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

Kansas
Office of Information Technology Services

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

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

November 2, 2021

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The high-level project plan for the Department of Health and Environment and Department for Aging and Disability Services Electronic Visit Verification Services project is enclosed. Jeffrey Miller is the primary contact for the project and can be reached at (816) 522-5060. 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 $1,000,000 - .004 of the Project cost
- Projects valued between $1,000,001 and $5,000,000 - .003 of the Project cost
- Projects valued between $5,000,001 and $10,000,000 - .002 of the Project cost
- Projects valued greater than $10,000,001 - .0004 of the Project cost
- Infrastructure projects - .0003 of the Project cost

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

Respectfully,

Janet Stanek

Janet Stanek, Acting Secretary
Department of Health and Environment

DocuSigned by:
Laura Howard
A493AE797CBE47B...
Laura Howard, Secretary
Department for Aging and Disability Services

DocuSigned by:
DeAngela Burns-Wallace
1DAB26281F9B47E...
DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, Procurement and Contracts
Stephanie Creed, Procurement and Contracts
Dean Heineken, Procurement and Contracts
Brian Reiter, OITS
Glen Yancey, KDHE
Jason Koehn, HS-EBIT
Jeffrey Miller, KDHE and KDADS
Megan Burton, KSHS
Cole Robison, OITS
Susan Hammons, OITS COO and Interim CITA
Sara Spinks, KITO

1.0 Executive Project Approval Request

Division of Health Care Finance
Landon State Office Building
900 SW Jackson, Suite 900 N
Topeka, Kansas 66612-1220

Kansas
Department of Health
and Environment

Phone: 785-296-3981
Fax: 785-296-4813
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

October 14, 2021

Dr. DeAngela Burns-Wallace
Secretary- Kansas Department of Administration
Executive Branch Chief Information Technology Officer
Curtis State Office Building
1000 SW Jackson St, Suite 500
Topeka, KS 66612

Dear Dr. Burns-Wallace,

The Kansas Department of Health and Environment (KDHE), in conjunction with the Kansas Department for Aging and Disability Services (KDADS), desires to implement Home Health Care Services (HHCS) and Personal Care Services (PCS) functionality in a shared Electronic Visit Verification (EVV) software solution. This will be a replacement for the EVV solution currently in place with First Data Government Solutions, LLC known as Authenticare. The existing contract for Authenticare services is scheduled to expire at calendar year-end 2022.

This project will accomplish the following objectives: (a) compliance with the requirements as found in the 21st Century Cures Act of 2016, (b) reduce or eliminate fraudulent care claims and (c) enhance the efficiency and effectiveness of the State of Kansas by reducing costs and improving system usability.

At this time, we are submitting a formal request for High-Level approval with the following supporting documentation as outlined by the Kansas Information Technology Office.

- A cover letter signed by the state entity head requesting approval of the high-level project plan,
- State Entity Checklist for High-Level IT Project Plan 1.2
- DA518 Information Technology Request Explanation,
- DA519 Information Technology Cost-Benefit Statement
- Work Breakdown Structure (WBS) with major milestones,
- Risk Identification Summary,
- Architectural Compliance statement,
- Ownership of Software Code and Related Intellectual Property Statement
- Accessibility Statement and approval letter from the State Director of IT Accessibility
- Electronic Record Retention Statement and approval letter from the State Archivist
- Risk Assessment Analysis (RAM)

1.0 Executive Project Approval Request

Your support and guidance through the submission process are greatly appreciated. If there are questions or the need for additional information, please let us know.

Sincerely,

Lee A Norman M.D.

Lee A. Norman, M.D.,
Secretary
Kansas Department of Health and Environment
1000 SW Jackson Street, Suite 540

CC: Sara Spinks	Cole Robison	Elizabeth Wolff	Allison Bugg	Dev Peruman	Jeff Miller
Christiane Swartz	Glen Yancey	Mark Heim	Amy Penrod	Sec. Laura Howard	

1.0 Executive Project Approval Request

New England Building
503 South Kansas Avenue
Topeka, KS 66603-3404

Kansas
Department for Aging
and Disability Services

Phone: (785) 296-4986
Fax: (785) 296-0256
kdads.wwwmail@ks.gov
www.kdads.ks.gov

Laura Howard, Secretary

Laura Kelly, Governor

October 7, 2021

DeAngela Burns-Wallace
Secretary- Kansas Department of Administration
Executive Branch Chief Information Technology Officer
Curtis State Office Building
1000 SW Jackson St, Suite 500
Topeka, KS 66612

Dear Dr. Burns-Wallace

The Kansas Department for Aging and Disability Services (KDADS), in conjunction with the Kansas Department of Health and Environment (KDHE), desires to implement Home Health Care Services (HHCS) and Personal Care Services (PCS) functionality in a shared Electronic Visit Verification (EVV) software solution. This will be a replacement for the EVV solution currently in place with First Data Government Solutions, LLC known as Authenticare. The existing contract for Authenticare services is scheduled to expire at calendar year-end 2022.

