

DRAFT Work Plan

Project Name: DSHS-NTBHA Contracting Transition

Updated: 4/14/10

Task ID	Components/Tasks	Scheduled Start	Scheduled End	Responsible Person(s)	Status Options: Not Started, On Target, At Risk, Delayed, Complete	Comments
		(Use strikethrough to show revisions.)				
1	CMS Consultation/Approval					
1.1	HHSC consultation and CMS Regional office call regarding plan	4/1/2010	5/1/2010	DSHS, HHSC, CMS	Not Started	
1.2	Completion of required documentation	4/1/2010	5/1/2010	DSHS	Not Started	
1.3	Formal Notification of Approval of Restructuring	4/1/2010	5/1/2010	CMS	Not Started	
2	DSHS-HHSC Legal Review/Approval					
2.1	DSHS Internal Review/Approval of Specifics	5/1/2010	5/15/2010	DSHS, DSHS Legal	Not Started	
2.2	HHSC Internal Review/Approval of Specifics	5/1/2010	5/15/2010	DSHS, HHSC Legal	Not Started	
2.3	READINESS REVIEW PHASE 1-Approvals	5/1/2010	5/15/2010			
3	Public Forum- Education of Stakeholders					
3.1	NTBHA to send out notification to NorthSTAR stakeholders on proposed stakeholder forums	5/1/2010	6/30/2010	NTBHA, DSHS	Not Started	
3.2	2 Stakeholder forums to discuss plan and timeline	5/1/2010	6/30/2010	NTBHA, DSHS, HHSC (if needed), Stakeholders	Not Started	
3.3	DSHS and NTBHA collect and complete responses to Question/Comments/Concerns presented by stakeholders (if any)	5/1/2010	7/31/2010	NTBHA, DSHS	Not Started	
3.4	3rd Forum held to respond to questions and concerns.	5/1/2010	7/31/2010	NTBHA, DSHS	Not Started	
3.5	Ongoing questions fielded by NTBHA and DSHS. Responses Posted on NTBHA website.	5/1/2010	8/31/2011	NTBHA, DSHS	Not Started	

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4	DSHS- NTBHA-VO Meetings to Outline Project Scope, Timeline, Tasks					
4.1	Initial meetings to scope out project, establish parameters/expectations, discuss tasks, timeframes and readiness benchmarks.	5/1/2010	7/31/2010	DSHS, NTBHA, VO, HHSC(if needed)	Not Started	Need for VO to be engaged in these discussions as this will 1) alleviate concerns by having a seat at the table and 2) Allow them to bring up operational issues early on, so they can be addressed early on in the process
4.2	DSHS and NTBHA to review DSHS proposed project plan	5/1/2010	7/31/2010	DSHS, NTBHA, VO, HHSC (if needed)	Not Started	
4.3	Agreement Reached on Project plan and parameters	5/1/2010	7/31/2010	DSHS, NTBHA, VO, HHSC (if needed)	Not Started	
	READINESS REVIEW PHASE 2 -Agreement on process and parameters. Sign off on agreed upon plan.	5/1/2010	7/31/2010	DSHS, NTBHA, VO, HHSC(if needed)	Not Started	current DSHS-VO contract used as model. Need to discuss/clarify payment process roles and data transmission processes.
5	NTBHA Internal Review/Markup of current DSHS-VO Contract to Use as NTBHA-VO Contract					
5.1	DSHS meeting with NTBHA to discuss current contract and appendices	5/1/2010	9/1/2010	NTBHA, DSHS	Not Started	current DSHS-VO contract used as model. Need to discuss/clarify payment process roles and data transmission processes.
5.2	NTBHA internal work to modify current DSHS-VO contract as future contract holder	5/1/2010	9/1/2010	NTBHA, DSHS	Not Started	
5.3	Technical Assistance provided by DSHS as needed	5/1/2010	9/1/2010	NTBHA, DSHS	Not Started	
5.4	Final Draft Product completed	5/1/2010	9/1/2010	NTBHA	Not Started	
6	DSHS Review/Approval of NTBHA Internal Markups					
6.1	NTBHA submits proposed contract and appendices to DSHS for review	9/1/2010	11/1/2010	DSHS, NTBHA, VO	Not Started	
6.2	Edits/Modifications made as needed	9/1/2010	11/1/2010	DSHS, NTBHA, VO	Not Started	
6.3	Edits/Modifications agreed upon by DSHS, NTBHA and VO	9/1/2010	11/1/2010	DSHS, NTBHA, VO	Not Started	

