

<b>Project Sponsor:</b> <i>Denise Arnold</i>	<b>Project Manager:</b> <i>Naru Nayak</i>
<b>Status Report Period:</b> <i>10/1/2015 – 12/31/2015</i>	<b>Current Project R&amp;C Category:</b> <i>Pre-Charter Phase - 3 Initiation/Planning Phase – To Be Assessed</i>
<b>Start Date:</b> <i>July 01, 2015</i>	<b>End Date:</b> <i>June 2018</i>

## I - PROJECT STATUS OVERVIEW

### A. Overview of project progress during reporting period:

During the reporting period the project accomplished following key milestones.

- Kickoff Meeting (October 13 & 14, 2015)
- Project Initiation Deliverables – Mediware/Harmony produced and APD inspected (September – December, 2015)
- Project Planning Deliverables - Mediware/Harmony produced and APD inspected (September – December, 2015)

### B. SPI & CPI (for R&C Category 4 and 3 Projects) Provide SPI and CPI for Current + Last 3 Reporting Periods

	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period
<b>Date</b>	<i>N/A</i>	<i>N/A</i>	<i>July – September 2015</i>	<i>October – December, 2015</i>
<b>Project Schedule Performance Index (SPI)</b>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<b>Project Cost Performance Index (CPI)</b>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<b>Explanation of SPI or CPI Variance / Trend</b>	<i>N/A</i>			

<b>C. Overall Status</b>	Yes	No	Explain:
<b>Is the project on schedule?</b> <small>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</small>	Yes		The project completed its initiation and planning activities in December 2015, The vendor (Mediware/Harmony) and the Agency jointly developed a schedule during this reporting period. Project schedule is a component of the Project (Management) Plan, which was approved by the Agency on January 29, 2016.
<b>Will the project complete on schedule?</b>	Yes		Project moved into execution phase in January 2016 and at this time there are no known risk factors that would delay the project.

<b>Is the project currently within budget?</b> <small>If no, explain why and what corrective action(s) are planned to bring the project back within budget?</small>	Yes		The project spend plan and actual through this reporting period are within the budget.
<b>Will the project remain within budget?</b>	Yes		Project moved into execution phase in January 2016 and at this time there are no known risk factors that would require additional funding (beyond the currently budgeted spend plan).
<b>Were any scope changes proposed or approved during this reporting period?</b>			Please refer to Section 2D for Scope Detail.
<b>Have any risks or issues impacted the project during the reporting period?</b>			Please refer to Section 3A for Issue Detail and Section 3B for Risk Detail.

## 2 – PROJECT PROGRESS

<b>A. Project Milestones &amp; Deliverables Accepted, in Progress or Planned for this Reporting Period</b>						
<i>List major milestones and deliverables that are in progress, accepted, or scheduled for acceptance during this reporting period and the next. Also list major milestones and deliverables that occurred but were not scheduled during the reporting period. Identify the status of each line item and explain any actual or anticipated variance greater than 10% in planned vs. actual dates</i>						
Major Deliverable/Milestone & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment	Current Period	Next Period
Payment Milestone #1 - Project Initiation (Deliverables - Project Charter, Project [Management] Plan, Kickoff Meeting, Deliverable Review List)	07/01/2015	Not Specifically Established	01/29/2016	The document deliverables were produced, inspected, and revised during this reporting period. Reporting Period Status: In-Progress	X	√
Payment Milestone #2 - Project Planning (Deliverables - Issue & Risk Log, Risk Management Plan, Configuration Management Plan, et al)	07/01/2015	Not Specifically Established	01/29/2016	The document deliverables were produced, inspected, and revised during this reporting period. Reporting Period Status: In-Progress	X	√
Payment Milestone #3 - Case, Provider, and Financial Management Requirements	01/04/2016	06/14/2016		CDMS is a SAAS (Software as a Service) implementation and the requirements will be elaborated over multiple Solution Mapping Sessions (SMS). Reporting Period Status: Planned		X

