

Project: **Streamlining DODD Licensure and ODH Certification**

Lead: Rick Tully, 614.752.2582, Rick.Tully@governor.ohio.gov

Updated: 7.23.2012

PROJECT PURPOSE		Status
Define the issue that the project will address or remedy		Draft 6-10-2012
Identify "hot spots" that illustrate the urgency to find a solution		In process
Define the project purpose and scope of work		Draft 6-10-2012
Complete a preliminary workplan (using this page as a template)		Later
PROJECT MANAGEMENT		
Identify the project team and augment with consultants if needed		Draft 6-10-2012
Determine the project management structure, including table of organization		Later
Create a detailed project workplan		Later
Develop a workplan budget and identify the source(s) of funding		Later
Report project status to the Program Office and HHS Cabinet		Later
Coordinate with other project teams through the Program Office		Later
Develop a stakeholder/media/legislative outreach plan		Later
Identify external stakeholders and create a stakeholder advisory group		6-10-2012
Establish a process for regular stakeholder input		Later
Host kick-off event(s) for the project team and stakeholders		Later
BUSINESS REQUIREMENTS AND SOLUTION		
Define business requirements		Later
Conduct an internal scan of solutions/capabilities		Later
Identify and report gaps in existing operations/infrastructure		Later
Conduct an external market scan and/or request for information (RFI)		Later
Assess the federal landscape for opportunities, including funding, and threats		Later
Identify best practices, within the state and externally		Later
Recommend a solution to meet business requirements		Later
Identify key deliverables necessary to implement the solution		Later
Conduct an impact analysis of expected benefits and costs of the solution		Later
DELIVERABLES		
Develop an implementation budget and identify the source(s) of funding		Later
Draft legislative and/or administrative rule language		Later
Recommend an appropriation strategy, if needed, for mid-biennium review		Later
Develop a detailed stakeholder/media/legislative strategy		Later

Recommend a procurement strategy	Later
Develop a request for a proposal, if needed	Later
Support the procurement process (e.g., evaluation, vendor selection)	Later
Support the completion and approval of federal compliance activities	Later

PROJECT PURPOSE

Situation

ODH certifies ICF-MR facilities pursuant to CMS requirements and DODD licenses the same facilities under state law and administrative code. Achieving efficiencies and eliminating overlaps across these two programs is an initiative that became a part of a set of “common sense” regulatory impact reduction initiatives in the HB 153 budget process. ODH and DODD have defined a course of action to achieve efficiencies, and are initiating a stakeholder process through this Project Team to refine the proposed solutions and assist in the implementation and monitoring progress.

Hot Spots

(Examples from stakeholders here)

Scope of Work

The purpose of the project is to achieve efficiencies and reduce burden for the providers and state operations across ODH ICF-MR certification and DODD ICF-MR licensure.

Key objectives include the following:

- Identify overlapping functions;
- Develop strategies to address overlaps and achieve efficiencies;
- Develop workplan to cover two year period of implementation; and
- Develop and execute a plan to monitor progress and report to leadership

High-Value Targets

1. Since DODD has operational responsibility over the entire ICF program, DODD and ODH will establish an Operating Protocol to set forth expectations on conducting surveys, collaboration between the two agencies and achieving further efficiencies.

2. Upon CMS approval, DODD and ODH will start coordinating surveys so both DODD and ODH are surveying simultaneously. Some logistical work will be necessary as currently DODD issues licenses for terms of one or three years. In addition, DODD will need to notify providers that it will no longer be announcing its surveys 90 days in advance. Over the next two years, DODD and ODH as they survey together, will modernize the survey process so ODH understands the programmatic issues that are important to DODD, and DODD understands the CMS requirements.

3. Over the next two years, DODD will continue to eliminate survey elements covered sufficiently by ODH. DODD has already done this on a number of items, and is prepared to eliminate the life safety portion of its survey as ODH does this in both its certification survey and in its life safety survey. We do know at this point that DODD needs to keep MUI, IP's and behavior support, money management, and personnel records.

