

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

May 30, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The high-level project plan for the Department for Children and Families Rehabilitation Services KMIS Modernization Project is enclosed. Mike Wilkerson is the primary contact for the project and can be reached at (785) 291-3209. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

K.S.A. 75-7209 states all specifications for any competitive acquisition related to an approved information technology project shall be reviewed by the chief information technology officer for the branch of state government of which the agency or agencies are a part. The requirement that agencies obtain CITO approval of proposed IT projects has been adjusted to be in agreement with JCIT suggestions. As a result, all specifications for any competitive acquisition related to an approved IT project shall now be approved by the CITO before release.

If a variance of 10% or more in time or cost to the approved high-level project plan would occur with vendor selection, a revised high-level project plan must be submitted for CITO approval and the CITO's approval shall be received, prior to contract award. The CITO will notify JCIT of such events as per their request.

Once the final contracts are awarded, the high-level project plan will need to be updated with detailed information and receive final CITO approval. As required by statute and reinforced by the JCIT, the detailed project plan must receive CITO approval prior to project execution. This detailed project plan should include information found at the following link: <https://ebit.ks.gov/kito/epmo/proposed-information-technology-project-plans>.

As of July 1, 2013, new CITO-reportable projects are assessed a fee to support KITO operations. The fee will be assessed against the total project cost identified in the agency's detailed project plan. The fee will be billed quarterly until the project's Post Implementation Evaluation Report (PIER) is received. Fees will be based on the following rate structure:

- Projects valued between \$250,000 and \$10,000,000 - .0035 of the Project cost
- Projects valued greater than \$10,000,001 - .0005 of the Project cost
- Infrastructure projects - .00035 of the Project cost

Todd Herman
5/30/2023
Page 2 of 2

If there is any further assistance I may provide, please contact me.

Respectfully,

DocuSigned by:

Laura Howard

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Laura Howard, Secretary
Department for Children and Families

DocuSigned by:

Jeff Maxon

670B8750658F441...

Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Tom Pagano, HS-EBIT
Mike Wilkerson, HS-EBIT
Jay Davis, HS-EBIT
Paul Fenton, HS-EBIT
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

Office of the Secretary
555 S. Kansas Ave., 6th Floor
Topeka, KS 66603

Laura Howard, Secretary



Phone: (785) 296-3271
Fax: (785) 296-4985
www.dcf.ks.gov

Laura Kelly, Governor

April 14, 2023

Jeff Maxon
Interim Chief Information Technology Officer (CITO)
Kansas Executive Branch Information Technology
2800 SW Topeka Blvd, Building 1
Topeka, Kansas 66612

Dear Mr. Maxon,

The Kansas Department for Children and Families (DCF), Rehabilitation Services Division is requesting your review and consideration for approval of the Kansas Information Technology Office (KITO) packet for Rehabilitation Services Kansas Management Information System (KMIS) Modernization project.

The Rehabilitation Services Division has a mission of working in partnership with Kansans with disabilities to achieve their goals for employment and independence. The program philosophy is to act in accordance with the highest standards of ethical behaviors, accountability, efficiency, and conduct in the performance of duties and in daily interaction with customers. The Rehabilitation Services Division empowers persons with disabilities to maximize employment, economic self-sufficiency, independence and inclusion and integration into society.

The current legacy system known as the KMIS has been in existence since 1989. While it meets many needs, there are capabilities with newer technologies that the organization feels will afford them to focus more on the clients the agency serves. Not only is there a drive to get to market-relevant technologies, but there is also a need to take advantage of some self-service options through portals for both Clients and Vendors that can reduce the overall administration that staff must undertake.

The Kansas Department for Children and Families EES, Kansas Human Services Executive Branch Information Technology (HS-EBIT) will solicit vendors who will have a choice of bidding one or multiple hosting options including Vendor-Hosted, Software-as-a-Service (SaaS) or to be hosted with one of the State of Kansas' hosting options; Azure.KS.Gov (containerized), Azure.KS.Gov (virtualized).

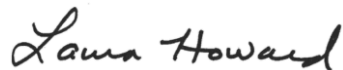
Below is the list of documents that are required for the High-level Plan. These have been attached for your review and approval:

- High-level Project Plan Checklist;
- DA518 Information Technology Request Explanation;
- DA519 Information Technology Cost-Benefit Statement;
- Work Breakdown Structure (WBS);

- PM02-11a Risk Identification Summary;
- Architectural Compliance Statement;
- Ownership of Software Code & Related Intellectual Property Statement;
- Approval Letter from State Director of IT Accessibility;
- Approval Letter from State Archivist;
- High-level Project Plan Risk Assessment Analysis (RAM).