<b>CLIENT DATA MANAGEMENT SYSTEM (CDMS)</b>	<b>AGENCY FOR PERSONS WITH DISABILITIES (APD)</b>	<b>FY 2015-2016 FEBRUARY 10, 2016</b>
---	---	---

Payment Milestone #17 - EVV and eMAR Requirements	01/04/2016	06/14/2016		CDMS is a SAAS (Software as a Service) implementation and the requirements will be elaborated over multiple Solution Mapping Sessions (SMS). Reporting Period Status: Planned	X
---	------------	------------	--	--	---

**B. Major Project Tasks & Activities Accepted, in Progress, or Scheduled for this Reporting Period**  
*List the tasks and activities from the project's work breakdown structure that are in progress, accepted or scheduled for acceptance during this reporting period. Explain any actual or anticipated variance greater than 10% in planned vs. actual dates.*

Task/Activity Item & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment
Project Kickoff Meeting	10/13/2015	Not Specifically Established	01/29/2016	Project Kickoff Meeting was held on October 13 & 14, 2015. It is a deliverable within the payment milestone #1 (Project Initiation).
Project Schedule (Initial Baseline)	07/01/2015	Not Specifically Established	01/29/2016	Project schedule was progressively developed, iteratively inspected and refined during as a project initiation and planning activity. Project schedule is a component of the Project [Management] Plan deliverable within the payment milestone #1 (Project Initiation).
RAID (Risks, Actions, Issues, and Decisions) Workbook	07/01/2015	Not Specifically Established	01/29/2016	
Solution Mapping Session (SMS) Planning	11/30/2015	01/05/2016	N/A	This is a planning activity, scheduled and executed in support of other deliverables.

**C. Reports & System Interfaces Accepted, in Progress, or Scheduled this Reporting Period – NONE DURING THIS REPORTING PERIOD**  
*List the reports and system interfaces that are in progress, accepted or scheduled for acceptance within this reporting period. Indicate whether each item meets federal, state, or local reporting requirements. Explain any actual or anticipated variance greater than 10% in planned vs. actual dates.*

Report/System Interface & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment

**D. Scope Changes this Reporting Period – NONE DURING THIS REPORTING PERIOD**

*List any changes from the original project objectives and deliverables that impact the project schedule or budget. Items listed should be all scope changes identified during this reporting period, including those that may impact the project in later reporting periods*

Scope Change Description	Cost Impact	Schedule Impact	Status / Variance Explanation / Comment

### **3 – PROJECT ISSUES / RISKS**

**A. Project Issues Open, Resolved, or Identified for this Reporting Period - NONE DURING THIS REPORTING PERIOD**

*List any problems requiring immediate resolution. List all open issues and those resolved within this reporting period, as well as issues identified during this reporting period (including those that may impact the project in later reporting periods).*

Issue Description	Status (Open/ Closed)	Project Impact	Resolution Approach	Resolution Date	Owner

**B. Project Risks Open, Resolved, or Identified for this Reporting Period**

*List any factors that may cause a failure to meet the project's objectives. Include all risks recurring within this reporting period, as well as all risks identified during this reporting period.*

Risk Description	Probability of Occurrence	Risk Tolerance Level	Mitigation Strategy	Mitigation Status	Owner
<p>Highly matrixed and virtual structure of Mediware/Harmony team will extend the task durations and increase APD costs.</p> <p>Risk log reference - #1.</p>	High	Low	<ol style="list-style-type: none"> <li>1. Establish regular communication between APD Director and Mediware CEO. <i>Status: Complete (the two executive sponsors teleconferenced weekly for 3 months; now they teleconference monthly plus as needed).</i></li> <li>2. Monitor Mediware/Harmony task completions and deliverables quality. <i>Status: Ongoing</i></li> <li>3. Discuss any potential adverse impact on project performance proactively at joint project steering committee meetings. <i>Status: Ongoing</i></li> </ol>	Ongoing	ESC
<p>Decisions by consensus could delay decisions, and pose schedule and budget risks.</p> <p>Risk log reference - #11.</p>	High	Low	<ol style="list-style-type: none"> <li>1. Engage only necessary and applicable stakeholders at various levels of governance. <i>Status: Ongoing</i></li> <li>2. Prepare for decision meeting in advance with problem/ issue definition and potential solutions/ work-around. <i>Status: Ongoing</i></li> <li>3. Disseminate decision related information to affected stakeholders in a timely manner.</li> </ol>	Ongoing	Executive Sponsor (APD Director)

