

PROPOSED WORK PLAN FOR OHIO HISPC PROJECT DUE TO RTI BY 6/9/2006

Task 1: Assess variation in organization-level business policies and state laws
Responsible staff: W. Mitchin, S. Jursek, P. Powers and M. Crimmins (total paid staff time for task 995)

Assumptions regarding Task 1: (1) Participation from all work groups and the stakeholder groups will be adequate for information required in the discovery process. (2) The timeline is based upon timely receipt of required materials. (3) Acceleration of the process to meet time deadlines will not affect the quality of deliverables.

Risks and risk mitigation Task1: (1) Compression of time parameters may affect quality and quantity of stakeholder input. Mitigation: Use of electronic media for data collection will be emphasized in the early stages of the project. Alternate mitigation: Revisions to documents submitted within time frames will reflect additional stakeholder input.

Action step	Timetable	Responsibility	Resources required	Deliverable or interim milestone
1.1 Stakeholder group registration begins	2/24/06 continuous	Project management staff Powers	Web resources for registration	Stakeholder Community list completed with e-mail information, prepared for import to RTI listserv
1.2 Develop potential lists for the Stakeholder groups: Payers, Government, Hospitals, Physicians, Other Health Care Providers, Long Term Care Facilities, Mental Health, Pharmacies and Medical Devices, and Consumers	5/18/06	Ad Hoc Powers Crimmins	Distribute list from previous interaction	Stakeholder Groups mailing list
1.3 Identify all potential members for Stakeholder Groups Payers, Government, Hospitals, Physicians, Other Health Care Providers, Long Term Care Facilities, Mental Health, Pharmacies and Medical Devices, and Consumers	5/30/06	Powers	Create mailing list	Review by MGT TM, agreement on first communication
1.4 Compile list of Stakeholder Community	5/18/06	Powers	Stakeholder Groups mailing list	Stakeholder Community mailing list
1.5 E-mail with 9 domains sent to all stakeholders with instruction on providing written comment.	5/31/06	Powers and Ad Hoc	9 domains and any RTI scenarios with instructions to provide comment	Draft e-mail approved by MGT TM

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1.6 Develop schedule for meetings for the year	6/8/06	Each staff for each group MGT TM	Master calendar program that tracks planned and actual	Publication of planned calendar to website
1.7 Website for Ohio HISPC implemented	6/5/06 to 6/9/06	Powers	Hayes, Cauley, Jursek, Crimmins, Mitchin & Powers (MGT TM) agree to content and layouts	Link distributed to MGT TM and approved for public posting. Powers will send link to all attendees and interested persons
1.8 Steering Committee designated by the Governor	5/30/06	Hayes & Pearsol	Powers provides electronic list and bios	List of members published to website
1.9 Steering Committee meets and sets annual calendar based on staff recommendations, approves work group memberships.	6/8/06	Steering Committee Hayes & Powers	Calendars of members to meeting, location Work groups lists prepared for meeting	Calendar Work group membership established
1.10 Stakeholder groups' members continue to -submit written comments for compilation.	6/2/06 to 6/23/06	Powers	RTI subcontract executed Distribution list used	Compile the comments received to date, sort by stakeholder group and forward comments to VWG
1.11 Work group members notified by respective staff and proposed schedule for meetings distributed.	6/5/06	MGT TM	Mailing lists	Schedule and membership set and published to website
1.12 VWG staff reviews and amalgamates all Stakeholder written comments, sorts, refines and prepares areas needing more input from Stakeholders.	6/1/06 to 6/12/06	VWG staff Mitchin	Comments provided from all stakeholders to date	Draft format prepared including comments for the <i>Initial Set Of Business Practices And Policies</i>
1.13 VWG meets to review format for the <i>Initial Set Of Business Practices And Policies</i> and the commentary received to date and issues instruction to the Stakeholder groups for area needing further discussion.	6/13/06	VWG & staff Mitchin	Meeting space Documents for review	Format approved for the report, comments reviewed edited, amalgamated and sent to Stakeholder Groups>