If you need additional information please contact Mike Wilkerson (785.291.3209 or Mike.Wilkerson@ks.gov).

Sincerely,

A handwritten signature in black ink that reads "Laura Howard". The script is cursive and fluid.

Laura Howard, Secretary

cc: Jeff Maxon, Executive Branch Interim CITO
Tom Pagano, HS EBIT CIO
Ben Errebo, HS EBIT PMO and IT Strategy Director
Mike Wilkerson, HS EBIT PMO Director
Paul Fenton, HS EBIT Project Manager

State Entity: Kansas Department for Children and Families (DCF)	
Project Name: Rehabilitation Services KMIS Modernization Project	
Greater than \$250,000/ less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
IT Project Plan Documents	Included (Y/N)
For forms and/or more detailed information on completion of plan: see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y - B1
IT Project Request Explanation--DA518	Y - C1
IT Cost Benefit Statement--DA519	Y - C1
Work Breakdown Structure	
Task Name (tasks should be descriptive)	Y - D1
Start	Y - D1
Finish	Y - D1
Milestone	Y - D1
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Statement of products and standards compliance	Y - E1
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y - E1
If different, attach CITO waiver	N/A
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Statement indicating intent to use Voluntary Product Accessibility Template® (VPAT®) to assess compliance with ITEC 1210 as part of the procurement/development and testing process, or attach exception from State ADA Coordinator. For more information see: https://www.itic.org/policy/accessibility/vpat .	Y - E1
Attach approval letter from State Director of IT Accessibility	Y - E1
Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) For more information see -- https://www.ksks.org/p/records-management-and-the-law/11348	
1. Identify replaced paper records	Y - E1
2. Identify new business functions	Y - E1
3. Reasons for business functions	Y - E1
4. Records requirements for business function	Y - E1
5. Documents in another system?	Y - E1
6. Public access requirements	Y - E1
7. Access control requirements	Y - E1
8. Identify all records with retention period of ten or more years	Y - E1
9. Estimate three year cost of addressing records identified in No. 8	Y - E1
Attach approval letter from State Archivist.	Y - E1
Risk Identification Summary (Form ITEC PM02-11a)	Y - F1
Risk Assessment Model (RAM) Summary - High Level Plans	Y - G1
Fiscal Note, if appropriate	N/A
Electronic copy submitted four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518												
1. Project Title:				2. Project Priority		3. Estimated Dates						
Rehabilitation Services KMIS Modernization Project				High		Planning Start:		5/1/2020				
Agency:						Execution Start:		4/26/2024				
Kansas Department for Children and Families (DCF)						Close-Out End:		3/12/2026				
4. Project Description and Justification:				Date Submitted:		3/27/2023						
Rehabilitation Services has a mission of working in partnership with Kansans with disabilities to achieve their goals for employment and independence. The program philosophy is to act in accordance with the highest standards of ethical behaviors, accountability, efficiency, and conduct in the performance of duties and in daily interaction with customers. The Rehabilitation Services Division empowers persons with disabilities to maximize employment, economic self-sufficiency, independence and inclusion and integration into society.												
The current legacy system known as the Kansas Management Information System (KMIS) has been in existence since 1989. While it meets many needs, there are capabilities with newer technologies that the organization feels will afford them to focus more on the clients the agency serves. Not only is there a drive to get to market-relevant technologies, but there is also a need to take advantage of some self-service options through portals for both Clients and Vendors that can reduce the overall administration that staff must undertake. KMIS is using outdated technology that lacks the ability to future proof further functionality and streamline processes. There is excessive data entry, lacks efficiencies, contains cumbersome workarounds and is becoming expensive to maintain and obtain relevant staff to support the system.												
The Kansas Department for Children and Families Rehabilitation Services, Kansas Human Services Executive Branch Information Technology (HS-EBIT) will solicit vendors who will have a choice of bidding one or multiple hosting options including Vendor-Hosted, Software-as-a-Service (SaaS) or to be hosted with one of the State of Kansas’ hosting options. Additionally, vendors may bid on one or multiple approaches. The Kansas Department for Children and Families Rehabilitation Services is seeking a Configurable Commercial off the shelf Vocational Management system to utilize vendor relationships and knowledge with building and maintaining Rehabilitation Services systems. State of the art technology, speed to market and cost are key factors. Main areas of improvement include but are not limited to: Federal and State Reporting needs, Case Management processes, Electronic casefile, Reminders, and Communication efficiencies internally and externally.												
Is this an Infrastructure Project? (Y/N)												
											N	
Will Business Process Modeling be completed during the IT project and business design? (Y/N)												
											Y	
Will national and/or industry data standards be used? (Y/N)												
											Y	
If yes, please specify.		National Institute for Standards and Technology (NIST) security standard; Internal Revenue Service (IRS) security standards; DCF Rehabilitation Services security standards; Federal Health Insurance Portability and Accountability Act (HIPAA); State IT Accessibility requirement standards; State of Kansas Project Management Methodology; State of Kansas budgeting standards and other applicable state standards										
List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.												
Collaboration with the planned Vendor, DCF Rehabilitation Services program staff, and Information Technology Services (ITS) Project Management staff and additional staff will be maintained to ensure successful completion of the project. Microsoft Outlook email and calendar functions will be utilized for communications and teleconferences and face-to-face meetings. A project team SharePoint site has been created to be used for the project documentation repository.												
5. Estimated Project Cost												
Category		Cost		KITO Rate Structure					Project Quarterly KITO Fee			
Internal Cost (Salaries)		\$520,830							\$20,629			
Contractual Services		\$5,373,221										
Commodities		\$0										
Capital Outlay		\$0										
Sub-Total Project Costs		\$5,894,051										
Total KITO Rate Fee		\$144,403										
Total Project Costs		\$6,038,454										
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):												
Subproject Name		Start Date		End Date		Internal Cost		External Cost		Total Cost		
Planning		5/1/2020		4/25/2024		\$140,416		\$697,804		\$838,220		
Execution												
Rehabilitation Services KMIS Modernization Project		4/26/2024		12/8/2025		\$371,809		\$4,747,497		\$5,119,306		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
Execution Sub-Total		4/26/2024		12/8/2025		\$371,809		\$4,747,497		\$5,119,306		
Close-Out		12/9/2025		3/12/2026		\$8,605		\$72,323		\$80,928		
Grand Internal, External, and Total Costs						\$520,830		\$5,517,624		\$6,038,454		
7. Amount by Source of Financing:												
State Fiscal Years	1. SGF	2. Rehab Services	3.	4.	5.	6.	7.	8.	9.	10.	11.	Total
Previous SFY(s)	\$102,412	\$378,396										\$480,808
SFY 2023	\$40,616	\$150,069										\$190,685
SFY 2024	\$127,791	\$472,167										\$599,958
SFY 2025	\$666,461	\$2,462,465										\$3,128,926
SFY 2026	\$348,911	\$1,289,166										\$1,638,077
SFY 2027												\$0
SFY 2028												\$0
SFY 2029												\$0
SFY 2030												\$0
SFY 2031												\$0
SFY 2032												\$0
SFY 2033												\$0
SFY 2034												\$0
Total Project Costs	\$1,286,191	\$4,752,263	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,038,454
Description of funds listed above												
Funding is 78.70% Rehabilitation Services (Fund 3315) and 21.30% SGF (Fund 1000).												