**B. Project Risks Open, Resolved, or Identified for this Reporting Period**  
*List any factors that may cause a failure to meet the project's objectives. Include all risks recurring within this reporting period, as well as all risks identified during this reporting period.*

Risk Description	Probability of Occurrence	Risk Tolerance Level	Mitigation Strategy	Mitigation Status	Owner
CDMS project needs will draw the APD resources away from their normal duties and this could adversely affect the APD Operations.  Risk log reference - #30.	High	Medium	1. Document backfill requirements for key lead roles. 2. Identify and assign backups for key lead roles. <i>Status: Ongoing</i>	Ongoing	ESC
Required integrations with external entities (e.g., FMMIS, Providers) may not be completed on time delaying Go Live or full use of the system and increase project cost.  Risk log reference: #63	High	Low	1. Proactively engage integration related state agencies (AHCA, DFS). <i>Status: In-Progress</i> 2. Consistently track related state agencies' progress of their integration activities. 3. Initiate and maintain progressive communication with the related Provider community (solo and agencies).	In-Progress	ESC
Inadequate workstation, network, bandwidth, or technology infrastructure may result in unsatisfactory system performance, leading to poor adoption of the system.  Risk log reference - #66.	High	Low	1. Monitor current capacity utilization on a periodic basis. 2. Request funding for infrastructure improvement in the SFY 2017-2018 LBR.	Planned	CIO
APD staff fails to meet internal deadlines resulting in schedule delays, adverse effect on staff/team morale, and increased project cost.  Risk log reference - #83.	High	Low	1. Set deadlines balancing the need with resource availability/ constraints. <i>Status: Ongoing</i> 2. Reprioritize activities as needed. 3. Instill adherence to deadlines.	Ongoing	Project Manager

## 4 - PROJECT SPEND PLAN

R&C Category 4 and 3 Projects update and attach the Excel project spending plan and complete this section for the current reporting period and planned for the next reporting period.

### A. Identify Major Project Costs Incurred this Reporting Period - NONE DURING THIS REPORTING PERIOD

Expense Description	Budgeted Expenditure	Actual Expenditure	Explanation

### Identify Major Project Costs Planned for Next Reporting Period

Expense Description	Budgeted Expenditure	Actual Expenditure	Explanation
Mediware/Harmony Payment Milestone #01 – Project Initiation	\$260,000	\$260,000	This payment covers four (4) separate deliverables; and, per the contract (WCM01) terms, 10% of the amount (i.e., \$26,000) will be held back and paid later.
Mediware/Harmony Payment Milestone #02 – Project Planning	\$475,000	\$475,000	This payment covers ten (10) separate deliverables; and, per the contract (WCM01) terms, 10% of the amount (i.e., \$43,500) will be held back and paid later.

### B. Identify Planned Cost vs. Actual Cost

Specify planned project costs vs. actual project costs for the major categories:

#### 1. Staffing

As applicable for your project, list the cost and number of all positions assigned to this project this reporting period and planned for the next reporting period

Staff Type	Number for Current Period	Cost for Current Period	Number for Next Period	Cost for Next Period
FTE	0	0	0	0
OPS	0	0	0	0
Contractor	1	\$60,095	3	\$119,499

#### 2. Deliverables

Provide a brief description for each deliverable incurred within this reporting period and planned for the next reporting period.

