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# 6 steps to prepare for a successful CCWIS data conversion

Better data provides a wealth of benefits for child welfare agencies, like connecting with the right people and improving the safety of children. But getting your data in shape to match the standards of a Comprehensive Child Welfare Information System (CCWIS) might seem daunting. Get started with the following steps to migrate your data to a CCWIS.

☐ **Understand the CCWIS data quality requirements.**

The CCWIS regulation mandates that all system data must be complete, timely, accurate, consistent, and uniform. To comply with CCWIS requirements, an agency should develop a formal, centralized, and ongoing initiative for data quality, encompassing data profiling, data standardization and verification, data governance and management, and reporting.

☐ **Assess your data landscape to identify gaps.**

The starting point is to understand what data an agency already has and its current quality levels and concerns. A comprehensive data profile identifies gaps in records by searching for missing or outlier data that can indicate incomplete entries. For example, profiling can quickly determine if every child in the system has an assigned caseworker. A profile can also help an agency prioritize information and file types for cleanup and integration in the new system.

☐ **Address any data quality issues.**

Start out addressing the deficiencies highlighted by the profiling exercise. Perhaps your address or telephone records are incomplete or inconsistently formatted. Maybe you have duplicates. By using a contact data verification tool, you can make necessary data corrections and updates, reduce data entry errors, eliminate inconsistent formatting, and avoid duplicate records. Next, you'll want to standardize formats for key data types such as names, addresses, and telephone numbers.

☐ **Prepare for your data conversion.**

Moving to a CCWIS can often mean migrating your data to a more modern system, a process known as a data conversion. Before starting a data conversion, it's a good idea to bring together your IT department and agents to identify the requirements for your target system. These teams can help make sure data fields are mapped correctly between source and target systems. This team should also perform user acceptance testing prior to the conversion to reduce rework and risks to the timeline.

☐ **Measure and monitor migrated data.**

The Administration for Children and Families, which oversees the CCWIS regulation, will evaluate the data quality achievements of a state agency in part by reviewing its submitted reports. How can you show that your program is a success (and keep it that way)? By generating reports and dashboards built around specific metrics, you can benchmark performance and show progress against it. Quality data is essential for the reports generated by the child welfare system to meet federal requirements.

☐ **Figure out what you need in a technical solution—then start to onboard it.**

It's a good idea to choose a system to help you manage your data that's built specifically for the Health and Human Services sector. To comply with CCWIS regulation, child welfare agencies need to report on the completeness and accuracy of their data. Your relevant data is likely disparate, spread across different sources and systems. Your technology should be able to harmonize siloed datasets, profile them, and identify relationships and outliers. Tools with monitoring and alerts are helpful to send to your agency staff when errors occur, which allows you to update and correct CCWIS data quickly.

Taking the steps to make data viable for CCWIS will help make the collection of high-quality case information a top priority. This isn't the easiest of projects, but the result is a system that can best serve children and families.

We have the user-friendly tools and expertise to help make your CCWIS conversion a success.

**Tell me more**

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