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1.14 Stakeholder groups begin meetings using focus group type meetings First stakeholder group meetings held	6/14/06	Stakeholder Groups organized, meetings scheduled Ad Hoc committee members to chair and organize	Distribute by e-mail 9 domains list RTI scenarios provided Rules established to include all comments, consensus is not required as the effort is directed at a “brainstorming function “ during this phase.	Electronic collection and distribution of textual information, recording of minutes from the meetings posted to the website.
1.15 Chairpersons of the stakeholder groups meet with the Ad hoc group to assess progress.	6/15/06	Ad Hoc committee members to chair and organize	Meeting time and stakeholder input	Direction to stakeholder and work groups
1.16 VWG reviews report and creates the first draft of <i>Initial Set Of Business Practices And Policies</i>	6/15/06 to 6/23/06	VWG and VWG staff Mitchin	Staff assists in preparation of first draft	<i>Initial Set Of Business Practices And Policies</i>
1.17 VWG selects representatives from the Stakeholder Group to review the <i>Initial Set Of Business Practices And Policies</i>	6/15/06 to	VWG and selected Stakeholder Groups Mitchin & Ad Hoc	Report distributed	Summary of Stakeholder review
1.18 Comment period for Stakeholder Community begins for <i>Initial Set Of Business Practices And Policies</i>	6/15/06 to 6/23/06	Stakeholder Community, Powers distributes documents	Collection of comments	Summary of contents prepared
1.19 VWG completes review of the <i>Initial Set Of Business Practices And Policies</i> and forwards report to LWG	6/23/06 to 6/29/06	VWG and LWG Mitchin & Jursek	Meeting time	Communicate final draft to LWG and LWG staff
1.20 LWG reviews VWG report to compare to State laws and identify barriers	6/29/06 to 7/19/06	LWG Jursek	LWG meetings and staff review	Meeting summaries prepared

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Action step	Timetable	Responsibility	Resources required	Deliverable or interim milestone
1.21 LWG Staff works with LWG prepares <i>Interim Assessment of Variations Report</i> draft and submits to VWG for final review and approval	7/20/06	LWG staff Jursek LWG Mitchin	LWG VWG and staff for both	<i>Interim Assessment of Variations Report</i>
1.22 VWG approves <i>Interim Assessment of Variations Report</i>	8/3/06	VWG Mitchin	VWG meeting	Approval documented in minutes
1.23 <i>Interim Assessment of Variations Report</i> is submitted to Steering Committee	8/10/06	VWG staff Mitchin	Steering Committee staff distribution	Transmission document to Steering Committee
1.24 Steering Committee approves draft report for <i>Interim Assessment of Variations Report</i> and submits to RTI	8/24/06 9/15/06 deadline	Steering Committee Hayes	HPIO Project Manager forwards final report to RTI	State Interim Assessment of Variation Report submitted to RTI
1.25 SWG and IPWG attend Steering Committee to receive charge for next steps	8/24/06	Steering Committee Hayes & Cauley	Stakeholder Community recruitment	Membership lists SWG and IPWG
1.26 <i>Interim Assessment of Variations Report</i> submitted to the Solutions Working Group (SWG)	8/24/06	Staff forwards report Cauley	SWG organization established by Steering Committee	SWG distributes documents and background information to members

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Task 2: Formulate interim solutions and implementation plan

Responsible staff: W. Mitchin, S. Jursek, K. Cauley, W. Hayes, and M. Crimmins (total paid staff time for task 1485)

Assumptions regarding Task 2: (1) Participation from all work groups and the stakeholder groups will provide adequate input and feedback for development and revision of deliverables. (2) The interim solutions and implementation plans will focus on responses to the variability of business practices in stakeholder domains, and the formulation of best practice solutions. (3) Acceleration of the process to meet time deadlines will not affect the quality of deliverables.

Risks and risk mitigation Task 2: (1) The difficulty in coalescing diverse input from varied groups may not be scalable to a succinct and cogent report. Mitigation: Use of electronic media and ethnographic software for data analysis will be used if early indicators show vast variations in the data. Alternate mitigation: The Ad Hoc committee will be used to categorize and interpret any responses so that they accurately reflect stakeholder input and capture thematic interpretations necessary to design solutions.

