AHCA Florida Health Care Connections (FX)

<<Insert Project Name Here>>

Systems Impact Analysis Management Plan

Version: 001

Date: Month Day, YYYY

Author: [Author]

Submitted To: AHCA FX Program Administration Team

Revision History

DATE	VERSION	DESCRIPTION	AUTHOR
M/D/YYYY	001	<<Insert Project Name Here>> Systems Impact Analysis Management Plan first draft version	

Modifications to the approved baseline version (100) of this artifact must be made in accordance with the Artifact Management Standards.

Quality Review History

DATE	REVIEWER	COMMENTS
M/D/YYYY		

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SECTION 1 INTRODUCTION

1.1 BACKGROUND

The Florida Agency for Health Care Administration (AHCA or Agency) is adapting to the changing landscape of healthcare administration and increased use of the Centers for Medicare and Medicaid Services (CMS) Medicaid Information Technology Architecture (MITA) to improve the administration and operation of the Florida Medicaid Enterprise. The current Florida Medicaid Enterprise is complex; it includes services, business processes, data management and processes, technical processes within the Agency, and interconnections and touchpoints with systems necessary for administration of the Florida Medicaid program that reside outside the Agency. The future of the Florida Medicaid Enterprise integration is to allow the Agency to secure services that can interoperate and communicate without relying on a common platform or technology.

The Florida Medicaid Management Information System (FMMIS) has historically been the central system within the Florida Medicaid Enterprise; functioning as the single, integrated system for claims processing and information retrieval. As the Medicaid program has grown more complex, the systems needed to support the Florida Medicaid Enterprise have grown in number and complexity.

The Medicaid Enterprise System (MES) Procurement Project was re-named Florida Health Care Connections (FX) in the summer of 2018. FX is a multi-year transformation to modernize the current Medicaid technology using a modular approach, while simultaneously improving overall Agency functionality and building better connections to other data sources and programs.

1.2 PURPOSE

The Systems Impact Analysis Management Plan defines the framework for design, testing, and deployment of the project that supports the formation of <<Insert Project Name Here>> individual plans that will collectively yield optimal, enterprise-wide interface/integration, capacity, and performance/availability.

1.3 SCOPE STATEMENT

<Instructions: Provide a high-level overview of the project and a description of how the project's interface/integration, capacity and performance/availability activities will be developed to maximize integration and performance when implemented within the enterprise. Specifically describe industry best practices, the type of metrics and acceptance criteria, and system capacity for the individual project and how it will be integrated into the overall system.>

1.4 GOALS AND OBJECTIVES

<Instructions: Identify the goals and objectives for this plan.>

- Goal #1 – The goal of this plan is to <insert language>

› Objective #1 – <insert objective>

› Objective #2 – <insert objective>

- Goal #2 – The goal of this plan is to <insert language>

  › Objective #1 – <insert objective>

  › Objective #2 – <insert objective>

1.5 REFERENCED DOCUMENTS

The following documents were used as input to the development of the Systems Impact Analysis Management Plan and provided valuable information to produce the procedures and processes.

- State of Tennessee, Technical Advisory Services (TAS) solicitation
- CMS Target Life Cycle (CMS TLC)
- <add additional, as needed>

SECTION 2   ROLES AND RESPONSIBILITIES

Exhibit 2-1: Roles and Responsibilities identify the roles and responsibilities for the primary stakeholders that maintain or use this document.

<Instructions: Specify each major role (not name of the individual) and the major activities related to this document>

ROLE	RESPONSIBILITY
	▪
	▪
	▪
	▪
	▪
	▪
	▪
	▪

Exhibit 2-1: Roles and Responsibilities

SECTION 3   SYSTEMS IMPACT ANALYSIS APPROACH

<Instructions: Describe the approach to perform the impact analysis.>

Having an efficient and effective impact analysis capability is important to implementing business change responsively, reducing the cost to implement change and preventing errors and defects resulting from changes.

Over time, the FX will seek to increase the ability to automate impact analysis at a wider breadth and deeper level of analysis. The ability to perform automated impact analysis requires that relationships between people, business processes, technology, and data are accurate. An important process in implementing change is to maintain documented relationships of components. The extent that these relationships are documented in systems affects the ability to perform automated impact analysis. Without system documented impact analysis capabilities, the parties performing the impact of potential change may need to review and analyze documentation, system artifacts, software code, manual procedures, or interview people that follow undocumented processes.

As the FX becomes more interconnected with other organizations, the ability to do impact analysis to external people, business processes, technology, and data will be increasingly important. The tracking of services used across organizations will help with identification of cross-organization use and impacts of change.

3.1   IMPACT ANALYSIS APPROACH

<Instructions: Describe the approach to perform the impact analysis.>

SECTION 4   SYSTEMS IMPACT ANALYSIS FINDINGS

<Instructions: Describe the findings resulting from the impact analysis.>

4.1   BUSINESS SPONSOR GOALS AND EXPECTATIONS

<Instructions: Specify understanding of goals and expectations of business sponsor related to the impacted analysis.>

4.2   STRATEGIC CONTEXT AND INTENT

<Instructions: Describe the how the impacted areas align with the strategic priorities of the Agency.>

4.3   PEOPLE IMPACTS

<Instructions: Describe the how the identified impacts affect organizations, departments, people, and positions inside the Agency and external to the Agency.>

4.3.1   AGENCY IMPACT

<Instructions: Summarize the impact on the overall Agency from an organizational structure, responsibilities, and general budget.>

4.3.1.1   DEPARTMENT IMPACT

<Instructions: Describe the impact on the departments of the Agency. Describe the impact on each department's responsibilities, skills, capacity, or budget.>

4.3.1.2   POSITION IMPACTS

<Instructions: Describe the impact on position types affected.>

4.3.1.3   PEOPLE IMPACTS

<Instructions: Describe the impact on specific people, if any.>

4.3.2   EXTERNAL ORGANIZATIONS IMPACT

<Instructions: Describe the impact on each external organization affected. Describe the impact on each external organization's responsibilities, skills, capacity, or budget.>

4.3.3 BUSINESS PROCESSES

<Instructions: Describe the impact to business processes.>

4.3.4 TECHNOLOGY

<Instructions: Describe the impact on technology and systems.>

4.3.5 DATA

<Instructions: Describe the impact to data assets of the Agency.>

4.4 IDENTIFY IMPACT ISSUES

<Instructions: Identify any issues in conducting the impact analysis or issues identified by the impact analysis. For example, if portions of the impact analysis are done manually leading to uncertainty of results.>

4.5 IDENTIFY IMPACT RISKS

<Instructions: Identify any risks identified in conducting the impact analysis or risk finding resulting from the impact analysis.>

4.6 PRIORITIZE IMPACT

<Instructions: Prioritize impacts to be addressed based on the following criteria.>

- Frequency (i.e., how often)
- Criticality (extent to which the impact threatens project success)
- Complexity
- Time involved
- Number of business areas impacted
- Positions impacted
- Difficulty of implementation

SECTION 5   DEVELOP IMPACT STRATEGY

<Instructions: After prioritizing the impacts, define the strategy to address impacts. Generally, address the highest priorities first. The strategy should address and minimize negative results of change. Include the strategy to gain perspective and buy-in of affected stakeholders.>

5.1   IMPACT STRATEGY

<Instructions: Specify the strategy to address impacts identified in the impact analysis.>

5.2   NEXT STEPS

<Instructions: Specify the short-term actions to address findings and recommendations of the impact analysis.>

APPENDICES