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519					
1. Project Title		2. Estimated Dates		Projected Months from	
Rehabilitation Services KMIS Modernization Project		Planning Start:	5/1/2020	Execution to Close-Out	
		Execution Start:	4/26/2024	23	
		Close-Out End:	3/12/2026		
3. Agency		4. Project Director/Project Manager			
Kansas Department for Children and Families (DCF)		Dan Decker/ Cathy Clayton, Paul Fenton			
5. Qualitative and Quantitative Savings Explanation					
Soft Cost Reductions: The migration of the current system away from mainframe technologies will align with State of Kansas strategic IT direction due to increasing costs associated with support and maintenance of Adabas and the mainframe. Adabas will incur an average annual cost of \$111,064, Mainframe will incur an average annual cost of \$320,489 over the next five years. This is an average cost avoidance of \$165,776.50 per year. Hard Cost Reductions: There is an additional expense for DCF Kansas Rehabilitation Services if the program is not off the Mainframe by September 2025. The new system will utilize market relevant technologies to ensure future maintainability and support that allow greater options to obtain and retain technical staff. Current cost of the Adabas and Mainframe Utilization averages \$980,979 per year that will be a cash savings. Other Intangible Benefits: The solution will provide new capabilities and data structures to provide more thorough and readily available information: intuitive and accessible user interfaces, quicker processing time, greater accessibility for those with challenges (ADA) including staff and clients, self-service portal, automation and configurability to reduce processing time, improve data capture stored, reduce administrative overhead, notifications to reduce research and rework, an electronic casefile for better security, electronic signature capability, improved relational data structures to allow greater data integrity and quality and current and future business needs.					

