

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



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

Jeff Maxon, Chief Information Technology Officer

Laura Kelly, Governor

October 18, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The high-level project plan for the Department of Health and Environment Newborn Screening (NBS) Follow-Up Data Management System project is enclosed. John Carlson is the primary contact for the project and can be reached at (785) 296-1201. 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
10/18/2023
Page 2 of 2

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

Respectfully,

DocuSigned by:

Janet Stanek

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Janet Stanek, Secretary
Department of Health and Environment

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
Bob Doane, KDHE
John Carlson, KDHE
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368



Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

July 27, 2023

Jeff Maxon

Interim Chief Information Technology Officer – Kansas Department of Administration

Executive Branch Chief Information Technology Officer

Curtis State Office Building

1000 SW Jackson St., Suite 500

Topeka, KS 66612

Dear Mr. Maxon,

The Kansas Department of Health and Environment's (KDHE) Bureau of Family Health (BFH) is seeking to upgrade their current platform for submission and reporting to a more robust and efficient platform. This project will be accomplished through a vendor, awarded post Request for Proposal (RFP) publication.

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.

- Cover Letter
- DA-518
- DA-519
- Work Breakdown Structure
- Statement of Architectural Compliance
- Accessibility Statement and Approval Letter
- Electronic Record Retention Statement Approval Letter
- Ownership of Software Code and Related Intellectual Property Statement
- Risk Identification Summary
- Risk Assessment Model

Your support and guidance through the submission process is appreciated. If there are errors of omission in the documentation or additional information we can provide, please let us know.

Sincerely,

Janet Stanek,

Secretary

Kansas Department of Health and Environment

1000 SW Jackson Street, Suite 540

Topeka, Kansas 66612

Cc: Bob Doane, KDHE Interim Chief Information Officer
Chris McGinley, Application Development/Project Management Office Manager
John Carlson, IT Project Manager
Ashley Goss, Director, Division of Public Health
Jessie Piper, Division Director, Bureau of Family Health