Action step	Timetable	Responsibility	Resources required	Deliverable or interim milestone
2.1 RTI provides to the state contractor a preliminary report of existing best practices and lessons learned compiled from existing resources.	7/31/06	RTI Powers	Report from RTI Distribute to all	Commence SWG analysis
2.2 MGT TM identifies subset of stakeholders for SWG reviews and schedules meetings	7/27/06	MGT TM	Staff experience and stakeholder commitment	List of stakeholders identified and input solicited.
2.3 SWG staff prepares a set of potential solutions for discussion and distributes to the group.	8/8/06	Cauley & Crimmins	RTI document Work group reports MGT TM input	PowerPoint for discussion with select stakeholders
2.4 SWG meets with a select group of Stakeholders to review the range and feasibility of solutions to propose.	8/9/06 to 8/22/06	SWG, Stakeholder groups Cauley&/Crimmins	Feasibility review Focus group process	Discussion summaries
2.5 SWG considers Stakeholder input about the feasibility of solutions and drafts final <i>Interim Analysis Of Solutions</i>	8/22/06 to 10/2/06	SWG, Stakeholder Community Cauley&/Crimmins	Web portal dissemination	<i>Interim Analysis Of Solutions</i>

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2.6 SWG distributes draft <i>Interim Analysis Of Solutions</i> to the Stakeholder community and Groups for review. The stakeholder review will focus on the feasibility of implementing the solutions.	10/2/06	SWG, Stakeholder Community, and Stakeholder groups Cauley&/Crimmins Powers	Web portal dissemination and meetings	Feedback from Stakeholder groups, and Stakeholder Community
2.7 SWG submits draft of <i>Interim Analysis Of Solutions</i> report to Steering Committee for review.	10/02/06	SWG, Steering Committee Cauley & Hayes, Powers	Web portal dissemination and meetings	Steering committee review minutes
2.8 Steering Committee reviews draft <i>Interim Analysis Of Solutions</i> report and approves submission with any revision.	10/02/06 through 10/13/06	Steering Committee Hayes & Cauley	Meetings	Steering committee review minutes
2.9 <i>Interim Analysis Of Solutions</i> report submitted to RTI	10/14/06	Powers	Final draft report	<i>Interim Analysis Of Solutions</i>
2.10 Staff plans and publicizes four Ohio regional and one statewide meeting for public review of the process and products completed to date.	8/24/06 through 10/20/06	Project staff Media Powers Ad Hoc	Meeting spaces, times and announcements	Meeting schedule
2.11 IPWG reviews <i>Interim Analysis Of Solutions</i> and prepares a discussion draft of potential <i>Interim Implementation Plan</i> for regional and state meeting input.	10/2/06 through 10/16/06	IPWG Hayes	Draft complete	<i>Interim Implementation Plan</i> draft 1
2.12 Four Ohio regional meetings and one statewide meeting are conducted to review the <i>Interim Analysis Of Solutions</i> and <i>Interim Implementation Plan</i> and solicit input on implementations.	10/20/06 through 11/2/06	IPWG & Stakeholder groups, Stakeholder Community MGT TM	Draft complete	Review of plans

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2.13 IPWG members and staff will attend RTI multi-state regional meeting and present findings of the reports and discussion	TBA	RTI	Travel budget	Multi-state regional meetings
2.14 Stakeholder comment period complete and staff begins review of all comments for inclusions in the draft final documents.	10/16/06 through 11/2/06	MGT TM	Review complete	<i>Interim Implementation Plan</i> draft
2.15 <i>Interim Implementation Plan</i> draft completed by IPWG and submitted to Steering Committee.	11/9/06	IPWG and Steering Committee Hayes	Draft complete	<i>Interim Implementation Plan final draft completed</i>
2.16 <i>Interim Implementation Plan</i> review by the Steering Committee and submitted to RTI.	11/16/06	Steering Committee Hayes	Meeting and public review	<i>Interim Implementation Plan</i> submitted to RTI

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Task 3: Formulate final solutions and implementation plans.