This project will accomplish the following objectives: (a) compliance with the requirements as found in the 21st Century Cures Act of 2016, (b) reduce or eliminate fraudulent care claims and (c) enhance the efficiency and effectiveness of the State of Kansas by reducing costs and improving system usability.

At this time, we are submitting a formal request for High-Level approval with the following supporting documentation as outlined by the Kansas Information Technology Office.

- A cover letter signed by the state entity head requesting approval of the high-level project plan,
- State Entity Checklist for High-Level IT Project Plan 1,2
- DA518 Information Technology Request Explanation,
- DA519 Information Technology Cost-Benefit Statement
- Work Breakdown Structure (WBS) with major milestones,
- Risk Identification Summary,
- Architectural Compliance statement,
- Ownership of Software Code and Related Intellectual Property Statement
- Accessibility Statement and approval letter from the State Director of IT Accessibility
- Electronic Record Retention Statement and approval letter from the State Archivist
- Risk Assessment Analysis (RAM)

Your support and guidance through the submission process are greatly appreciated. If there are questions or the need for additional information, please let us know.

Sincerely,

Laura Howard

Laura Howard

Secretary
Kansas Department for Aging and Disability Services
503 S Kansas Ave,
Topeka, KS 66603

3. High Level IT Project Plan Checklist

State Entity Checklist for High-Level IT Project Plan

The Kansas Department of Health and Environment-Division of Health Care Finance (KDHE-DHCF), in conjunction with Kansas Department for Aging and Disability Services (KDADS)	
Project Name: KDHE & KDADs Electronic Visit Verification (EVV)	
Greater than $250,000/ less than $1,000,000 (Y/N): YES	
Greater than $1,000,000 (Y/N): YES	
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
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure	
Task Name (tasks should be descriptive)	Y
Start	Y
Finish	Y
Milestone	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Statement of products and standards compliance	Y
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
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
Attach approval letter from State Director of IT Accessibility	
Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) For more information see – https://www.kshs.org/p/records-management-and-the-law/11348	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - High Level Plans	Y
Fiscal Note, if appropriate	
Electronic copy submitted four weeks prior to contract award and/or project execution	

This checklist is for state entity use and the completed form should be submitted with the IT Project Plan *Rev. 09/20 (hyperlinks)*

4. IT Project Request Explanation—DA518

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:	**2. Project Priority**	**3. Estimated Dates**	
Electronic Visit Verification Services	TBD	**Planning Start:**	3/1/2021
Agency:		**Execution Start:**	1/3/2022
KDHE-DHCF, in conjunction with partner agency Kansas Department for Aging and Disability Services		**Close-Out End:**	6/30/2023
4. Project Description and Justification:	**Date Submitted:**	9/17/2021	

KDHE-DHCF, in conjunction with partner agency Kansas Department for Aging and Disability Services (KDADS), desires to implement Personal Care Services (PCS) and Home Health Care Services (HHCS) functionality in the Electronic Visit Verification (EVV) software solution to accomplish the following objectives: (a) comply with the requirements as found in the 21st Century Cures Act of 2016, (b) reduce or eliminate fraudulent care claims and (c) enhance the efficiency and effectiveness of the State of Kansas by reducing costs and improving system usability.

There are 6 (six) specific expectations of the EVV Solution data capture:

1) the type of service performed
2) the individual receiving the service
3) the date of the service
4) the location of service delivery
5) the individual providing the service
6) the time the service begins and ends

Solution Description

The solution is expected to be a highly secure Cloud-Based SAAS application offering an open approach to EVV whereby the Providers can either choose to use the EVV application provided by the State of Kansas or their EVV tools which must meet state standards. When Providers choose to utilize their EVV tools, the EVV data must meet state-mandated data requirements and be uploaded to the aggregator portal for integration with data collected by the State of Kansas EVV application. Business process changes are as critical to the project as infrastructure and applications. Caregivers will be expected to log into an EVV application to 1) validate that they have arrived, 2) document which services were administered, and 3) confirm when the care for each service concluded and when they left.

Business Outcomes

• The State Medicaid Agency has enhanced ability to prevent fraud, waste, and abuse through increased visibility into its Home Health Care Services (HHCS) programs
• The EVV solution is reliable, accessible, and minimally burdensome on providers, beneficiaries, and their caregivers

Enterprise Outcome

• Appropriate safeguards of electronic protected health information and personally identifiable information are implemented and maintained

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.	The EVV system must address the following security requirements: 1. NIST SP 800-171 and/or NIST SP 800-53 standards and all relevant controls in HIPAA. 2. Aligning Health Care Industry Security Approaches pursuant to Cybersecurity Act of 2015, section 405(d) 3. Kansas Information Technology Executive Council Enterprise Security Policy 7230 and ITEC IT SECURITY Standards 7230A. 4. The Open Web Application Security Project Top 10.

