

NC Transitional Activities

Dec 2, 2014

<http://>

Project manager

Project dates

Dec 1, 2014 - Jul 1, 2015

Completion

0%

Tasks

75

Resources

0

Tasks

Name	Begin date	End date
Governance	12/1/14	4/30/15
Develop an Interim Contract	12/1/14	12/31/14
<i>The Interim Contract will cover both MCAH and CHIN negotiated obligations and activities during the transitional period from January 1 through May 1 2015</i>		
Define a Formal Role for MCAH on the Governance Committee	1/1/15	1/30/15
<i>Negotiated task will help define what MCAH's relationship with and role on the Governance Committee will look like. It will also define how that role evolves through the transition period.</i>		
Budget	12/15/14	4/13/15
Transition Budget	12/15/14	1/30/15
<i>Will include defining costs and how expenses will be covered for MCAH and CHIN during the transitional period.</i>		
Finalizing Ongoing Budget	3/1/15	4/13/15
<i>Involves negotiating a finalized budget for MCAH and the entire project for the scope of the first year, and subsequent years after MCAH assumes the Project Lead Administrative Agency role.</i>		
Develop an Ongoing Management Contract	1/1/15	2/28/15
Determine who will be the Lead Fiduciary	1/1/15	1/30/15
<i>Task involves determining who will be the lead fiduciary agency which oversees MCAH's activities as the project system administrative agency.</i>		
Establish Reporting Policies and Procedures	2/1/15	2/28/15
Finalize Grant Transition to Local CoCs	1/1/15	4/30/15
Define Communication Protocol	1/1/15	4/30/15
LSA Monthly Meetings	1/1/15	4/30/15
<i>MCAH will host monthly meetings via webinar access technology which will be mandatory for all Local System Administrators. These meetings will cover important systems news and changes, assist LSA's with understanding how to conduct major CoC wide projects like the NOFA Completion, AHAR, PIT and HIC, and educate LSAs on how to use data locally to drive systems change and improvement in the local community.</i>		
Governance Communication	1/1/15	2/28/15
Ongoing Support Communication	1/1/15	2/28/15
Routine User Meetings	2/1/15	4/5/15
<i>MCAH will conduct a series of webinar based User meetings for users in North Carolina. These sessions will be part informational on important changes to the system and part training. It is MCAH's intent that these meetings will ultimately be phased out, replaced by local user meetings led by the LSAs as those individuals are ready to begin rolling them out at the local level.</i>		
Privacy	1/1/15	4/30/15

Tasks

Name	Begin date	End date
Consult with NC Privacy Expert <i>A NC Privacy Expert will work with the MCAH, the Governance Committee and the Transition Subcommittee to ensure we address all North Carolina specific privacy rules and regulations which apply to the implementation.</i>	1/1/15	2/13/15
Develop Client Releases	1/1/15	1/1/15
Privacy Training - Recorded	2/15/15	4/30/15
Privacy Training - Live for EDs	2/15/15	3/15/15
Train on Developing Sharing QSOBAAs	2/15/15	4/30/15
Establish Internal Visibility Protocols	3/1/15	4/30/15
Agreements	1/1/15	3/31/15
Develop Participation Agreement/Admin QSOBAA	1/1/15	1/22/15
Develop Joint Governance Charter w/ Gov. Committee	1/1/15	1/22/15
Develop and Have Users Sign New User Agreements	2/1/15	3/31/15
Get Joint Governance Charters Signed	2/1/15	3/14/15
Develop Policies and Procedures Document w/ Gov. Committee <i>Pull some of the components out of the Participation Agreement and reference that issues will be covered in the Policies and Procedures document. This will open up flexibility in the implementation without issuing new Participation Agreements.</i>	2/1/15	2/28/15
Publication Policy <i>This policy covers use of data for external publication purposes.</i>	2/1/15	2/28/15
Research Study Policy <i>This policy will cover data usage for purposes of external research studies.</i>	2/15/15	2/28/15
Plan for Managing Licenses <i>This covers how licenses will be allocated across the implementation.</i>	2/1/15	2/28/15
Bowman Tasks	1/1/15	5/15/15
Conduct Server Evaluation	1/1/15	1/22/15
Add MCAH ART Reports to System <i>We would negotiate a Scope of Work with Bowman to port over MCAH's suite of reports that cover data quality, evaluation and outcomes.</i>	1/15/15	3/15/15
Renegotiate Bowman Contract <i>Determine who will hold the contract. (Organization - MCAH or NCCEH)</i>	2/1/15	3/15/15
Evaluate Records for an Archive SOW	2/1/15	3/15/15