State Entity: KDHE- BFH (Bureau of Family Health)	
Project Name: Newborn Screening (NBS) Follow-Up Data Management System	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
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	Y
Task Name (tasks should be descriptive)	
Start	
Finish	
Milestone	
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	Y
Statement of products and standards compliance	
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	Y
Statement of compliance	
If different, attach CITO waiver	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	Y
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.	
Attach approval letter from State Director of IT Accessibility	Y
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	Y
1. Identify replaced paper records	
2. Identify new business functions	
3. Reasons for business functions	
4. Records requirements for business function	
5. Documents in another system?	
6. Public access requirements	
7. Access control requirements	
8. Identify all records with retention period of ten or more years	
9. Estimate three year cost of addressing records identified in No. 8	
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	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														
NBS (Newborn Screening) Follow-Up Data Management System					2		Planning Start:		10/2/2023												
Agency:							Execution Start:		1/2/2024												
Kansas Department of Health and Environment, Bureau of Family Health, Newborn Screening							Close-Out End:		9/30/2024												
4. Project Description and Justification:					Date Submitted:		9/25/2023 (v.4)														
The purpose of this project is to replace the current NBS (Newborn Screening) Follow-Up Data Management System blood spot program data system which is ineffective for program needs and future growth. The current system was not developed for a program that screens for 30+ conditions, some of which have complex interpretations requiring additional screening. This has resulted in significant system and operation failures, reducing the timeliness of time critical case management for newborns. Additionally, the current system impedes the ability of the state program to onboard new conditions to the screening panel due to current functionality. The goal of this project is to identify and secure a system which has the baseline functionality required by a state blood spot screening program. Project deliverables will include specific implementation activities, services, hardware, and materials. Specific services will include: The “NBS Follow-Up Data Management System Follow Up Data System Requirements” contains the entirety of the proposed Functional, Non-Functional and Technical system requirements for the new data system. Non-Functional and Technical Requirements begin on page 8 of this document. Key requirements include: •The solution is expected to be Vendor hosted. The software should be maintained and managed by the Vendor. •Integrations shall provide a mechanism for interfacing with various layers of the platform. •Web portal should be cross-compatible and fully functional with commonly used web browsers such as Google Chrome, Safari, Microsoft Edge, and Firefox. •Authorized KDHE users should have the ability to remotely enter data and test results and view previous results. •Vendor shall allow role-based access control and user based sign on. •Data must be stored in the continental USA and data must be retained for a minimum of five year. •The system should be available seven days per week, twenty-four hours a day. The system can have up to approximately 200 hours of downtime per month. The solution should have a built-in fault tolerance. •Discovery: Work with KDHE and stakeholders to gather information to identify, understand and define the needs of the program and its partners to successfully prepare for the system build and configuration. Ensure the Vendor understands NBS Follow-Up Data Management System system needs, such as business processes and operations, system interfacing with other KDHE programs and regulations. Work with KDHE and stakeholders to develop a system launch timeline and go live date. •System development: Work with KDHE and stakeholders to develop a data management system. •Testing: System development will provide multiple testing opportunities for all user tiers and make system adjustments based on feedback. Testing shall be available for State staff and local providers and shall be appropriately configured to adequately emulate real world system use. •System documents: Once the system is developed the Vendor will provide KDHE with the following documents:																					
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.		(IT) Data Security and Network Infrastructure standards, practices, and protocols.																			
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.																					
The selected vendor will assist with design documents that will become the new business and technical requirements for the system once implemented. Deliverables from the planning phase include: 1) Documenting the business and technical requirements for a new system; 2) Evaluate alternative approaches; 3) Selecting a preferred approach.																					
5. Estimated Project Cost																					
Category			Cost		KITO Rate Structure			Project Quarterly KITO Fee													
Internal Cost (Salaries)			\$0		<table><tr><th colspan="2">Project Value Range</th><th>Quarterly Rate</th></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table>			Project Value Range		Quarterly Rate	\$250,000	\$10,000,000	0.00350	\$10,000,001	Greater	0.00050	Infrastructure Projects		0.00035	\$2,118	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services			\$605,000																		
Commodities			\$0																		
Capital Outlay			\$0																		
Sub-Total Project Costs			\$605,000																		
Total KITO Rate Fee			\$6,354																		
Total Project Costs			\$611,354																		
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		10/2/2023		1/2/2024		\$0		\$109,236		\$109,236											
Execution																					
Enter "Execution" or Subproject 1 Name (Execution)		1/2/2024		9/17/2024		\$0		\$502,118		\$502,118											
Enter Subproject 2 Name if Applicable		n/a		n/a		\$0		\$0		\$0											
Enter Subproject 3 Name if Applicable		n/a		n/a		\$0		\$0		\$0											
Enter Subproject 4 Name if Applicable		n/a		n/a		\$0		\$0		\$0											
Enter Subproject 5 Name if Applicable		n/a		n/a		\$0		\$0		\$0											
Execution Sub-Total		1/2/2024		9/17/2024		\$0		\$502,118		\$502,118											
Close-Out																					
		9/18/2024		9/30/2024		\$0		\$0		\$0											
Grand Internal, External, and Total Costs						\$0		\$611,354		\$611,354											
7. Amount by Source of Financing:																					
State Fiscal Years	1. Workforce Develo	NBS Fee Fund	3.	4.	5.	6.	7.	Total													
SFY 2024	\$500,000	\$69,236	\$0	\$0	\$0	\$0	\$0	\$569,236													
SFY 2025	\$42,118	\$0	\$0	\$0	\$0	\$0	\$0	\$42,118													
SFY 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
SFY 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
SFY 2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
SFY 2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
Total Project Costs	\$542,118	\$69,236	\$0	\$0	\$0	\$0	\$0	\$611,354													
Description of funds listed above																					
Workforce development Grant and NBS (Newborn Screening) Fee Funding																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519							
1. Project Title			2. Estimated Dates		Projected Months from Execution to Close-Out		
NBS (Newborn Screening) Follow-Up Data Management System			Planning Start:	10/2/2023	9		
			Execution Start:	1/2/2024			
			Close-Out End:	9/30/2024			
3. Agency			4. Project Director/Project Manager				
Kansas Department of Health and Environment, Bureau of Family Health, Newborn Screening			John Carlson- IT Project Manager				
5. Qualitative and Quantitative Savings Explanation							
Cost savings will be realized in reduced hours for personnel to address system inefficiencies that result from a system that doesn't communicate with external data systems in an effective manner. The current Newborn Screening (NBS Follow-Up Data Management System) for the Blood Spot program is the same system utilized for our Newborn Hearing and Heart programs, however, requires much more functionality due to the number of conditions screened for and the necessity for additional screenings for some conditions. Over the past year, the NBS Follow-Up Data Management System follow-up and laboratory team have spent hundreds of man hours to address system issues. These time delays are not just fiscally costly but can have major impacts on the health of the newborn when screening data isn't received by the program to connect the primary care provider and family with next steps for care. In addition to the man hours to resolve system issues, there are several manual processes in place as a safeguard to the ineffective operations of the system, Auris. Auris was a custom built system that was not made for screening multiple disorders. This has caused significant issues with technical support. As further enhancements are made to the system to onboard new conditions, there have been multiple instances where an enhancement has created a new issue due to the overwriting of code with a system not intended to screen for 30+ conditions. There will be a significant cost savings in man hours as well as improved timeliness with case management and related activities.							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029
Cost Avoidance (Soft Dollars)							
Staff time not spent on manual processes and export/import issues that prevent case management are estimated to be 20% of		\$11,250	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Subtotal	\$236,250	\$11,250	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Cash Savings (Hard Dollars)							
Reduced system enhancements with a system that comes with the basic functionality needed. It is estimated that the current		\$7,813	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250
Subtotal	\$164,063	\$7,813	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250
Other (Include Intangible Benefits)							
Improved case management capacity and efficiency. Hours not spent on troubleshooting data system issues can be refocused on		\$10,500	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Subtotal	\$220,500	\$10,500	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Quantitative Savings	\$620,813	\$29,563	\$118,250	\$118,250	\$118,250	\$118,250	\$118,250
7. Summary*		SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029
Project Costs Total	\$611,354	\$569,236	\$42,118	\$0	\$0	\$0	\$0
Net Cost Benefit Total	\$9,459	-\$539,674	\$76,132	\$118,250	\$118,250	\$118,250	\$118,250
Cost Benefit per Month	\$68,979						
Calendar Months to Break Even	9						
8. Ongoing Cost		SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029
Operational Cost for three ensuing SFYs		\$0	\$69,236	\$111,354	\$111,354	\$42,118	\$0