List any collaboration that has taken place in the planning of the IT Project, and/or will take place during the execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.

The State of Kansas EVV Project Team is working across departments (KDADS, KDHE, and OITS) to build a coordinated application serving both PCS and HHCS. The team is collaborating with other states through a national EVV Networking Group comprised of state EVV Project leaders. The project requirements will involve work with the EVV Vendor, Gainwell Technologies, Provider EVV vendors, and the MCOs. Comprehensive communication and change management plan will help facilitate the design, build, testing, and implementation of integrations and business processes across a wide range of Key Stakeholders.

4. *IT Project Request Explanation—DA518*

5. Estimated Project Cost

Category	Cost
Internal Cost (Salaries)	$808,400
Contractual Services	$1,896,600
Commodities	$0
Capital Outlay	$0
Sub-Total Project Costs	$2,705,000
Total KITO Rate Fee	$48,690
Total Project Costs	**$2,753,690**

KITO Rate Structure

Project Value Range		Quarterly Rate
$250,000	$1,000,000	0.004
$1,000,001	$5,000,000	0.003
$5,000,001	$10,000,000	0.002
$10,000,001	Greater	0.0004
Infrastructure Projects		0.0003

Project Quarterly KITO Fee: $8,115

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	3/1/2021	12/31/2021	$264,000	$26,000	$290,000
Execution					
Phase 1- Development- Implementation	1/3/2022	12/30/2022	$ 496,068	$1,628,700	$2,124,768
Phase 2- Certification	9/1/2022	6/30/2023	$22,332	$189,100	$211,432
KITO Fee	1/3/2022	5/31/2023		$48,690	$48,690
					$0
Execution Sub-Total	1/3/2022	6/30/2023	$518,400	$1,866,490	$2,384,890
Close-Out	9/1/2022	6/30/2023	$26,000	$52,800	$78,800
Grand Internal, External, and Total Costs			$808,400	$1,945,290	**$2,753,690**

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2. FFP - 90/10	2. FFP - 50/50	4. '	5. '	6. '	7.	**Total**
SFY 2022	$182,132	$1,566,151	$8,115					$1,756,398
SFY 2023	$112,713	$868,349	$16,230					$997,292
SFY 2024		$0						$0
SFY 2025								$0
SFY 2025								$0
SFY 2026								$0
Total Project Costs	$294,845	$2,434,500	$24,345	$0	$0	$0	$0	**$2,753,690**

Description of funds listed above

SGF- State General Fund
FFP - 90/10 - Federal Financial Participation (FFP) including planning, project implementation, and certification 90% of project costs
FFP - 50/50 - Federal Financial Participation (FFP) including operational costs and project costs not covered by 90/10 funding (Includes KITO Costs) at 50% of expenditures

5. IT Project Request Explanation—DA519

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
Electronic Visit Verification Services	Planning Start:	3/1/2021	
	Execution Start:	1/3/2022	18
	Close-Out End:	6/30/2023	
3. Agency	**4. Project Director/Project Manager**		
KDHE-DHCF, in conjunction with partner agency Kansas Department for Aging and Disability Services	Allison Bugg, Dev Persman, Jeff Miller		

5. Qualitative and Quantitative Savings Explanation

Implementing an Electronic Visit Verification (EVV) solution has an impact in two ways.

First, EVV is a Federal mandate and the State of Kansas would get penalized as much as a 1% penalty on Home Health Care Services (HHCS) and Personal Care Services (PCS) reimbursements if an approved EVV solution is not implemented. Our savings model is using the full 1% penalty in the calculations.

Second, EVV is a deterrent to Fraud and abuse. Caregivers must log into the EVV system and properly register their arrival and departure from a Member's home or place of service. Failure to do so, will result in a claim being held for proper evidence or dismissed outright. Results from other states that have implemented EVV are showing as much as a 15% reduction of claims against the same level of care being provided. Our savings model is only using a 1% reduction of claims due to the elimination of Fraud and Abuse.

In addition, eliminating fraudulent claims also works to reduce the total claims processed and the associated costs of processing.