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6.4	DSHS approval of submitted contract and appendices	11/1/2010	12/1/2010	DSHS, DSHS legal, HHSC	Not Started	
6.5	READINESS REVIEW PHASE 3 (DSHS interview process with NTBHA on VO contract management processes envisioned by NTBHA)	12/1/2010	12/30/2010	DSHS, NTBHA	Not Started	
6.6	Phase 3 Readiness Determined (YES/NO) Sign off on completion of this stage	12/1/2010	12/30/2010	DSHS, NTBHA	Not Started	
7	Review/Audit of DSHS and NTBHA Positions and Functions					
7.1	NTBHA completion of internal Job Audit of NorthSTAR functions under new contract	9/1/2010	2/1/11	NTBHA, DSHS	Not Started	
7.2	DSHS completion of internal Job Audit of NorthSTAR functions under new contract	9/1/2010	2/1/11	NTBHA, DSHS	Not Started	
7.3	Determination of Resource Allocation if Needed	9/1/2010	2/1/11	NTBHA, DSHS	Not Started	
7.4	NTBHA project plan completed for implementation of additional roles. (hiring, training, etc)	9/1/2010	2/1/11	NTBHA	Not Started	
7.5	DSHS project plan for implementation of new roles.	9/1/2010	2/1/11	DSHS	Not Started	
7.6	READINESS REVIEW PHASE 4 (Resources Balanced to new roles)	9/1/2010	2/1/11			
7.7	Phase 4 Readiness Determined (YES/NO) Sign off on completion of this phase.	9/1/2010	2/1/11	NTBHA, DSHS	Not Started	
8	NTBHA Negotiations with VO on Contract Content/Finalization of NTBHA-VO Contract					
8.1	NTBHA submission of DSHS approved contract to VO	11/1/2010	3/1/2011	NTBHA, VO	Not Started	
8.2	VO review of contract	11/1/2010	3/1/2011	NTBHA, VO	Not Started	
8.3	Technical Assistance provided by DSHS as needed	11/1/2010	3/1/2011	NTBHA, DSHS, VO	Not Started	
8.4	NTBHA-VO negotiations	11/1/2010	3/1/2011	NTBHA, VO	Not Started	
8.5	Agreement reached by NTBHA and VO on contract content	11/1/2010	3/1/2011	NTBHA, VO	Not Started	

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9	DSHS Review/Approval of Finalized NTBHA-VO Contract					
9.1	NTBHA submission of NTBHA-VO negotiated contract to DSHS	3/1/2011	6/1/2011	NTBHA, DSHS	Not Started	
9.2	DSHS review /discussion with NTBHA on proposed contract	3/1/2011	6/1/2011	NTBHA, DSHS, VO	Not Started	
9.3	Edits/Modifications made as needed	3/1/2011	6/1/2011	NTBHA, DSHS, VO	Not Started	
9.4	Edits approved by DSHS, NTBHA and VO	3/1/2011	6/1/2011	NTBHA, DSHS, VO	Not Started	
10	DSHS Internal Review and Development of NTBHA Contract Requirements/Specifications					
10.1	DSHS meeting with NTBHA to discuss current DSHS-NTBHA contract and appendices, and proposed specifications for future contract	7/1/2010	2/1/2011	NTBHA, DSHS	Not Started	New Contract Specifications would have to be thought though and developed
10.2	DSHS internal development of contract specifications	7/1/2010	2/1/2011	DSHS, DSHS legal, CSCU	Not Started	
10.3	Final Draft contract and appendices ready for submission to NTBHA for discusion and negotiation	7/1/2010	2/1/2011	DSHS, DSHS legal, CSCU	Not Started	
10.4	Draft submitted to NTBHA	7/1/2010	2/1/2011	DSHS	Not Started	
11	DSHS Negotiation with NTBHA on Contract Content/Finalization of DSHS-NTBHA Contract					
11.1	NTBHA review of proposed contract	2/1/2011	5/1/2011	NTBHA	Not Started	
11.2	DSHS-NTBHA negotiations over DSHS-NTBHA contract	2/1/2011	5/1/2011	NTBHA, DSHS	Not Started	
11.3	Edits/Modifications made as needed	2/1/2011	5/1/2011	NTBHA, DSHS	Not Started	
11.4	Edits agreed upon by DSHS, NTBHA	2/1/2011	5/1/2011	NTBHA, DSHS	Not Started	
11.5	READINESS REVIEW PHASE 6 (DSHS interview and onsite process with NTBHA on contract management processes in place by NTBHA for NTBHA-VO contract, and DSHS-NTBHA contract)	2/1/2011	5/1/2011	NTBHA, DSHS	Not Started	
11.6	Phase 6 Readiness Determined (YES/NO) Sign off on completion of this phase	2/1/2011	5/1/2011	NTBHA, DSHS	Not Started	
12	DSHS-NTBHA Contract Execution. NTBHA-VO Contract Execution					
12.1	DSHS-NTBHA Contract forwarded to CSCU, entered in Source	4/1/2011	6/1/2011	DSHS	Not Started	

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12.2	NTBHA-VO verified to be executed; copies obtained by DSHS	4/1/2011	6/1/2011	DSHS, NTBHA	Not Started	
12.3	Contracts Begin	9/1/2011	9/2/2011	NTBHA, DSHS, VO	Not Started	