

Healthy Families Program (HFP) Draft County Buy-In Work Plan & Timeline

Schedule provides for implementation by July 2006 and provides major milestones and tasks based on a monthly chronological timeline

July 2005

Project Tasks

Due Date

- | | |
|---|----------|
| √ Initiate concept discussions with Stakeholders | 07/21/05 |
| √ Present draft County Buy-In Work Plan & Timeline to the Board | 07/27/05 |
| √ Initiate project scope evaluation by Administrative Vendor (Maximus) for necessary system and operational modifications | 07/29/05 |
| √ Request project scope evaluation from DHS (MEDS modifications & request aid code) | 07/29/05 |
| √ Develop Budget Change Proposals for Program staffing | 07/29/05 |

August 2005

Project Tasks

Due Date

- | | |
|--|----------|
| √ Continue concept design discussions with Stakeholders | 08/01/05 |
| √ Initiate development of County Letter of Intent to participate in Buy-In | 08/01/05 |
| √ Release program design issue paper to Stakeholders | 08/08/05 |
| √ Release county letter of intent to county representatives | 08/08/05 |

Legend:

- ◆ Denotes a pending milestone or task
- √ Denotes a completed milestone or task

√	Initiate discussions with potential private funding sources to assist in funding implementation of Administrative Vendor System and Operation modifications	08/15/05
√	Initiate project scope discussions with HFP Plans (health, dental & vision)	08/15/05
√	Initiate discussions with DMHC regarding Plan Material Modifications for Buy-In	08/16/05
√	Conduct public meeting to discuss program design issue paper	08/25/05
◆	Initiate legislation to address Healthy Kids' CCS eligibility issue (if needed)	08/31/05
√	Initiate discussion of contract amendment with Administrative Vendor	08/31/05

September 2005

Project Tasks

Due Date

√	Deadline for public comments to MRMIB on program design issue paper	09/06/05
√	Deadline for submission of county letters of intent to MRMIB	09/06/05
√	Review letter of intent submissions with county representatives	09/23/05
√	Brief Board on conceptual design of county model contract and get authorization to proceed	09/28/05
√	Present update Buy-In Work Plan & Timeline to the Board	09/28/05
◆	Request project scope and cost estimates for Administrative Vendor modifications from vendor	09/29/05
◆	Initiate development process of draft model contract for counties	09/30/05

Legend:

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- √ Denotes a completed milestone or task

October 2005

Project Tasks

Due Date

- ◆ Receive project scope and cost estimates for MEDS modifications from DHS 10/01/05
- ◆ Initiate discussion of contract amendments with HFP Plans 10/01/05
- ◆ Continue CCS issue resolution process ongoing
- ◆ First draft of contract amendment with Administrative Vendor 10/24/05
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 10/24/05
- ◆ Initiate development process of business rules for Administrative Vendor 10/25/05

November 2005

Project Tasks

Due Date

- ◆ Finalize contract amendment with Administrative Vendor 11/09/05
- ◆ Provide necessary funding assurances for MEDS modifications to DHS 11/15/05
- ◆ Administrative Vendor contract amendment to the Board for review 11/16/05
- ◆ Update Board on secured private funding commitments 11/16/05
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 11/16/05

Legend:

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- √ Denotes a completed milestone or task

December 2005

Project Tasks

Due Date

- ◆ Initiate development of Section letter for County local assistance funding 12/01/05
- ◆ Finalize business rules for Administrative Vendor 12/05/05
- ◆ Initiate development of the design for the County Buy-In eligibility/case management subsystems 12/06/05
- ◆ Initiate development of the design for the County Buy-In financial/case management subsystems 12/06/05
- ◆ Initiate development of the HK Data Conversion Process 12/06/05
- ◆ HFP Plan draft contract amendments to the Board for review 12/21/05
- ◆ Administrative Vendor contract amendment to the Board for approval 12/21/05
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 12/21/05
- ◆ Finalize and secure private funding sources to assist funding implementation 12/30/05

January 2006

Project Tasks

Due Date

- ◆ Initiate revisions of MOUs with County CCS Programs, if needed 01/03/06
- ◆ Administrative Vendor contract amendment signed and executed 01/06/06
- ◆ HFP Plan contract amendments to the Board for approval 01/18/06
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 01/18/06

Legend:

- ◆ Denotes a pending milestone or task
- √ Denotes a completed milestone or task

February 2006

Project Tasks

Due Date

- ◆ Present updated Buy-In Work Plan & Timeline to the Board

02/15/06

March 2006

Project Tasks

Due Date

- ◆ Release final draft model contract to the counties
- ◆ Initiate development of escrow account mechanism for county funds
- ◆ Initiate development/modifications of program materials/letters by administrative vendor
- ◆ Initiate modifications to the program website by administrative vendor
- ◆ Initiate development/modifications of program reporting and invoicing by administrative vendor
- ◆ Initiate development of work instructions and scripts by administrative vendor
- ◆ Initiate development of staff training materials by administrative vendor
- ◆ Present updated Buy-In Work Plan & Timeline to the Board

03/01/06

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03/22/06

Legend:

- ◆ Denotes a pending milestone or task
- √ Denotes a completed milestone or task

April 2006

Project Tasks

Due Date

- ◆ Initiate development of State Plan Amendment (SPA) for AB 495 Federal Fund Participation (FFP) 04/03/06
- ◆ Initiate necessary modifications to the plan enrollment file layout by administrative vendor 04/03/06
- ◆ Complete revisions of MOUs with County CCS Programs, if needed 04/03/06
- ◆ Continue to work with counties on model contract language Ongoing
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 04/19/06

May 2006

Project Tasks

Due Date

- ◆ Initiate contractor system testing of Administrative Vendor modifications 05/01/06
- ◆ Initiate contractor system testing of Data Conversion Process 05/01/06
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 05/17/06
- ◆ Complete contractor system testing of Administrative Vendor modifications 05/31/06
- ◆ Complete contractor system testing of Data Conversion Process 05/31/06
- ◆ Complete work instruction and scripts by administrative vendor 05/31/06
- ◆ Complete staff training materials by administrative vendor 05/31/06

Legend:

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June 2006

Project Tasks

Due Date

- ◆ Receive returned signed contracts from participating Buy-In counties 06/01/06
- ◆ Receive HK subscriber funding allocations from each participating county 06/01/06
- ◆ Initiate new training of administrative vendor staff for Buy-In 06/01/06
- ◆ Initiate State acceptance testing of Administrative Vendor modifications 06/01/06
- ◆ Initiate State acceptance testing of Data Conversion Process 06/01/06
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 06/21/06
- ◆ Complete State acceptance testing of Administrative Vendor modifications 06/26/06
- ◆ Complete State acceptance testing of Data Conversion Process 06/26/06
- ◆ MRMIB to certify readiness for State Acceptance 06/30/06
- ◆ Administrative vendor completes modifications to materials/letters 06/30/06
- ◆ Administrative vendor completes modifications to website 06/30/06
- ◆ Administrative vendor completes modifications to reporting and invoicing 06/30/06
- ◆ Administrative vendor completes modifications for the Buy-In Toll-free line 06/30/06

July 2006

Project Tasks

Due Date

- ◆ County Buy-In Program Implementation 07/01/06
- ◆ Administrative vendor transmits data for HK subscribers to the plans 07/01/06
- ◆ Present updated Buy-In Work Plan & Timeline to the Board 07/19/06

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