS would update the existing Project 10 Statement of Work Build section to include the activities necessary to accomplish the addition of expanded program source system data into the Customer Hub.

DHS is requesting that \$400,000 be moved to the DHS Contractual budget line 6 to fund both the Distinct Count activities and the System Tools advancements. Upon federal grant manager redirection of funds to DHS budget lines, expenditures would be charged to the DHS Line 6 Contractual Costs.

All activities and expense would be incurred prior to the end of the extension period on December 31, 2017.

These activities are within the existing scope of ECIDS Project 10 and would benefit the goals and objectives.

**3. Rationale and impact.**

This proposal aligns with the original Project 10 proposal for the Wisconsin ECIDS and the DHS Customer Hub. The research and analysis activities remain aligned with the existing Project 10 scope and objectives and define processes and analysis necessary to address the Analytic Agenda questions –supporting the goal of sharing data to improve educational outcomes of children in Wisconsin. Additional proposed activities related to the Customer Hub regarding expansion of program data, enhancement of functionality, integration with the DCF Distinct Count System, and advancement of analytic, system administration and system management applications will improve the overall capability maturity of the ECIDS and result in a more robust system. This extension will provide time and direct funding to perform the research activities for Years 3 and 4 with more diligence and analysis than would be possible if required to meet the original completion dates. And, the extension will provide the opportunity to “harden” and enhance support of the ECIDS and Customer Hub data systems, resulting in a more stable and usable system to support analysis and decision-making that improves educational outcomes of children in Wisconsin

**4. Sustainability.**

All of these activities further the ongoing sustainability of the goals and objectives of the ECIDS Project 10 through increased value to researchers and program staff. The ECIDS Project 10 Mission Statement includes the hope that improvements to data sharing could result in better outcomes for Wisconsin children, families and communities through cross-agency research results and data-driven decisions on the most effective ways to invest resources and increase the impact of program services on children’s success at school.

Additional program source system data and improvements to functionality will help us achieve the stated goal of broadening the base of shared information about children. DHS also anticipates that the additional program source system data will maximize the ‘value-added’ benefits of using the Customer Hub for programmatic purposes such as quality control, performance assessment, program surveillance, and case management. Perceived system value correlates with desire to sustain the resulting system. The WI ECIDS Sustainability plan outlines specifics of system sustainability and the Wisconsin ECIDS Governance Charter and Team provide an additional structure to ensure sustainability.

**5. Awards to sub-recipients (if applicable).**

None anticipated.

**6. Budget documentation.**

After Y3 and Y4 estimates were calculated there is a total of \$966,277 left in DHS’s total Project 10 budget.

An additional \$400,000 will be added from DPI.

Wisconsin acknowledges that the U.S. Department of Education and the U.S. Department of Health and Human Services may request supplementary information to inform consideration of this request.

*As the designated payee or authorized representative for Wisconsin’s Race to the Top - Early Learning Challenge grant, I certify that the grantee (Governor) is aware of this request, this request is being submitted prior to implementing any changes to the approved projects and/or*

*budgets, and that this revision does not result in the grantee's failure to comply with the terms and conditions of this award and the Program's statutory and regulatory provisions.*



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Secretary, Department of Children and Families

5-23-16

Date