NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES
Division of Social Services

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

July 10, 2018

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Directors, Program Managers and Economic Benefits Professionals

SUBJECT: NC FAST Project 12 Document Management Rollout for Datacap

REQUIRED ACTION: Review and Plan as Appropriate

The NC FAST team is ready to begin the rollout of the Datacap component of Project 12 beyond the initial Pilot Counties. As a reminder, Datacap is the new web-based scanning tool that can be used to scan and attach documents directly into NC FAST. Datacap is intended to be used by counties that do not currently have a document management system, or by those that decide to convert from their current document management system after the conversion is complete.

For counties with a current document management system that are planning to convert or federate, no action is currently required. Additional information regarding conversion and federation will be shared as the pilot process for each approach begins. For counties that currently do not have a document management system, the NC FAST team will contact your P12 County Champions to begin the readiness process associated with enabling the Datacap component for your staff as outlined below.

To enable Datacap for your staff, the P12 readiness team will work individually with each paper-based county to complete the necessary actions for the county to begin using Datacap. The intention is for all paper-based counties to use Datacap for FNS, Disaster FNS, Work First, Special Assistance, Refugee Assistance, Medicaid (Trad.), Energy Assistance, Child Care, and Medicaid (MAGI) by the end of August 2018. Enabling Datacap is intended to be somewhat flexible and allow counties to work through the readiness process collaboratively with their designated liaison over the next month and a half. Between 7/16 and 7/19, the P12 readiness team will contact each county to begin planning and collaboratively working towards enabling the use of the Datacap tool.

Based upon pilot county feedback, it is anticipated that the preparatory phase for a county to begin using Datacap will be approximately 2-3 weeks. During this time, the NC FAST team will work with your staff to compete the necessary actions to be ready. The training on Datacap that your staff will need to complete includes 1 PowerPoint overview, 3 job aids, and 3 demonstrations located on Learning Gateway and should require approximately 2 hours. Based upon pilot feedback, it is recommended counties complete the training within 2 weeks prior to going live with Datacap.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • *CHILD WELFARE SERVICES*

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Attached you will find the name of the liaisons assigned to contact counties, an all action item list to inform your county on the tasks required to go-live and a FAQ on training materials for Datacap.

If you have questions regarding the process outlined above, please do not hesitate to reach out to Carson York, the NC FAST P12 Readiness Lead at carson.york@dhhs.nc.gov. Thank you for your continued support.

Sincerely,

Richard Stegenga
Deputy Director
Division of Social Services, Business Operations
NC Department of Health and Human Services

Angela Taylor
Director
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Cc: Michael Becketts, Assistant Secretary for Human Services
       Wayne Black, Director of Social Services

CWS-29-2018