

# **DRAFT Local Agency Electronic Reporting Conversion Plan Template**

## **1/28/2010**

### **Overview**

Each Unified Program Agency (UPA) will develop an Electronic Reporting Conversion Plan to address the local agency's plans for implementing the electronic reporting requirements of Assembly Bill 2286 (2008, Feuer). This template is divided into sections that, while not mandatory, include the types of information Cal/EPA needs to make the contract and grant allocation decisions. UPAs that elect to use a data management product such as Decade's Envision Connect or Garrison's Digital Health Department, may find that many of the considerations in this template will be addressed in whole or in part by that choice. Note also that some aspects of this plan may be addressed later in the transition process. Participating Agencies must submit their Conversion Plan and grant application through their CUPA (see Item 12 below). This plan will help the local agency consider and address all aspects of the conversion to electronic reporting.

Additional resources can be found at <http://www.calepa.ca.gov/CUPA/EReporting/>. The Bulletins, [CERS Implementation Guide \(PDF\)](#) and [Support and Help Guide Unified Program Agency Implementation of CERS \(PDF\)](#) will be especially helpful in developing your grant application and your agency's conversion or implementation plan.

### **1. General Description of Conversion Plan**

- i. The general description should include a description of what level of automation currently exists and what the UPA plans to have in place by 2013.
- ii. If the UPA is a Participating Agency, it should generally describe the existing and planned automation interaction with the CUPA.
- iii. Your Plan should consider the following:
  - i. Initial data conversion
  - ii. Data validation
    1. Initial data conversion
    2. Ongoing data collection/submission
  - iii. Ongoing data entry
    1. Business related data
    2. Agency related data (this may be part of item 5 below)
  - iv. Business outreach

### **2. Needs Assessment**

A needs assessment helps determine what additional capabilities and/or services should be developed. Some critical areas of assessment may include:

- i. Transferring the data from UPA hardcopy documents to CERS.
- ii. Getting "non-computer" businesses to report electronically.
- iii. Building or acquiring a data management system or upgrading and expanding an existing system so that it can upload/download or exchange UP information with CERS. (i.e., local interface; portal).
- iv. Data management system maintenance after initial implementation.
- v. Procedural changes for regulatory staff to manage electronic data..
- vi. UPA computer access for business community to local portal or CERS.
- vii. CERS and/or local system training for UPA staff.
- viii. CERS and/or local system training for the business community.
- ix. Support from the state.

### **3. Collecting, Submitting, and Storing Unified Program Related Information**

The plan must have a section that addresses collecting, submitting, and storing Unified Program Information. For example:

- i. CERS can collect and store local UPA information specified in the title 27 data dictionary.
- ii. CERS can collect locally required non-title 27 related UPA information. Describe what system the UPA will use. Will the UPA exchange data with CERS, perform upload/download, or use CERS only?
- iii. Will the UPA use CERS or their own web portal?

#### **4. Management of Data Changes/Updates**

How will UPA Manage Business Information Change Process?

- i. Is the UPA planning for businesses to change their information in CERS?
- ii. If UPA plans to use CERS as a business interface, where are the business information changes approved, CERS or the local system?
- iii. Is the UPA planning to use the comparison tool in CERS which compares the latest HMBP information with previously submitted information?

#### **5. Inspection/Enforcement**

Describe the UPA's plan for collecting inspection and enforcement information.

- i. Will the UPA's inspection and enforcement information collection be office or field based (mobile tablet PCs)?
- ii. If the UPA uses a field based system, will it be able to access CERS through a wireless connection?
- iii. Will UPA staff use mobile tablets to access previous and current business information while out in the field?
- iv. Will UPA staff use mobile tablets to offer businesses on-the-spot assistance in entering regulatory information into CERS?
- v. Will UPA staff, in coordination with their businesses, make on-the-spot changes to regulatory information in CERS?
- vi. CERS will not provide any ability to schedule inspections.

#### **6. Billing/Invoicing**

- i. CERS does not provide for billing or invoicing of businesses. UPA will need to use a local system for billing/invoicing.
- ii. UPA may need to gather business information and documents from CERS for billing/invoicing or permitting purposes.

#### **7. Training**

- i. **Staff Training:** Identify expected training needs for UPA staff that includes management, inspection staff, and administrative personnel. The state will provide CERS training, but the UPA will need to provide training for their local interface and data management system.
- ii. **Participating Business Training:** Identify training needs and proposed outreach for businesses within their jurisdiction.

#### **8. Help System**

The first level of help for businesses will be the UPA. This section should explain how the UPA help system will function.

- i. Cal/EPA will provide Help Desk support for documentation and resolution of issues related to the use of CERS. Support by Cal/EPA includes support to regulated facilities and UPAs.
- ii. UPAs that will use a local web portal will need to provide instruction to businesses on its use and its relationship to CERS.

- iii. UPAs that will not be using a local web portal still need to furnish information about CERS to their businesses. UPAs' websites still need to be informative regarding CERS and contain links to State resources.

**9. Service Contract and Grant (fiscal)**

- i. This section should identify the contract and grant funds needed to implement the local program. It must identify how grant funds will be used. This section will normally include reference to the attached grant package.
- ii. Monies will be distributed to UPAs from grants for the initial implementation of e-reporting. These funds are temporary and are the means to support the initial stages of the implementation process. The funds are not meant to support the ongoing costs of maintaining UPAs' e-reporting systems (i.e. local portal, data system).

**10. Ongoing Support and Maintenance**

UPAs must consider the ongoing support and maintenance costs of implementing e-reporting. These costs must be rolled into the normal UPA budgetary process.

**11. Electronic Reporting Conversion Plan Tracking**

CUPAs must update the status of their Electronic Reporting Conversion Plan on or before June 15 quarterly thereafter in the CERS website. See attachment A for a list of the milestones that must be reported.

**12. SB 2286 Grant Application Process**

Participating Agencies (PA) must submit their Electronic Reporting Conversion Plan and grant application to their CUPA. CUPAs with PAs must include the PA Electronic Reporting Conversion Plan as part of their grant application. PAs applying for amounts over the base amount must do so through the CUPA's grant.

Note: the grant application and information on periodic status reports on the use of the Grant funds will be provided with the release of the final grant application process.

**Appendix A**

The following nine milestones (dates) must be reported quarterly in order for Cal/EPA to monitor the overall conversion to electronic reporting in California. A reporting template will be provided.

Estimated/Actual Start date of the CUPA Electronic Reporting Conversion Plan
Date CUPA Select Preferred Data Exchange Methodology
Date Electronic Reporting Conversion Plan & Grant Application Submitted
Date Cal/EPA Awards Grant
Date Transfer of existing data from UPA system to CERS Complete
Date Authorized Business Electronic Submission
Date CERS Data Exchange operational: Business data
Date CERS Data Exchange operational: Inspection & Enforcement Data
Date CUPA Electronic Reporting Conversion Process Complete (including PAs)