Responsible staff: W. Hayes, K. Cauley, S. Jursek, M. Crimmins (total paid staff time for task 1240)

Assumptions regarding Task 3: (1) Participation from all work groups and the stakeholder groups will be maintained throughout the project period. (2) The final solutions and implementation plans will focus on refining previous reports and will point to next steps beyond the RTI funded effort. (3) Acceleration of the process to meet time deadlines will not affect the quality of deliverables.

Risks and risk mitigation Task 3: (1) Compression of time parameters and special interests may effect development of consensus around final recommendations, solutions and best practices. Mitigation: Broad stakeholder review and feedback will mitigate special interest domination and diligent management practices will be used to address issues resulting from compression of time parameters. Alternate mitigation: The Ad Hoc committee will be used to provide succinct stakeholder review and to assure solutions can be implemented.

Action step	Timetable	Responsibility	Resources required	Deliverable or interim milestone
3.1 SWG and IPWG review Stakeholder comments from Statewide and Ohio regional meetings and map potential changes to reports.	12/1/06	SWG and IPWG and staff for each Hayes and Cauley	Proceedings and notes from all meetings	Map of comments to reports for potential changes
3.2 SWG completes the draft of the <i>Final Assessment And Analysis Report</i> and distributes to Stakeholders and Steering Committee for final reviews.	12/15/06	SWG and staff Cauley & Powers	Web portal and listserv Technical assistance from RTI	Communication back to Stakeholder groups for any clarification
3.3 IPWG completes the draft of the <i>Final Implementation Plan Report</i> and distributes to Stakeholders and Steering Committee for final reviews	12/15/06	IPWG and staff Hayes & Powers	Web portal and listserv Technical assistance from RTI	Communication back to Stakeholder groups for any clarification
3.4 Distribution of <i>Final Assessment And Analysis Report, Final Implementation Plan Report</i> and comment period open.	12/15/06 to 1/15/07	Stakeholder Community and Powers	Web portal and listserv	List of planned revisions

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3.5 From the final reports, an <i>Impact Analysis</i> for each Stakeholder Group and for rural and urban communities will be authored.	1/24/07	MGT TM	Steering Committee review	<i>Impact Analysis</i>
3.6 <i>Impact Analysis</i> content included in final reports.	2/9/07	Powers	Steering committee resolves any final content conflicts	<i>Impact Analysis</i> annotated for inclusion in final reports.
3.7 Executive summary for Governor's Office prepared that delineates the range of solutions to barriers and outlines best practices to be preserved.	1/31/07	Steering Committee and Project Management staff Hayes	Steering Committee agreement on content	Assessment of impact of changes & Legislative agenda suggestions
3.8 Interstate issues identified.	2/9/07	Governor's Office staff, Hayes	RTI guidance in sharing information with neighboring states	Memorandum regarding interstate issues
3.9 Timetable for implementation prepared	2/9/07	SWG & IPWG Hayes & Cauley	Staff assistance	<i>Appendix to Final Implementation Plan Report</i>
3.10 Governance structure for interoperability specified	2/9/07	SWG & IPWG Hayes & Cauley	Staff assistance	<i>Appendix to Final Implementation Plan Report</i>
3.12 Cost estimates prepared for interoperability	2/9/07	SWG & IPWG Hayes & Cauley	Staff assistance	<i>Appendix to Final Implementation Plan Report</i>
3.13 Steering Committee approves draft report for <i>Final Assessment And Analysis Report</i> and submits to RTI	2/13/07	Steering Committee Hayes & Powers	Steering committee resolves any final content conflicts	<i>Final Assessment And Analysis Report</i> submitted to RTI
3.14 Steering Committee approves <i>Final Implementation Plan Report</i> and submits to RTI.	2/14/07	Steering Committee Hayes	Steering committee resolves any final content conflicts	<i>Final Implementation Plan Report</i> submitted to RTI
3.15 Attend National meeting for RTI	TBA	Chair Steering Committee, Chair SWG, Chair IPWG & Project Manager	Briefing meeting attendees by project staff and membership.	Disseminate information from National meeting to the Stakeholder Community

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Task 4: Project management.
Responsible staff: W. Hayes, P. Powers, K. Cauley, S. Jursek, W. Mitchin, and M. Crimmins (total paid staff time for task 1260)

Assumptions regarding Task 4: (1) Feedback from contract management will be timely and expedite the approval of the work plan (2) The Management Team will access resources and required materials as needed.