6. Qualitative and Quantitative Savings Estimate

Description of Savings		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Cost Avoidance (Soft Dollars)							
Loss of Federal Funding at 1%			$1,300,000	$2,600,000	$2,600,000	$2,600,000	$2,600,000
Subtotal	$11,700,000	$0	$1,300,000	$2,600,000	$2,600,000	$2,600,000	$2,600,000
Cash Savings (Hard Dollars)							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Other (Include Intangible Benefits)							
1% Reduction in Fraud due to improved accountability			$2,600,000	$2,600,000	$2,600,000	$2,600,000	$2,600,000
Subtotal	$13,000,000	$0	$2,600,000	$2,600,000	$2,600,000	$2,600,000	$2,600,000
Quantitative Savings	$24,700,000	$0	$3,900,000	$5,200,000	$5,200,000	$5,200,000	$5,200,000
7. Summary*		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Project Costs **Total**	$2,753,690	$1,756,398	$997,292	$0	$0	$0	$0
Net Cost Benefit **Total**	$21,946,310	-$1,756,398	$2,902,708	$5,200,000	$5,200,000	$5,200,000	$5,200,000
Cost Benefit per Month	$1,372,222						
Calendar Months to Break Even	2						
8. Ongoing Cost		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Operational Cost for three ensuing SFY's			$525,000	$700,000	$700,000	$700,000	$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

Revised 2/21

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	**EVV Project**	**610 days**	**0 hrs**	**Mon 3/1/21**	**Fri 6/30/23**			**No**
2	**Planning**	**220 days**	**0 hrs**	**Mon 3/1/21**	**Fri 12/31/21**			**No**
3	CMS Approval of Advance Planning Document (APD)	54 days	0 hrs	Mon 3/1/21	Thu 5/13/21			No
4	**Feasibility Study Report**	**117 days**	**0 hrs**	**Mon 5/10/21**	**Tue 10/19/21**			**Yes**
5	Gather Past EVV Project History	77 days	0 hrs	Mon 5/17/21	Tue 8/31/21			No
6	Analyze Other State's EVV Initiatives	77 days	0 hrs	Mon 5/17/21	Tue 8/31/21			No
7	Initial RFI - Vendor and Product Reviews	38 days	0 hrs	Mon 5/10/21	Wed 6/30/21			No
8	Develop Project Budget	81 days	0 hrs	Tue 5/11/21	Tue 8/31/21			No
9	Complete FSR	77 days	0 hrs	Mon 5/17/21	Tue 8/31/21			No
10	KITO Approval of FSR	32 days	0 hrs	Mon 9/6/21	Tue 10/19/21			No
11	**RFP**	**106 days**	**0 hrs**	**Wed 5/5/21**	**Wed 9/29/21**			**Yes**
12	Develop Request for Proposal	53 days	0 hrs	Wed 5/5/21	Fri 7/16/21			No
13	CMS Approval Of RFP	31 days	0 hrs	Wed 7/21/21	Wed 9/1/21			No
14	Department of Administration Approval of RFP	20 days	0 hrs	Thu 9/2/21	Wed 9/29/21			No
15	**Select & Contract Vendor(s)**	**87 days**	**0 hrs**	**Thu 9/2/21**	**Fri 12/31/21**			**Yes**
16	EVV RFP put out to Market	20 days	0 hrs	Thu 9/2/21	Wed 9/29/21	13		No
17	Respond to Vendor Questions	29 days	0 hrs	Fri 10/15/21	Wed 11/24/21			No
18	EVV Vendors Submit Proposals	30 days	0 hrs	Wed 10/20/21	Tue 11/30/21			No
19	Proposal Evaluations	5 days	0 hrs	Wed 12/1/21	Tue 12/7/21	18		No
20	Best and Final Presentations	3 days	0 hrs	Wed 12/8/21	Fri 12/10/21	19		No
21	Vendor Selection Made	1 day	0 hrs	Mon 12/13/21	Mon 12/13/21	20		No
22	Contracts Negotiated	7 days	0 hrs	Tue 12/14/21	Wed 12/22/21	21		No
23	CMS Approval of Contract	16 days	0 hrs	Tue 12/7/21	Tue 12/28/21			No
24	KITO Approval of Contract	16 days	0 hrs	Tue 12/7/21	Tue 12/28/21			No
25	CITO Approval of Contracts	16 days	0 hrs	Tue 12/7/21	Tue 12/28/21			No
26	Execute Contracts	1 day	0 hrs	Fri 12/31/21	Fri 12/31/21	24,23		No
27	**Communications/ Project Change Management**	**152 days**	**0 hrs**	**Thu 6/3/21**	**Fri 12/31/21**			**Yes**
28	Identify Stakeholders	56 days	0 hrs	Thu 7/15/21	Thu 9/30/21			No
29	Determine the Potential Business Changes Required	66 days	0 hrs	Tue 8/31/21	Tue 11/30/21			No
30	Q4 Open Discussions for Stakeholder Input	40 days	0 hrs	Mon 11/8/21	Fri 12/31/21			No
31	Define the Process Changes Impacted	51 days	0 hrs	Thu 10/21/21	Thu 12/30/21			No
32	Address the Impacts in Policy and Process	43 days	0 hrs	Mon 10/25/21	Wed 12/22/21			No
33	Establish Communications Channels and messaging	151 days	0 hrs	Thu 6/3/21	Thu 12/30/21			No
34	**Project Management Plan**	**132 days**	**0 hrs**	**Thu 7/1/21**	**Fri 12/31/21**			**No**