Deliverable Name	Description	Planned Cost	Actual Cost	Current Period	Next Period
Project Initiation	Project initiation deliverables, including Project Charter, Project Kickoff Meeting, and Project (Management) Plan.	\$260,000			X

**2. Deliverables**

*Provide a brief description for each deliverable incurred within this reporting period and planned for the next reporting period.*

Deliverable Name	Description	Planned Cost	Actual Cost	Current Period	Next Period
Project Planning	Project management and planning deliverables, including Issue/Risk Log, Change Management Plan, Configuration Management Plan.	\$435,000			X

**3. Major Project Tasks**

*Provide a brief description for each major project task incurred within this reporting period and planned for the next reporting period.*

Deliverable Name	Description	Planned Cost	Actual Cost	Current Period	Next Period
Project Initiation and Planning	Includes project kickoff meeting, establishing project team, and project management plan.	See Section 4.A	See Section 4.A	X	√
Case, Provider, and Financial Management Requirements Elaboration	Business analysis comprising joint (vendor and agency) solution mapping sessions and business analysis document.	\$151,238			X
EVV & eMAR Requirements Elaboration	Business analysis comprising joint (vendor and agency) solution mapping sessions and business analysis document.	\$28,925			X

**4. Purchases - NONE DURING THIS REPORTING PERIOD**

*Provide the business need for all significant items purchased as a part of this project during the current reporting period and planned for the next reporting period. Identify the quantity of each type of equipment and the quantity of licenses acquired for each item of software.*

Hardware	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	
COTS Software	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	
Miscellaneous Equipment	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	
Other Major Costs	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	

**4. Purchases - NONE DURING THIS REPORTING PERIOD**

*Provide the business need for all significant items purchased as a part of this project during the current reporting period and planned for the next reporting period. Identify the quantity of each type of equipment and the quantity of licenses acquired for each item of software.*

--	--	--	--	--	--	--

**5. Progress Payments - NONE DURING THIS REPORTING PERIOD**

*Discuss any payments made for partial deliverables or milestones this reporting period and planned for the next reporting period.*

Item with Partial Payment	Budget To Date	Actual Cost To Date	Variance	Comments	Current Period	Next Period
					<X>	

## **5 - PROJECT SUMMARY**

*Provide concise background information regarding the project to a reader of this report who may not be familiar with the project. This information should be similar to what is in the approved project charter.*

**A. Project Scope Statement**

The scope of this project includes integrating data and processing of client data management functions, replacing applicable manual processes and components of legacy systems in order to streamline business processes, eliminate duplication, increase service delivery and integrity, enhance oversight efforts, facilitate information exchange and provide for on demand reporting and data analysis.

The proposed system will be deployed via the Internet, provide for EVV, interface with other critical systems, support centralized administration and provide a flexible architecture that can adjust for changing business needs and legislative requirements.

**B. Business Objectives**

The business objectives of this project are:

- Improved Business Process Efficiencies
- Fraud Detection
- Measurable Outcomes
- Analysis & Reporting

**C. Benefits**

*Include Benefits to the State / Benefits to the Agency / Benefits to the Public*

- Improved Business Process Efficiencies
  - Internet-based portal for all APD staff and service providers to access client data, record client data, and report to the agency
  - Electronic access for service providers of service authorizations
- Fraud Detection
  - Electronic Visit Verification (EVV) of home-based services to verify authorization to provide specific services and the frequency of units of service to be paid
  - Identification, tracking, management, and disposition of recoupment issues involving collection of funds
  - Tracking of deactivated providers, those that have been reported for abuse or fraud in the past, and those subject to corrective action/remediation plans
- Measurable Outcomes
  - Longitudinal tracking of a client's progress using a specific service or treatment
  - Measurement of client's progress toward outcomes
- Analysis & Reporting
  - Reporting and data analysis of service provision and paid claims to:
    - identify and prevent duplicative services
    - project a client's future short & long range needs using valid data
  - Reporting of performance measures to the Centers for Medicare and Medicaid Services for continuation of the Home and Community Based Services Waiver