6. Qualitative and Quantitative Savings Estimate														
Description of Savings		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Cost Avoidance (Soft Dollars)														
Adabas software renewal - estimate future annual increases							\$90,960	\$100,056	\$110,061	\$121,068	\$133,174			
Mainframe utilization - estimated increased KMIS share after CSS Replatform Project							\$320,489	\$320,489	\$320,489	\$320,489	\$320,489			
Subtotal	\$2,157,764	\$0	\$0	\$0	\$0	\$0	\$411,449	\$420,545	\$430,550	\$441,557	\$453,663	\$0	\$0	\$0
Cash Savings (Hard Dollars)														
Adabas software renewal - obsolete after KMIS Modernization							\$826,908	\$826,908	\$826,908	\$826,908	\$826,908			
Mainframe utilization - KMIS share						\$77,036	\$154,071	\$154,071	\$154,071	\$154,071	\$154,071			
Subtotal	\$4,981,931	\$0	\$0	\$0	\$0	\$77,036	\$980,979	\$980,979	\$980,979	\$980,979	\$980,979	\$0	\$0	\$0
Other (Include Intangible Benefits)														
Rehab Services workload efficiency							\$1,248,619	\$1,248,619	\$1,248,619	\$1,248,619	\$1,248,619			
Subtotal	\$6,243,095	\$0	\$0	\$0	\$0	\$0	\$1,248,619	\$1,248,619	\$1,248,619	\$1,248,619	\$1,248,619	\$0	\$0	\$0
Quantitative Savings	\$13,382,790	\$0	\$0	\$0	\$0	\$77,036	\$2,641,047	\$2,650,143	\$2,660,148	\$2,671,155	\$2,683,261	\$0	\$0	\$0
7. Summary*		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Project Costs	Total	\$6,038,454	\$480,808	\$190,685	\$599,958	\$3,128,926	\$1,638,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	\$7,344,336	-\$480,808	-\$190,685	-\$599,958	-\$3,128,926	-\$1,561,041	\$2,641,047	\$2,650,143	\$2,660,148	\$2,671,155	\$2,683,261	\$0	\$0
Cost Benefit per Month		\$581,860												
Calendar Months to Break Even		10												
8. Ongoing Cost		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Operational Cost for three ensuing SFYs						\$850,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000			