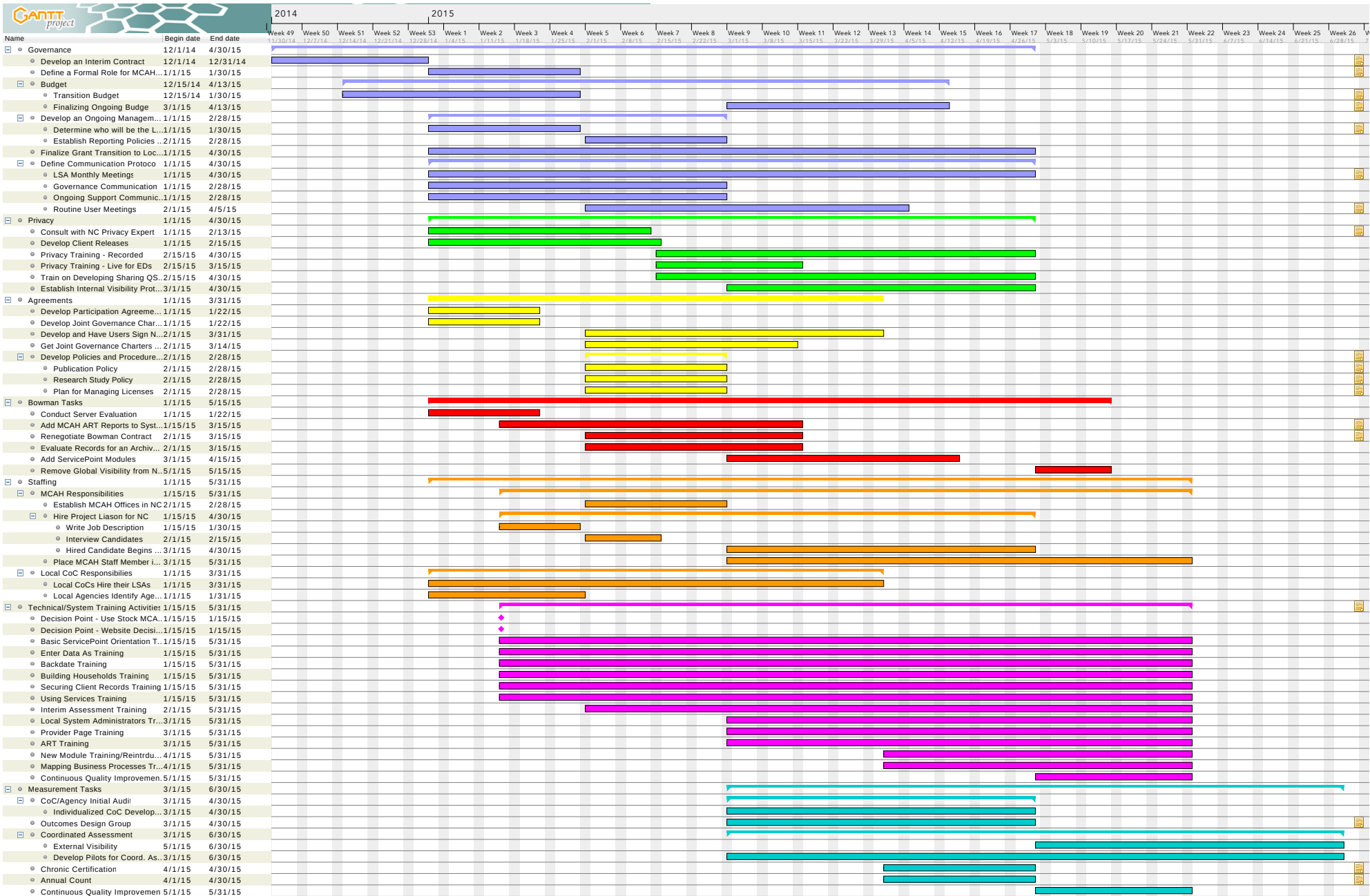
Tasks

Name	Begin date	End date
Add ServicePoint Modules	3/1/15	4/15/15
Remove Global Visibility from Non Client Profile Areas	5/1/15	5/15/15
Staffing	1/1/15	3/1/15
MCAH Responsibilities	1/15/15	5/31/15
Establish MCAH Offices in NC	2/1/15	2/28/15
Hire Project Liason for NC	1/15/15	4/30/15
Write Job Description	1/15/15	1/30/15
Interview Candidates	2/1/15	2/15/15
Hired Candidate Begins Training	3/1/15	4/30/15
Place MCAH Staff Member in NC (3 Mo.)	3/1/15	5/31/15
Local CoC Responsibilities	1/1/15	3/31/15
Local CoCs Hire their LSAs	1/1/15	3/31/15
Local Agencies Identify Agency Leads	1/1/15	1/31/15
Technical/System Training Activities	1/15/15	5/31/15
<i>Many trainings will be either live webinar or recorded podcast trainings allowing them to be done remotely, or at the users convenience in the case of recorded podcasts</i>		
Decision Point - Use Stock MCAH Trainings or Develop All New NC Trainings	1/15/15	1/15/15
Decision Point - Website Decisions	1/15/15	1/15/15
Basic ServicePoint Orientation Training	1/15/15	5/31/15
Enter Data As Training	3/31/15	5/31/15
Backdate Training	1/15/15	5/31/15
Building Households Training	1/15/15	5/31/15
Securing Client Records Training	1/15/15	5/31/15
Using Services Training	1/15/15	5/31/15
Interim Assessment Training	2/1/15	5/31/15
Local System Administrators Training	3/1/15	5/31/15
Provider Page Training	3/1/15	5/31/15
ART Training	3/1/15	5/31/15

Tasks

Name	Begin date	End date
New Module Training/Reinrtroduction to All System Modules	4/1/15	5/31/15
Mapping Business Processes Trainings	4/1/15	5/31/15
Continuous Quality Improvement Training	5/1/15	5/31/15
Measurement Tasks	3/1/15	6/30/15
CoC/Agency Initial Audit	3/1/15	4/30/15