Risks and risk mitigation Task 4: (1) Compression of time parameters may effect the achievement of initial management steps for the project. Mitigation: Increase communication among the team and develop working strategies for coordination of efforts. Alternate mitigation: The Ad Hoc Working Group will provide assistance as needed.

Action step	Timetable	Responsibility	Resources required	Deliverable or interim milestone
4.1 Invitation only meeting held February 24, 2006	2/24/06	HPIO Stakeholders	Attendance Stakeholder commitment	Commitment of stakeholders documented. Work group lists drawn up Schedule for the coming year set
4.2 Execute contract with RTI	5/16/06	RTI State Liaison HPIO Board Hayes	Legal review Subcontract preparation and approval	Contract executed and distributed.
4.3 Monthly Project status and financial report produced	6/6/06 7/6/06 8/6/06 9/6/06 10/6/06 11/6/06 12/6/06 1/6/07 2/6/07 3/6/07	Accounting office Powers	Account records update Reports from committees and working groups	Monthly report submitted to RTI
4.4 Governor's Office appoints the Steering Committee	5/30/06	Hayes & Pearsol	Invitations from the Governor	Membership list for Steering Committee
4.5 Registrants sign up for listserv participation	ongoing	Powers	RTI web portal	Stakeholder e-community
4.6 Meeting minutes and calendar posted to website	ongoing	Powers	Administrative support	Meeting minutes and reports

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4.7 Workgroups begin meeting	6/1/06	VWG, LWG, AWG (as needed) SWG and IPWG MGT TM	Space and membership	Meeting scheduling
4.8 Work plan developed based on feedback from February 24 meeting and proposal to RTI	5/16/06to 6/7/06	MGT TM	Input from readers	Work plan second draft
4.9 Stakeholder groups meeting schedule set and invitations issued	5/31/06 to 6/30/06	Payers, Government, Hospitals, Physicians, Other health care providers, Long term care facilities, mental health, Pharmacies and Medical Devices, and Consumers	RTI web portal listserv	Membership posted for all Stakeholder groups Schedule for all Stakeholder groups published
4.10 HPIO and other project staff meet with RTI advisors to review work plan draft	5/25/06 through 6/9/06	Hayes Project Management staff RTI State Liaison	Meeting time and place	Work plan final draft
4.11 Work plan reviewed by the Steering Committee and submitted to RTI	6/8/06	Hayes Steering Committee & Project Management staff	Steering Committee review	Work Plan finalized and published
4.12 Create the Variations Working Group (VWG) and establish the charge of the committee with 9 domains	6/8/06	Steering Committee & Mitchin & Hayes	Invitation to members	VWG list finalized
4.13 Work with VWG to identify resources necessary to assess security and privacy domains and to identify any other significant variations pertinent to Ohio.	5/30/06 through 8/10/06	RTI State Liaison Mitchin & Hayes VWG	Web portal and other RTI resources, state resources	VWG evaluation of assistance provided

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4.14 Establish and charge the Legal Working Group	5/30/06	Steering Committee Hayes & Jursek	Invitation to members	LWG list finalized
4.15 Assist Legal working group (LWG) to identify resources necessary to assess security and privacy domains and to identify any other significant variations pertinent to Ohio.	5/30/06 through 2/15/07	RTI State Liaison LWG, Jursek	Web portal and other RTI resources, State legal resources University resources	LWG evaluation of assistance provided
4.16 Assist SWG and IPWG with accessing resources necessary to complete tasks and reports.	7/31/06 through 2/15/07	RTI State Liaison MGT TM	Web portal and other RTI resources, State resources	SWG and IPWG evaluation of assistance provided
4.17 Provide assistance in recording notes for all meetings and preparing and distributing draft reports.	ongoing	RTI State Liaison Powers	Web portal and other RTI resources	Documentation of meetings and reports
4.18 Meet with RTI contact staff to update on progress and to access national resources.	ongoing	RTI State Liaison Powers	Web portal and other RTI resources	RTI evaluation of assistance requested