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources
Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs
Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months
Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Rehabilitation Services KMIS Modernization Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	Rehabilitation Services KMIS Modernization Project	1487 days?	0 hrs	Fri 5/1/20	Thu 3/12/26			No
2	Planning Phase	1004 days	0 hrs	Fri 5/1/20	Thu 4/25/24			No
3	Funding Award and Initial Project Planning	60 days	0 hrs	Fri 5/1/20	Mon 7/27/20			No
4	Research, Design and Plan for Build	250 days	0 hrs	Tue 7/28/20	Fri 7/23/21	3		No
5	Evaluation of Data / Communication Planning	313 days	0 hrs	Mon 7/26/21	Wed 10/19/22	4		No
6	CITO High-Level Project Plan (HLPP) Approval Process	109 days	0 hrs	Wed 12/21/22	Thu 5/25/23			No
7	Prepare HLPP Documentation	20 days	0 hrs	Wed 12/21/22	Fri 1/20/23	5		No
8	Submit and Obtain PMO Director Approval of HLPP	10 days	0 hrs	Fri 3/10/23	Thu 3/23/23	7		No
9	Submit and Obtain IT Accessibility Director Approval of HLPP	30 days	0 hrs	Fri 3/24/23	Thu 5/4/23	8		No
10	Submit and Obtain State Archivist Approval of HLPP	5 days	0 hrs	Fri 3/24/23	Thu 3/30/23	8		No
11	Submit HLPP thru DCF Concurrence & Obtain Department Secretary Signature	5 days	0 hrs	Fri 5/5/23	Thu 5/11/23	9		No
12	Submit CITO HLPP Documents to KITO for Review & Approval	10 days	0 hrs	Fri 5/12/23	Thu 5/25/23	11		No
13	<i>CITO High-Level Project Plan Approved and Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Thu 5/25/23</i>	<i>Thu 5/25/23</i>	<i>12</i>		<i>Yes</i>
14	Procurement Process	550 days	0 hrs	Thu 10/21/21	Fri 12/29/23			No
15	RFP: Prepare Request for Proposal (RFP) Specifications	349 days	0 hrs	Thu 10/21/21	Tue 3/14/23			No
16	Prepare RFP Specifications	315 days	0 hrs	Thu 10/21/21	Wed 1/25/23	4		No
17	Review of RFP Specifications by HS EBIT / Security	30 days	0 hrs	Thu 1/26/23	Wed 3/8/23	16		No
18	Revise / Finalize RFP Specifications	4 days	0 hrs	Thu 3/9/23	Tue 3/14/23	17		No
19	<i>RFP Prepared</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Tue 3/14/23</i>	<i>Tue 3/14/23</i>	<i>18</i>		<i>Yes</i>
20	RFP: Submit through Department Concurrence	5 days	0 hrs	Wed 3/15/23	Tue 3/21/23	19		No
21	RFP: Submit for CITO Review/Approval	30 days	0 hrs	Wed 3/22/23	Tue 5/2/23	20		No
22	RFP: DofA Procurement	71 days	0 hrs	Wed 5/3/23	Fri 8/11/23			No
23	DCF Procurement Submit RFP Specifications to DofA	1 day	0 hrs	Wed 5/3/23	Wed 5/3/23	21		No
24	DofA Procurement to Post	10 days	0 hrs	Thu 5/4/23	Wed 5/17/23	23		No
25	Vendor Responses	60 days	0 hrs	Thu 5/18/23	Fri 8/11/23	24		No
26	<i>Release RFP / Closing Date</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Fri 8/11/23</i>	<i>Fri 8/11/23</i>	<i>25</i>		<i>Yes</i>
27	Vendor Evaluation, Presentations, and Best and Finals	65 days	0 hrs	Mon 8/14/23	Tue 11/14/23			No
28	Vendor Questions Due to DofA	10 days	0 hrs	Mon 8/14/23	Fri 8/25/23	26		No
29	DCF Response to Vendor Questions	10 days	0 hrs	Mon 8/28/23	Mon 9/11/23	28		No
30	DCF Receives Bid Proposals from DofA	5 days	0 hrs	Tue 9/12/23	Mon 9/18/23	29		No
31	DCF Review Technical Specifications	10 days	0 hrs	Tue 9/19/23	Mon 10/2/23	30		No
32	Pros & Cons/Request for Cost Proposals - Letter to DofA	5 days	0 hrs	Tue 10/3/23	Mon 10/9/23	31		No
33	DCF Review of Cost Proposals	10 days	0 hrs	Tue 10/10/23	Mon 10/23/23	32		No
34	Request Interviews - Letter to DofA	5 days	0 hrs	Tue 10/24/23	Mon 10/30/23	33		No
35	Conduct Bidder Interviews	10 days	0 hrs	Tue 10/31/23	Tue 11/14/23	34		No
36	<i>Select Vendor</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Tue 11/14/23</i>	<i>Tue 11/14/23</i>	<i>35</i>		<i>Yes</i>
37	Contract Negotiations	30 days	0 hrs	Wed 11/15/23	Fri 12/29/23			No
38	Negotiate Contract with Selected Vendor	30 days	0 hrs	Wed 11/15/23	Fri 12/29/23	36		No
39	<i>Award Contract - Signatures Obtained</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Fri 12/29/23</i>	<i>Fri 12/29/23</i>	<i>38</i>		<i>Yes</i>
40	<i>Procurement Process Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Fri 12/29/23</i>	<i>Fri 12/29/23</i>	<i>38</i>		<i>Yes</i>
41	CITO Detailed Project Plan (DPP) Approval Process	82 days	0 hrs	Tue 1/2/24	Thu 4/25/24			No
42	Provide DPP to Vendor	2 days	0 hrs	Tue 1/2/24	Wed 1/3/24	40		No
43	Prepare CITO DPP Documentation	20 days	0 hrs	Thu 1/4/24	Thu 2/1/24	42		No
44	Meet with Kansas Historical Society Discuss Records Management (Additional Forms May Apply)	5 days	0 hrs	Fri 2/2/24	Thu 2/8/24	43		No
45	Submit and Obtain PMO Director Approval of DPP	5 days	0 hrs	Fri 2/9/24	Thu 2/15/24	44		No
46	Submit & Obtain IT Accessibility Director Approval of DPP	30 days	0 hrs	Fri 2/16/24	Thu 3/28/24	45		No