Individualized CoC Development Plan	3/1/15	4/30/15
Outcomes Design Group	3/1/15	4/30/15
<i>This would be a group of people who would look at how Outcomes would be developed on the system. We would begin with evaluating the Focus Strategies report, and develop a design plan and time frame for implementing the outcomes evaluation on the system. This process will also be coordinated with the CQI process to determine how to turn outcomes into action.</i>		
Coordinated Assessment	3/1/15	6/30/15
External Visibility	5/1/15	6/30/15
Develop Pilots for Coord. Assessment during Transition Period	3/1/15	6/30/15
Chronic Certification	4/1/15	4/30/15
<i>Reviewing Chronic Designation to support a baseline number. May include development of a registry system or other best practices nationally.</i>		
Annual Count	4/1/15	4/15/15
<i>This involves a comprehensive review of how we count, who qualifies, analytics of the process behind the count, when the first count will be published, the presentation of the count (including infographics). We would like to develop a template so that the work conducted at the state level can be transferred to local communities so they can publish their own counts.</i>		
Continuous Quality Improvement	5/1/15	5/31/15

Gantt Chart



Resources Chart

		2014					2015																										
		Week 49	Week 50	Week 51	Week 52	Week 53	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27
Name	Default role	11/30/14	12/7/14	12/14/14	12/21/14	12/28/14	1/4/15	1/11/15	1/18/15	1/25/15	2/1/15	2/8/15	2/15/15	2/22/15	3/1/15	3/8/15	3/15/15	3/22/15	3/29/15	4/5/15	4/12/15	4/19/15	4/26/15	5/3/15	5/10/15	5/17/15	5/24/15	5/31/15	6/7/15	6/14/15	6/21/15	6/28/15	7/5/15

Decision Point - Website Decisions