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
35	CITO High Level Plan Approval	34 days	0 hrs	Wed 9/15/21	Mon 11/1/21			No
36	Risk and Issue Management Plan	44 days	0 hrs	Thu 7/1/21	Tue 8/31/21			No
37	Change Management Plan	44 days	0 hrs	Thu 7/1/21	Tue 8/31/21			No
38	Decision Logs	110 days	0 hrs	Thu 7/1/21	Wed 12/1/21			No
39	Status Reports	110 days	0 hrs	Thu 7/1/21	Wed 12/1/21			No
40	Project Resource Management Plan	100 days	0 hrs	Mon 8/16/21	Fri 12/31/21			No
41	Project Organization Chart	5 days	0 hrs	Mon 12/27/21	Fri 12/31/21			No
42	RACI Chart	78 days	0 hrs	Wed 9/15/21	Fri 12/31/21			No
43	CITO Detailed Plan Approval	5 days	0 hrs	Mon 12/20/21	Fri 12/24/21			No
44	**Execution**	**390 days**	**0 hrs**	**Mon 1/3/22**	**Fri 6/30/23**			**No**
45	**Phase I- Development- Implementation**	260 days	**0 hrs**	**Mon 1/3/22**	**Fri 12/30/22**			**No**
46	**Project Initiation**	**41 days**	**0 hrs**	**Mon 1/3/22**	**Mon 2/28/22**			**No**
47	Comprehensive Security Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
48	Configuration Management Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
49	Data Conversion / Migration Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
50	508 Compliance Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
51	Glossary of Terms	41 days	0 hrs	Mon 1/3/22	Mon 2/28/22			No
52	Integrations Management Plan	13 days	0 hrs	Thu 1/13/22	Mon 1/31/22	26		No
53	Incident Response Plan	13 days	0 hrs	Thu 1/13/22	Mon 1/31/22	26		No
54	Quality & Test Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
55	Applications Testing Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
56	Integrations Testing Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
57	Performance Test Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
58	Business Continuity Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
59	Training Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
60	Implementation Plan	33 days	0 hrs	Thu 1/13/22	Mon 2/28/22	26		No
61	High Level Transition Plan	100 days	0 hrs	Thu 1/13/22	Wed 6/1/22	26		No
62	**Design Complete**	**34 days**	**0 hrs**	**Thu 1/13/22**	**Tue 3/1/22**			**Yes**
63	Requirements to Business Process Mapping	34 days	0 hrs	Thu 1/13/22	Tue 3/1/22	26		No
64	Architecture Statement	34 days	0 hrs	Thu 1/13/22	Tue 3/1/22	26		No
65	Application Design	34 days	0 hrs	Thu 1/13/22	Tue 3/1/22	26		No
66	Records Management Review	3 days	0 hrs	Mon 2/21/22	Wed 2/23/22			No
67	Configurations Defined	10 days	0 hrs	Wed 2/16/22	Tue 3/1/22	63		No
68	Integrations Design	34 days	0 hrs	Thu 1/13/22	Tue 3/1/22	26		No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
69	Data Dictionary	30 days	0 hrs	Thu 1/13/22	Wed 2/23/22	26		No
70	Security Design	30 days	0 hrs	Wed 1/19/22	Tue 3/1/22	26		No
71	Reports	20 days	0 hrs	Wed 1/19/22	Tue 2/15/22	26		No
72	Forms	20 days	0 hrs	Wed 1/19/22	Tue 2/15/22	26		No
73	Notifications & Work flows	30 days	0 hrs	Thu 1/13/22	Wed 2/23/22	26		No
74	**Build Complete**	**89 days**	**0 hrs**	**Tue 3/1/22**	**Fri 7/1/22**			**Yes**
75	Monthly Reviews of Records Management Impact	89 days	0 hrs	Tue 3/1/22	Fri 7/1/22			No