Rehabilitation Services KMIS Modernization Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
47	Submit & Obtain State Archivist Approval of DPP	5 days	0 hrs	Fri 3/29/24	Thu 4/4/24	46		No
48	Submit/Route CITO DPP thru Department Concurrence & Obtain Department	5 days	0 hrs	Fri 4/5/24	Thu 4/11/24	47		No
49	Submit CITO DPP to KITO for Review and Approval	10 days	0 hrs	Fri 4/12/24	Thu 4/25/24	48		No
50	<i>CITO Detailed Project Plan Approved and Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Thu 4/25/24</i>	<i>Thu 4/25/24</i>	<i>49</i>		<i>Yes</i>
51	<i>Planning Phase Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Thu 4/25/24</i>	<i>Thu 4/25/24</i>	<i>49</i>		<i>Yes</i>
52	Vendor Integration Planning	11 days	0 hrs	Tue 1/2/24	Wed 1/17/24			No
53	Initial Planning Meeting with Vendor	1 day	0 hrs	Tue 1/2/24	Tue 1/2/24	40		No
54	Vendor Initiation/Setup	5 days	0 hrs	Wed 1/3/24	Tue 1/9/24	53		No
55	Kick Off Meeting Preparation	5 days	0 hrs	Wed 1/10/24	Wed 1/17/24	54		No
56	<i>Vendor Integration Planning Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Wed 1/17/24</i>	<i>Wed 1/17/24</i>	<i>55</i>		<i>Yes</i>
57	Execution Phase		0 hrs					No
58	Vendor Onboarding and Execution	415 days	0 hrs	Fri 4/26/24	Mon 12/8/25			No
59	IT System Planning / Development	415 days	0 hrs	Fri 4/26/24	Mon 12/8/25			No
60	Technical Analysis / Coordination for IT System	55 days	0 hrs	Fri 4/26/24	Mon 7/15/24	51		No
61	Development	100 days	0 hrs	Tue 7/16/24	Fri 12/6/24	60		No
62	Testing	100 days	0 hrs	Mon 12/9/24	Mon 4/28/25	61		No
63	Training	60 days	0 hrs	Tue 4/29/25	Mon 7/21/25	62		No
64	Documentation	50 days	0 hrs	Tue 7/22/25	Mon 9/29/25	63		No
65	Statewide IT System Implementation & Transition	50 days	0 hrs	Tue 9/30/25	Mon 12/8/25	64		No
66	<i>Statewide Implementation of IT System Complete</i>	<i>0 days</i>	<i>0 hrs</i>	<i>Mon 12/8/25</i>	<i>Mon 12/8/25</i>	<i>65</i>		<i>Yes</i>
67	Vendor Solution Fully Implemented	<i>0 days</i>	<i>0 hrs</i>	<i>Mon 12/8/25</i>	<i>Mon 12/8/25</i>	<i>65</i>		<i>Yes</i>
68	Execution Phase Complete	<i>0 days</i>	<i>0 hrs</i>	<i>Mon 12/8/25</i>	<i>Mon 12/8/25</i>	<i>65</i>		<i>Yes</i>
69	Close Out Phase	68 days	0 hrs	Tue 12/9/25	Thu 3/12/26			No
70	Project Lessons Learned	13 days	0 hrs	Tue 12/9/25	Thu 12/25/25	68		No
71	Archive Project Records	17 days	0 hrs	Fri 12/26/25	Mon 1/19/26	70		No
72	Finalize Schedule/Disburse Project Resources	11 days	0 hrs	Tue 1/20/26	Tue 2/3/26	71		No
73	Final Department Reporting	10 days	0 hrs	Wed 2/4/26	Tue 2/17/26	72		No
74	Post Implementation Evaluation Report (PIER)	17 days	0 hrs	Wed 2/18/26	Thu 3/12/26	73		No

State Archivist
State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099



785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Executive Director

Laura Kelly, Governor

March 29, 2023

Secretary Laura Howard
Department of Children and Families
Office of the Secretary
555 S. Kansas Avenue
Topeka, KS 66603

Dear Secretary Howard,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement (ERRS) and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Mike Wilkerson, Project Management Director, recently sent to me for review an ERRS for the Department for Children and Families' HSEBIT Rehabilitation Services KMIS Modernization high-level project plan. From my review of the project plan materials, it is clear that the project will impact long-term records. As stated in the Work Breakdown Structure, records analysis tasks are included in the high-level project plan related to collaboration with KSHS staff to identify records impacted by the system; determine retention requirements for those records; ensure that all impacted records are reflected in your agency's State Records Board-approved retention and disposition schedule; and develop appropriate measures to ensure the management and preservation of any long-term records in the system.

The Electronic Records Retention Statement for the high-level project plan is approved. A copy of this letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
State Archivist

cc: Mike Wilkerson, Project Management Office Director, State of Kansas Human Services
Cole Robison, Director of IT Accessibility, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

April 3, 2023

Laura Howard, Secretary
Department for Children and Families
555 S Kansas Ave., 6th Floor
Topeka, KS 66603

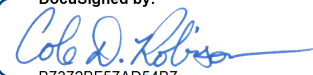
Dear Sec. Howard:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Mike Wilkerson an Accessibility Statement for the Rehabilitation Services KMIS Modernization Project for review in compliance with this process.

This statement affirms that the project will comply with the requirements of ITEC Policy 1210, that these requirements will be incorporated in any bid specifications and system requirements for this project, and that documentation of compliance will be provided using the Voluntary Product Accessibility Template® (VPAT®).

