

**Examples of Information to Include in the Business Case
When Imaging Systems Are Being Requested**

Provide an explanation of how the purchase will meet the IV-D business goals.

Describe the basic system design (if a vendor is used, provide the vendor's overview).

Describe if the system will directly interact/interface with MiCSES. Describe if any data will be extracted from any MiCSES screens, either initially or planned for the future.

Describe what files will be imaged, and provide data on which old files will be imaged (e.g., active files only, cases established in the last 10 years, all files) and the cost of scanning the files.

Provide the cost details for the system, including any associated equipment such as scanners.

Identify in which of the following the costs will appear: CAP (provide the specific cost pool name), ISF (provide specific name of the ISF).

Identify the county departments that will have access to the system initially and over its lifetime.

Provide a description of the security features that will be used to ensure that only authorized employees have access to the information stored on the system.

Describe the procurement process that was used.