76	Infrastructure	5 days	0 hrs	Tue 3/1/22	Mon 3/7/22			No
77	Applications	37 days	0 hrs	Tue 3/1/22	Wed 4/20/22			No
78	Configurations	60 days	0 hrs	Tue 3/1/22	Mon 5/23/22			No
79	Integrations	89 days	0 hrs	Tue 3/1/22	Fri 7/1/22			No
80	Security	66 days	0 hrs	Fri 4/1/22	Fri 7/1/22			No
81	Reports	66 days	0 hrs	Fri 4/1/22	Fri 7/1/22			No
82	Forms	1 day	0 hrs	Fri 7/1/22	Fri 7/1/22			No
83	Notifications & Work flows	1 day	0 hrs	Fri 7/1/22	Fri 7/1/22			No
84	**Testing**	**110 days**	**0 hrs**	**Tue 3/1/22**	**Mon 8/1/22**			**No**
85	Requirements to Test Case Mapping	28 days	0 hrs	Tue 3/1/22	Thu 4/7/22			No
86	System Integration Testing	60 days	0 hrs	Mon 4/11/22	Fri 7/1/22			Yes
87	User Acceptance Testing	20 days	0 hrs	Tue 7/5/22	Mon 8/1/22			Yes
88	End to End Testing	109 days	0 hrs	Tue 3/1/22	Fri 7/29/22			Yes
89	Performance Testing	20 days	0 hrs	Tue 7/5/22	Mon 8/1/22			Yes
90	Security Testing	15 days	0 hrs	Fri 7/1/22	Thu 7/21/22			No
91	**Training Complete**	**154 days**	**0 hrs**	**Mon 5/2/22**	**Thu 12/1/22**			**Yes**
92	**Build Training**	**45 days**	**0 hrs**	**Mon 5/2/22**	**Fri 7/1/22**			**No**
93	**Training Materials**	**45 days**	**0 hrs**	**Mon 5/2/22**	**Fri 7/1/22**			**No**
94	Quick Reference Guides	44 days	0 hrs	Mon 5/2/22	Thu 6/30/22			No
95	Business Process Updates	44 days	0 hrs	Tue 5/3/22	Fri 7/1/22			No
96	**Deliver Training**	**108 days**	**0 hrs**	**Tue 7/5/22**	**Thu 12/1/22**			**No**
97	Internal SOK Employees	43 days	0 hrs	Tue 7/5/22	Thu 9/1/22			No
98	Caregivers	108 days	0 hrs	Tue 7/5/22	Thu 12/1/22			No
99	Providers	108 days	0 hrs	Tue 7/5/22	Thu 12/1/22			No
100	MCOs	43 days	0 hrs	Tue 7/5/22	Thu 9/1/22			No
101	**Implementation**	**171 days**	**0 hrs**	**Fri 5/6/22**	**Fri 12/30/22**			**No**
102	System Document Review	23 days	0 hrs	Wed 6/1/22	Fri 7/1/22			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
103	Operational Readiness Review	24 days	0 hrs	Mon 8/1/22	Thu 9/1/22			Yes
104	Steering Committee Acceptance	1 day	0 hrs	Fri 9/2/22	Fri 9/2/22			No
105	30/60/90 Day Reviews	66 days	0 hrs	Fri 5/6/22	Fri 8/5/22			No
106	Go Live Check Lists and Team Preparedness	83 days	0 hrs	Mon 5/9/22	Wed 8/31/22			No
107	**Rolling Go Live**	**84 days**	**0 hrs**	**Tue 9/6/22**	**Fri 12/30/22**			**No**
108	Complete Go-Live for PCS	84 days	0 hrs	Tue 9/6/22	Fri 12/30/22			No
109	Complete Go-Live for HHCS	84 days	0 hrs	Tue 9/6/22	Fri 12/30/22			No
110	**CMS Certification**	217 days	0 hrs	Thu 9/1/22	Fri 6/30/23			Yes
111	**KITO Oversight**	345 days	0 hrs	Mon 1/3/22	Fri 4/28/23			No
112	**Project Close-Out**	**217 days**	**0 hrs**	**Thu 9/1/22**	**Fri 6/30/23**			**Yes**
113	**Project Acceptance**	**217 days**	**0 hrs**	**Thu 9/1/22**	**Fri 6/30/23**			**No**
114	Requirements Complete	217 days	0 hrs	Thu 9/1/22	Fri 6/30/23			No
115	System Accepted	1 day	0 hrs	Fri 6/30/23	Fri 6/30/23			No
116	**PIER**	**217 days**	**0 hrs**	**Thu 9/1/22**	**Fri 6/30/23**			**No**
117	Data Collection on Lessons Learned	173 days	0 hrs	Thu 9/1/22	Mon 5/1/23			No
118	PIER Report Creation	44 days	0 hrs	Mon 4/3/23	Thu 6/1/23			No
119	PIER approved by CITO	22 days	0 hrs	Thu 6/1/23	Fri 6/30/23			No