4. DODD during this two year period of the combined survey process, and with the help of Bonnie Kantor-Burman, Dept. of Aging, DODD will develop the reimbursement system to reward quality. A separate work group has been created for this work.

PROJECT MANAGEMENT

Project Team

The Project Team will consist of staff from DODD, ODH, Medicaid, and OHT.

Project Management

Describe the project management structure that will be used, including consultants (if any)

Create a space for sharing project work on the Program Office SharePoint site

Develop a table of organization that connects to the Program Office and aligns to the work plan

Identify how project risks will be assessed and monitored

Workplan

Create a detailed project workplan using this project template as a guide

Select a project management program/software solution that fits the project, if needed

Identify and sequence activities needed to complete deliverables

Align activities with other project teams through the Program Office

Project Budget

Estimate the time, cost, and other resource requirements to complete activities in the workplan

Identify the source(s) of funding and other resources necessary to cover the workplan

Coordination

Identify other project teams with overlapping interests and authority

Conduct project activities in parallel, coordinated through the Program Office

Harmonize findings and recommendations with other project teams

Regularly report project status to the Program Office and HHS Cabinet

Stakeholder Input

Develop a stakeholder/media/legislative outreach plan with Eric Poklar and Monica Juenger

Identify external stakeholders

Include consumers, providers, vendors, other units of government, legislators, and/or others

Create a stakeholder advisory group, or rely on an existing entity for stakeholder input
Describe the process that will be used to receive stakeholder input
Create a project kick-off event for the stakeholder advisory group

BUSINESS REQUIREMENTS AND SOLUTION

Business Requirements

Collect documents and other background necessary to define business requirements
Define business requirements
Describe what the solution needs to do to meet the business requirements (functional)
Describe how the solution needs to meet user needs (technical, performance, other)

Gap Analysis

Conduct an internal scan of solutions/capabilities to meet business requirements
Identify and report gaps in existing operations/infrastructure
Conduct an external market scan of solutions/capabilities to meet business requirements
Consider using a request for information (RFI) to solicit input on solutions and best practices

Best Practices

Identify current best practices, within the state and externally
Include links to reports about best practices

Solution

Recommend a solution pattern
Prioritize and balance the use of existing internal capacity and internal/external best practices
Identify the key deliverables that are expected to result from the project (update as needed)
Examples of deliverables include legislation, rule, appropriation, and request for proposal (RFP)
Produce reusable content (e.g., procurement RFP meets federal compliance standards)

Benefits

Conduct an impact analysis of the expected benefits and costs of the solution
Describe how the solution will contribute to the Governor's principles and policy priorities
Describe how the solution will contribute to the Common Sense Initiative
Describe how the solution will contribute to the OBM Shared Services Initiative
Describe how the project will contribute to the DAS IT consolidation initiative

DELIVERABLES

Implementation Budget

Estimate the time, cost, and other resource requirements to implement the solution
Identify the source(s) of funding and other resources necessary to complete implementation

Legislation

Recommend changes in current law or administrative rule, if needed

Recommend changes in appropriation authority, if needed

Identify a vehicle for the changes (e.g., mid-biennium review, SFY 2014-2015 budget)

Develop a detailed stakeholder/media/legislative outreach plan with Eric and Monica

Procurement

Recommend a procurement strategy, if needed

Conduct a feasibility study and alternatives analysis and provide sourcing recommendations

Develop a request for proposals (RFP), if needed

Develop a proposal evaluation framework and materials for vendor selection, if needed

Develop a roadmap for sequencing procurement and implementation efforts

Federal Funding and Compliance

Assess the federal landscape for opportunities and threats

Recommend how to maximize federal funding support for the project

Identify and support the completion and approval of required federal compliance activities

Include links to federal websites or reports that are related to the project

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PROJECT TEAM

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