



CDHS County Computer Refresh Program

Background

The CDHS County Computer Refresh Program supports county personnel and management with computers and accessories for efficient and effective service delivery. Currently, CDHS and OIT complete three HP Lease County Computer Refresh programs. These refresh programs occur on a three-year cycle. These refresh programs include

- Trails/CYF (Children, Youth, and Families) – This program provides leased computing assets for county Child Welfare workers. These devices are provided by HP and funded through Trails.
- CBMS Original (CO Benefits Management System) – This program provides leased computing assets for county eligibility staff. These devices are provided by HP and funded through CBMS.
- CBMS Supplemental (CO Benefits Management System) – This program is an extension of the CBMS Original

Creating a Better Process for Counties and the State

Last year, CDHS and OIT worked together to identify, plan, and implement changes to the CDHS County Computer Refresh Program to increase efficiency, transparency, accountability, and asset management resources. Through this process, CDHS identified a need to create a budget to ensure computer costs do not negatively impact other budget lines; document the process and expectations clearly to ensure transparency and accountability; and provide the needed tools for easier asset management. We are in the final stretch of completing the CYF refresh, which started placing orders in December 2022 and are now moving to the CBMS Supplemental refresh to start placing orders in December 2023.

Budgeting

- With a set budget, counties have flexibility on what equipment they order and what Service Level Option they choose. This new set budget, and new process for counties covering any spending beyond their allocations, will ensure we don't unintentionally take away from the CBMS operating budget.
- The Finance SubPAC approved the allocation methodology to ensure each county has enough funds to cover the amount of devices they ordered in the previous refresh.
- We know the allocations may not be enough to cover all eligibility workers, but we do hope this helps offset costs. You are more than welcome to purchase more devices with county money.

Intergovernmental Agreement (IGA)

- To ensure the process and responsibilities of each party are documented, each county participating in the refresh signed an IGA last year.
- The current signed IGA references the computer refresh processes in general. To start the CBMS supplement refresh counties will just need to sign an amendment that references the specific dollar amount for the CBMS Supplemental. Those will need to be signed before counties can submit their orders.

Timeline

October

- County HP Refresh Office Hours (see below for details)

November 17th

- Deadline for receiving signed IGA Amendment or opt-out notification

Early December

- Send counties ordering information

On October 16, the state released the IGA Amendment for signature. The IGA Amendment was sent out via email in a PDF and will need to be signed by a county representative who is authorized to execute the agreement. Since DocuSign is not always convenient for counties, we are asking for counties to sign their PDF IGA Amendment however is convenient and email it back to Mal Smith, mallory.smith@state.co.us, for signature at CDHS.

Counties will have **four weeks** to review, sign, and return the IGA. Additionally, a signed IGA amendment will be **required** to participate in the CBMS Supplemental refresh starting in December 2023.

We will continue working with County HP Liaisons and County Absolute Administrators to coordinate the Supplemental Refresh Program. To prepare these county staff for success, CDHS and OIT will host office hours during October.

- **County HP IGA Office Hours #1: Wednesday, October 25· 12:00 - 1:00 pm**
 - meet.google.com/pmb-hnnb-doe
 - **Or dial:** +1 401-702-0411 PIN: 997 111 081#
- **County HP IGA Office Hours #2: Friday, October 27· 10:00 - 11:00 am**
 - meet.google.com/nck-jkqx-oyy
 - **Or dial:** +1 323-942-0442 PIN: 275 551 445#
- **County HP IGA Office Hours #1: Monday, October 30· 10:00 - 11:00 am**
 - meet.google.com/vdz-gtif-rmb
 - **Or dial:** +1 563-316-2497 PIN: 997 805 310#

During this review period, counties will be offered the opportunity to opt-out of the program. Participation in the County HP Program is not mandatory and if the county determines that it would be in their best interest not to participate, counties can opt out of the program. To opt-out, counties need to notify the state of their intentions and not sign the IGA amendment.

After the signature period closes, CDHS will send out the ordering instructions, ordering materials, month-by-month order schedules, and other supplementary information in early December.

For option 2 counties, the ordering process will remain the same and Rhonda Lykins (rlykins@istonish.com) will work with you to place your orders.

Finally, ordering for the 2023-24 CBMS Supplemental program will start in December. You can expect an email in the next few weeks with ordering timelines.

Attachments and Resources

1. [Original IGA](#)
 - a. This version is for reference only and is the original IGA that was signed for the CYF refresh.
2. [IGA Amendment](#)
 - a. This version is for reference only. Please refer to the county-specific SOW that was emailed to you directly.
3. [Allocation: Computer Refresh for CBMS Supplemental](#)

4. Recorded Absolute training sessions:
 - a. [August 9, 2022 Recording](#)
 - b. [August 11, 2022 Recording](#)

5. Recorded County HP training sessions:
 - a. [September 19, 2022](#)
 - b. [September 21, 2022](#)

6. User guides:
 - a. [Absolute Service Portal Guide](#)
 - b. [County HP Program Guide](#)
 - c. [HP Customer Service Portal Guide](#)

7. [County Portal Training and Resources](#)

If you have any questions regarding the information above, please contact Laura Strother (laura.strother@state.co.us) or Mal Smith (mallory.smith@state.co.us)