11. Electronic Records Retention Statement

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

Kansas
Historical Society

785-272-8681, ext. 271
matt.veatch@ks.gov
kshs.org

Jennie Chinn, Executive Director

Laura Kelly, Governor

September 16, 2021

Secretary Laura Howard
Kansas Department for Aging and Disability Services
New England Building
503 South Kansas Ave
Topeka 66603-3404

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 such 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 Jeff Miller, Project Consultant, sent to me for review an ERRS for the Kansas Department for Aging and Disability Services' Electronic Visit Verification (EVV) High-Level project plan. KSHS staff has noted that relevant State Records Board-approved retention and disposition schedule entries will need to be updated and would recommend a review of work processes to ensure accuracy in the entries. Records management tasks have been added to the initial project plan.

The Electronic Records Retention Statement for the KDAD's EVV 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.

I want to thank you and your staff for your cooperation in the effort to meet the challenges of effectively managing and preserving Kansas government electronic records.

Sincerely

Megan Burton

Megan Burton
Senior Archivist

Cc: Dev Perulman, Project Manager, KDHE
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

Kansas
Office of Information Technology Services

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

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

November 2, 2021

Lee Norman, M.D., Secretary
Department of Health and Environment
900 SW Jackson St., Suite 900-N
Topeka, KS 66612-1220

Laura Howard, Secretary
Department for Aging and Disability Services
503 S Kansas Ave., New England Building
Topeka, KS 66603-3404

Dear Secretary Norman and Secretary 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 Jeffrey Miller an Accessibility Statement for the Electronic Visit Verification Services project for review in compliance with this process.

This statement affirms that the project will comply with the requirements of ITEC Policy 1210, and a Voluntary Product Accessibility Template® (VPAT®) will be required from the selected vendor and will be included with the submission of the contracting document.

The Accessibility Statement for the Electronic Visit Verification Services high-level project plan is approved. A copy of this letter should be included with the submittal of the Electronic Visit Verification Services high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Allison Bugg, Department of Health and Environment
Anthony Fadale, State Americans with Disabilities Act Coordinator
Jason Koehn, Human Services, Executive Branch Information Technology
Jeffrey Miller, Consultant to Department of Health and Environment and Department for Aging and Disability Services
Dev Peruman, Department of Health and Environment
Sara Spinks, Director, Kansas Information Technology Office
Glen Yancey, Department of Health and Environment

7. Architectural Statement

Architectural Statement

KDHE & KDADS follows ITEC Policies 4010 and 9500.

Architectural information for this proposed KDHE IT Modernization program follows the Kansas Information Technology Architecture version 12.0. In-house development and vendor-supplied technologies will be implemented in accordance with state architecture standards.

8.0 Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)

KDHE & KDADS follow ITEC Policy 1500.

Code generated during the project will be the sole property of the state. Accordingly, the project does not present any compliance issues.

10. Accessibility Statement

Accessibility Statement

This proposed KDHE- KDADS Electronic Visit Verification program is an implementation of an Electronic Visit Verification application addressing all CMS requirements for Certification.

The project will follow ITEC policies governing accessibility. A Voluntary Product Accessibility Template version 2.3 will be required from the selected vendor and will be included with the submission of the contracting document. Any accessibility requirements within KDHE or KDADS today will not be affected by this project and will remain in their current state.

11. Electronic Records Retention Statement

Electronic Record Retention Statement

Project Overview:
The Kansas Department of Health and Environment, Division of Healthcare Finance (KDHE-DHCF) in conjunction with partner agency Kansas Department for Aging and Disability Services (KDADS), desires to implement Personal Care Services (PCS) and Home Health Care Services (HHCS) functionality in the Electronic Visit Verification (EVV) software solution to accomplish the following objectives: (a) comply with the requirements as found in the 21st Century Cures Act of 2016, (b) reduce or eliminate fraudulent care claims and (c) enhance the efficiency and effectiveness of the State of Kansas by reducing costs and improving system usability.

The following are the 6 (six) federally mandated data elements to be captured by the EVV Solution:
1. Type of service performed.
2. The individual receiving the service.
3. Date of service.
4. Location of service delivery.
5. The individual providing the service.
6. Timestamp of when the service begins and ends.

Solution Description:
- The solution is expected to be a highly secure Cloud-Based SAAS application offering an open approach to EVV whereby the Providers can either choose to a) use the EVV application provided by the State of Kansas or b) use their own EVV tools which must meet state standards.

  When Providers choose to utilize their own EVV tools, the EVV data must meet state-mandated data requirements and data must be uploaded to the aggregator portal for integration with data collected by the State of Kansas EVV application.

- Caregivers will be expected to log into an EVV application to 1) validate that they have arrived, 2) document which services were administered, and 3) confirm when the care for each service concluded.

- Providers will confirm the EVV data and use it to generate Claims against State of Kansas Personal Care Services and Home Health Care Services.

- Managed Care Organizations will use the EVV data to confirm services and process claims for payments. This includes verification of Caregiver qualifications, delivery of services against the plan of care, and schedule of care.

- State Health Care workers will be able to use EVV data to audit and validate care provided as well as to support audit efforts to confirm caregivers have proper qualifications to perform the services being claimed.

11. Electronic Records Retention Statement

If any record retention requirements within KDHE or KDADS in place today are affected by this project, they will remain in their current state until formal/ proper approvals are received. This project may impact recordkeeping systems in place at KDHE and KDADS.

