AHCA Florida Health Care Connections (FX)

FX Deliverable Template

Version: 001

Date: <Month Day, YYYY (Use the Deliverable Draft or Final Submittal Date)>

Author: <Author>

Submitted To: AHCA FX Program Administration Team

Revision History

DATE	VERSION	DESCRIPTION	AUTHOR
M/D/YYYY	001	FX Deliverable Template Development Draft Version (Entry)	Your name here
M/D/YYYY	002	FX Deliverable Template Final Draft Version (Entry)	Your name here
M/D/YYYY	100	FX Deliverable Template Approved Baseline Version (Entry)	Your name here
M/D/YYYY	101	FX Deliverable Template Approved Baseline Version Refresh (Entry)	Your name here

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

Quality Review History

DATE	REVIEWER	COMMENTS
M/D/YYYY	Your name here	<e.g., Conducted peer review/QC review>

Table of Contents

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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

<This section defines the purpose of the deliverable/work product.>

1.3 SCOPE STATEMENT

<This section outlines what is in scope for this deliverable/work product. In large projects with many sub-plans created and referenced from the Project Management Plan, it is necessary to define what the particular document is going to cover. Also important is a description of what is NOT in scope especially if there is any chance to misinterpret what should be included in the document.>

1.4 GOALS AND OBJECTIVES

<The section will list and define the goals and objectives for this deliverable.>

Goal #1 – Describe Goal #1. This goal will be accomplished by achieving the following objectives:

Objective #1 – Describe objective for reaching goal

Objective #2 – Describe additional objective to assist in reaching goal

Objective #n – Describe additional objective to assist in reaching goal

1.5 REFERENCED DOCUMENTS

<List any documents referenced to support this deliverable including any other project plans and or documentation, federal or state authorities, quality standards, state artifacts, and other deliverables relevant to this document. Example:

- P-3: FX Project Management Toolkit available in the FX Projects Repository
- S-1: FX Governance Plan available in the FX Projects Repository>

SECTION 2   ROLES AND RESPONSIBILITIES

<This section identifies the roles and responsibilities for all the stakeholders involved with this particular plan.>

 <DO NOT MODIFY or DELETE the header or information provided for this table.>

ROLE	RESPONSIBILITY
	▪
	▪
	▪

Exhibit 2-1: Roles and Responsibilities

SECTION 3   SECTION 3 OR MORE AS NEEDED

<The remaining sections would be defined and named at the discretion of the author based on the needs for logically describing the approach, processes, etc. of the deliverable/work product.>

SECTION 4   PROJECT MANAGEMENT PLAN (EXAMPLE)

<Section only provided as an example. Remove this section before submittal.>

The Procurement Project Management Plan includes a detailed description of key elements of the North Highland Project Management approach as defined in the response to the Invitation to Negotiate (ITN). The narrative portion of the plan also includes the detailed description of our approach and methodology to overall project management for the Procurement project.

4.1   PROJECT MANAGEMENT METHODOLOGY

The key to successful completion of the Procurement Project requires both the use of a proven and scalable methodology, as well as a knowledgeable and experienced project management team engaged to oversee <DDI Vendor's> responsibilities within the Procurement Project engagement.

Based on our experience with other similar engagements, we understand a successful Procurement and implementation of the system requires a robust and proven methodology to plan and manage the project.

4.1.1   PROJECT MANAGEMENT FRAMEWORK

North Highland has developed a complete project management environment that includes a single, adaptable Project Management method and tool set to promote effective project management and is based on PMBOK® standards and years of experience and established best practices.

In an effort to provide practitioners with a more prescriptive method for successful project management, North Highland has developed a proven robust project management methodology and continues to refine it on an ongoing basis. Specific characteristics making our methodology relevant to our projects include:

- **Prescriptive** – The method contains tools, detailed procedures, templates, and sample deliverables that can be leveraged to create project management deliverables in various stages of the project. These project management tools assist in initiating, planning, executing, controlling, and closing the project.
- **Scalable** – Its modular design maximizes the method's applicability to most Acme Consulting projects, regardless of duration or size.

4.1.1.1   PROJECT MANAGEMENT STRUCTURE

The structure and organization of the project management methodology is depicted in the following framework views:

- The Module view, which is also the workflow view, lists modules in a sequential flow. Within each module, the tasks are listed in workflow order.

- The Deliverables view lists the deliverables produced by executing the activities listed in the Module (or workflow) view. There is a direct correlation between the Modules, their tasks, and the deliverables.

4.1.1.2 SUBJECT AREAS

Another view of project management principles incorporates bodies of knowledge called Subject Areas. The *Subject Areas* are described in reference to the project management framework.

SECTION 5 TEMPLATE STYLE GUIDE

Example of Level 1 Header above

5.1 LEVEL 2 HEADER EXAMPLE

Deliverable Body text (Arial, 11 pt. font)

5.1.1 LEVEL 3 HEADER EXAMPLE

Deliverable Body text (Arial, 11 pt. font)

5.1.1.1 LEVEL 4 HEADER EXAMPLE

Deliverable Body text (Arial, 11 pt. font)

- List level 1
  › List level 2
    − List level 3

<The following table format should be used when a table is required. Explicitly call out the Exhibit using the cross-reference functionality of MS Word to link the call out to the table caption. Example table format for **Exhibit 5-1: Sample** Exhibit.>

DELIVERABLE TABLE HEADER (USE 10 PT. FONT)	HEADER	HEADER	HEADER
Deliverable Table Text	Deliverable Table Text	Use 9 pt. font in all tables	Deliverable-Table-Bullet level 1 › Deliverable-Table-Bullet level 2 − Deliverable-Table-Bullet level 3

Exhibit 5-1: Sample Exhibit

<The following table format should be used when another table is required. Explicitly call out the Exhibit using the cross-reference functionality of MS Word to link the call out to the table caption. Example table format for **Exhibit 5-2: Sample** Exhibit.>

HEADER	HEADER	HEADER
▪	▪	▪

HEADER	HEADER	HEADER
▪	▪	▪
▪	▪	▪
▪	▪	▪
▪	▪	▪

Exhibit 5-2: Sample Exhibit

APPENDICES

[APPENDIX A – IF NEEDED]