The Accessibility Statement for the Rehabilitation Services KMIS Modernization Project high-level plan is approved. A copy of this letter should be included with the submittal of the Rehabilitation Services KMIS Modernization Project PSU SMC Project high-level plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Tom Pagano, Human Services Executive Branch Information Technology
Sara Spinks, Director, Kansas Information Technology Office
Mike Wilkerson, Human Services Executive Branch Information Technology

Rehabilitation Services KMIS Modernization Project High Level Project Plan Compliance Statements

Architectural Statement

The Rehabilitation Services KMIS Modernization project will comply with the ITEC Policy 4010 Revision-1 Kansas Information Technology Architectural Compliance Requirements through inclusion of the policy as a part of the contract with the vendor.

ITEC Policy 9500 Wireless LAN Requirements does not apply.

Ownership of Software Code and Related Intellectual Property

The Rehabilitation Services KMIS Modernization project is releasing a request for proposal (RFP). The ownership of the software product is explicitly stated in the contract, as provided for in the KS Information Technology Policy 1500.

As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under the Contract or any Task Order issued under this Contract, shall remain the sole property of the Contractor unless specifically developed for the sole and exclusive use by the State of Kansas.

Accessibility Statement

The Kansas Department for Children and Families (DCF) will ensure that the Rehabilitation Services KMIS Modernization complies with the Information and Communication Technology Standards as described in ITEC Policy 1210 Revision 3, ensuring that:

- All entity ICT shall be accessible to and usable by individuals with disabilities in accordance with federal and state law.

As indicated in ITEC IT Policy 2400A, the state entity will incorporate the Voluntary Product Accessibility Template ver. 2.0 or later in any bid specifications and system requirements for all products that are procured, provided as a service, or custom built as part of the project. Any product selected from or developed by the selected vendor needs to be fully compliant upon implementation, or if no fully compliant solution is available, the solution must be the most compliant solution that meets the business needs. In addition, documentation must be made available to show that there was not a more accessible option available.

Note: The Rehabilitation Services KMIS Modernization Voluntary Product Accessibility Template will be completed through this process and Detail Level submission to KITO.

Rehabilitation Services KMIS Modernization Project High Level Project Plan Compliance Statements

Electronic Record Retention Statement

The Rehabilitation Services KMIS Modernization project will impact the electronic record retention as stated below.

- 1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form?**

We will reduce the need for paper documents concerning individual client services and outcomes including medical, psychiatric, social, and legal information, as well as employment, correspondence, progress notes, and benefit information.

- 2. What new business functions will be implemented?**

New communication guidelines and protocols, response protocols and requirements, new protocol on contact models, and improved client and provider access and communication.

- 3. For each business function identified in 1. and 2. above, what are the legal, regulatory, or operational reasons for performing it?**

The purpose of Title I of the Rehabilitation Act is to provide a comprehensive, coordinated, effective, efficient, and accountable program that is designed to assess, plan, develop, and provide vocational rehabilitation (VR) services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, and informed choice, so that they may prepare for and engage in gainful employment. Reference: §361.1

Kansas Rehabilitation Services as part of the DCF is responsible for providing employment related services and goods (including but not limited to technology and medical equipment) to individuals with disabilities and reporting outcomes related to policies and federal requirements outlined and prescribed by the department of education through the RSA (Rehabilitation Services Administration), pursuant to WIOA (Workforce Innovations and Opportunities Act) legislation of 2014.

- 4. What legal, regulatory, or operational requirements, including State Record Board approved retention schedules, exist for keeping records related to each business function?**

Health Related and Service Records – KMIS Vocational Rehabilitation Services

Documents concerning individual client services and outcomes including medical, psychiatric, social, and legal information, as well as employment, correspondence, progress notes, and benefit information.

Rehabilitation Services KMIS Modernization Project High Level Project Plan Compliance Statements

Retain for 30 years after the date of last discharge for purpose of improving intake for return clients, and to maintain a history that can be used to set trend lines for service improvement as may be requested by State or Federal entities. According to DCF legal counsel, 45 CFR Section 164.530(j)(2) states "all patient records must be retained for 6 years from the date of the client's discharge, transfer or death", & 42 CFR Section 482.24(b)(1) states

Client Records

While KMIS does follow all record retention requirements as prescribed by State and Federal agencies, the need is to retain 30 years after client deceased or discharged. This secure data retention enhances KMIS ability to review, design, report on and enhance services for citizens.

- 5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity? If so, please specify.**

The system will maintain information within a state entity and the state will control access to that data.

- 6. What are the legal, regulatory, or operational requirements to providing public access to the records?**

These would be the same as exist today. No public access will be provided. May automate communications to clients to provide appointment reminders and other ease of service delivery.

- 7. What are the legal, regulatory, or operational requirements for controlling access to the records to ensure confidentiality?**

These would be the same as exist today.