Record keeping and records retention consideration will be a required part of:

- All requirements Validation work,
- Product Designs and product build efforts.
- All Report Design and Build efforts

A complete records review is scheduled to be completed prior to the Build phase of the project to confirm the appropriate capture of new records. No destruction of records contrary to an existing policy will be allowed without formal retention schedule updates and law changes if appropriate.

Records Retention Plan Considerations:

1. Identify replaced paper records
   - There will be no paper records replaced by the implementation of this project.
2. Identify new business functions
   - There will be no new business functions added for KDADS as a result of this project as KDADS already has an Electronic Visit Verification process in place.
   - KDHE will be adding a requirement for Caregivers to complete an activity for Electronic Visit Verification. The requirement will create a time-stamped and location verified record documenting and capturing the six specific elements of the EVV Solution data capture.
3. Reasons for business functions
   - The business functions are being added to help reduce fraudulent claims and improve the overall delivery of care to Medicaid Members by having Caregivers for Personal Care and Home Health Care services document their home visits and have their location confirmed by GPS satellite at the time care services are delivered.
4. Records requirements for a business function
   - The records required for the information and business function will fall into the existing schedule of records retention for all Medicaid claims information.
5. Documents in another system?
   - The documents/ EVV data content will be captured in the EVV system which will continue to be a Software as a Service Solution. The vendor providing the information related to the visit may also integrate with the KMMS system for a variety of applications including claims processing and Plan of Care updates.
6. Public access requirements
   - There may be a need for EVV information to be shared with Managed Care Organizations, Providers, Caregivers, Medicaid Members, and State of Kansas Health Care workers. As it includes protected health information, all access must comply with HIPPA regulations.
7. Access control requirements

- EVV information includes protected health information, and all access must comply with HIPPA regulations. There will be robust access controls either using existing Rules Based Access controls in KMMS or through a controls system that protects the appropriate access.

8. Identify all records with a retention period of ten or more years
   - All EVV information will be held to the same standards of retention as Medicaid Claims information.
9. Estimate the three-year cost of addressing records identified in No. 8
   - Any additional costs for addressing the records with retention schedules of more than 10 years will be identified as part of the design process in the project. The task of updating Records Retention Policies and Requirements is listed in the project plan for February of 2022.

12. Project Risk Assessment

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: 10/15/2021 Prepared by: Jeffrey Miller

Category	*Prob*	*Imp*	*Risk*	*Mitigation Approaches*
Financial	High	Low	Financial Risk: A gauge of the economic feasibility of the project. Without a clear financial need for the proposed system, there is a risk that management will not see the need for the project. (3) Yes, Cost/benefits have been informally derived but not documented	Requirement's validation phase to include analysis and quantification of benefits to further enhance the business economic justification.
Project Management	Med	Med	Project Management Risk: The level of management involvement in day-to-day activities. Issue tracking is important so that unresolved issues do not pose a threat to the success of the project. (2) There is a method of issue tracking and resolution currently in place and is generally used by all parties.	KDHE/KDADS established a KPMO organization to implement proven project management disciplines that are in alignment with the State of Kansas PMM. Implement robust Risk, Issue, and Change Management plans.
Project Management	Med	Low	The project contains more risk if the development sites are spread out in various locations. (3) Development team members are in multiple locations but meet regularly.	The current environment with the pandemic may necessitate project resources to be virtual or geographically dispersed. Established project reviews, meetings, and operating rhythm will ensure team members meet regularly and objectives are met.
Technical	High	High	Technology Risk: is there a plan for ensuring that deliverables meet the needs of end-users. (3) The plan for ensuring user deliverables is in the conceptual phase.	The biggest challenge is stakeholder engagement and defining the specific needs of each user group. A comprehensive change management and communications plan is being developed to reach out to and engage key stakeholders through a variety of channels
Change Management	High	High	During the first six weeks of the project execution KDHE Team Members and MCOs will have KMMS Implementation as their first priority. This might cause EVV assignments to slip.	Understanding the priority of KMMS and making adjustments as needed to continue to hit critical dates.

Legend
Prob = Probability of Occurrence (High: probable to occur, Medium: the reasonable probability of occurring, Low: not expected to occur)
Imp = Impact (High: significant risk to project cost/schedule/scope that requires adjustment and approval of project plan by leadership, Medium: moderate impact to project that can be mitigated by change management within cost/schedule/scope, Low: small impact and can be mitigated within project cost/schedule/scope)

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

Agency Name: KDHE & KDADS

Project Name: KDHE & KDADs Electronic Visit Verification (EVV)

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

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
2.3	MEDIUM	Financial Risk
2.4	MEDIUM	Project Management Risk
2.7	MEDIUM	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.

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1
2
3
4
5
6
7
8
9
10
11
12
13
14