- 8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such record involved.**

The purpose of Title I of the Rehabilitation Act is to empower persons with disabilities to maximize employment, economic self-sufficiency, independence and inclusion and integration into society. Reference: PL 93-112, Sec. 2(b) Synopsis of federal regulation The purpose of Title I of the Rehabilitation Act is to provide a comprehensive, coordinated, effective, efficient, and accountable program that is designed to assess, plan, develop, and provide vocational rehabilitation (VR) services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, and informed choice, so that they may prepare for and engage in gainful employment. Reference: §361.1

Rehabilitation Services KMIS Modernization Project

High Level Project Plan Compliance Statements

KMIS information is used for program evaluation, state budgeting, and federal reporting. Given the critical nature of these functions, it is essential that accurate and complete data is entered on KMIS. This includes but is not limited to: accurate entry of application information including the date the application was received; accurate eligibility information and time extensions, when used; complete and accurate IPE development and time extensions, when used; services authorized and paid; status movement; use of comparable benefits; and reasons for case closure. In addition, as a result of the Workforce Innovation and Opportunity Act (WIOA) there are many additional data elements which must be recorded at specific points in the case process. These elements include but are not limited to: barriers to employment; involvement with other workforce programs; credential attainment; measurable skill gains; dates of career services provided; and use of comparable benefits. While implementation of WIOA is ongoing, changes to KMIS data screens have been made, and will continue to be made, to facilitate such data entry. Error reports will be provided so that Counselors and Program Specialists can make corrections prior to submission of federal reports. Each VR staff is responsible to record the required data in a timely, complete, and accurate manner. Rehabilitation Managers and Program Administrators have the primary oversight responsibilities to assure that this occurs.

Records Retention

The reliability and validity of data reported will be subject to case reviews, performance evaluation monitoring, and audits. Service records will be retained for five years after the closure of the case. Service records containing HIPAA information will be retained for six years.

10 years from when professional service was provided. Kan. Admin. Regs. § 100-24-2 (a) (2008).

- Adult patients' Full records: 10 years after the last discharge of the patient. Minor patients' Full records: 10 years or 1 year beyond the date that the patient reaches the age of majority (i.e., until patient turns 19) whichever is longer. Summary of destroyed records for both adults and minors—25 years. Kan. Admin. Regs. § 28-34-9a (d)(1) (2008).

9. Estimate of the three-year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

\$4,665,000 (first 3 years of system operating cost) x 10% (industry standard) = \$466,500

Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: 03/10/2023

Prepared by: Paul Fenton, Project Manager

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Communication	Med	High	Delays in internal acceptance of RFP	Meet with groups as-needed to help clarify or adjust requirements as needed.
Communication	Med	High	Delays in procurement acceptance of RFP	Get procurement officer assigned when first full draft of the RFP is established and work closely with them on background and approaches.
Teamwork	Low	Med	Delays in CITO acceptance of High Level Plan	Work closely with the Project Management Office throughout the submission for approval
Scope	Low	Med	Increase in scope due to additional requirements identified during system development may delay the project.	Ensure all system requirements are identified at the beginning of the project and are clear to the Vendor and project staff.
Timeline	Med	Med	Tasks may get delayed due to unknown circumstances for the vendor and the project resources.	Ensure communication between all parties continues throughout the duration of the project for project success.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
High Level Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department for Children and Families (DCF)

Project Name: Rehabilitation Services KMIS Modernization Project

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

<u>Score</u>	<u>Risk Level</u>	<u>Risk Area</u>
1.0	LOW	Strategic Risk
3.0	MEDIUM	Financial Risk
2.8	MEDIUM	Project Management Risk
1.3	LOW	Technology Risk
1.0	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Michael Wilkerson

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3

4 While there is not a clearly defined payback, the move away from the mainframe is a requirement by July 2025 or the Department will begin to incur additional costs because the mainframe will eventually be removed.

5 This is a required project to complete a move off a mainframe by July 2025. As noted above the mainframe will go away and KMIS must have a solution in place.

6

7 At this point high level project plan is available but for a detailed life cycle plan the selected vendor will need to be included.

8 At this point we are at the high level project plan and we have defined milestones and execution dates for the project.

9 There have been a total of four different Project Managers engaged with this project. Documentation will continue to improve. A tracking system for project issues is in place.

10 All project staff are working remotely per State of Kansas policy, therefore number two was selected.

11

12 We have a whole section in the Request for Information and the Request for Proposal that has been incorporated into the project.

13 The new system after implementation and warranty period of 90 days will completely replace the existing KMIS system.

14 There is representation of business users that will only continue to grow through selection, testing, and implementation.