* 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	Planning Phase	62 days	0 hrs	Mon 10/2/23	Tue 1/2/24			No
2	Internal Project Kick-Off	0 days	0 hrs	Mon 10/2/23	Mon 10/2/23			Yes
3	Requirements Analysis	14 days	0 hrs	Mon 10/2/23	Thu 10/19/23			No
4	Preliminary Research on Data System Functional Requirements	2 days	0 hrs	Mon 10/2/23	Tue 10/3/23			No
5	Preliminary Research on Data System Other Requirements	1 day	0 hrs	Wed 10/4/23	Wed 10/4/23			No
6	Detailed Data System Technical Requirements	2 days	0 hrs	Thu 10/5/23	Fri 10/6/23			No
7	Detailed Research on Data System Functional Requirements	2 days	0 hrs	Mon 10/9/23	Tue 10/10/23			No
8	Detailed Research on Data System Other Requirements	2 days	0 hrs	Wed 10/11/23	Thu 10/12/23			No
9	First Draft of RFP System Requirements	2 days	0 hrs	Fri 10/13/23	Mon 10/16/23			No
10	Final Draft of RFP System Requirements	2 days	0 hrs	Tue 10/17/23	Wed 10/18/23			No
11	RFP System Requirements complete	1 day	0 hrs	Thu 10/19/23	Thu 10/19/23			No
12	KITO Process	14 days	0 hrs	Fri 10/20/23	Wed 11/8/23			No
13	CITO Approval High Level Level Plan	7 days	0 hrs	Fri 10/20/23	Mon 10/30/23			No
14	Develop Implementation Contract	1 day	0 hrs	Fri 10/20/23	Fri 10/20/23			No
15	Develop High Level Project Plan	3 days	0 hrs	Mon 10/23/23	Wed 10/25/23			No
16	CITO Approval of High Level Project Plan	3 days	0 hrs	Thu 10/26/23	Mon 10/30/23			No
17	CITO Approval Detailed Level Plan	7 days	0 hrs	Tue 10/31/23	Wed 11/8/23			No
18	Develop Implementation Contract	1 day	0 hrs	Tue 10/31/23	Tue 10/31/23			No
19	Develop Detailed Project Plan	1 day	0 hrs	Wed 11/1/23	Wed 11/1/23			No
20	CITO Approval of Detailed Project Plan	5 days	0 hrs	Thu 11/2/23	Wed 11/8/23			No
21	RFP Process	30 days	0 hrs	Thu 11/9/23	Tue 12/26/23			No
22	CITO review / Approval of RFP	20 days	0 hrs	Thu 11/9/23	Mon 12/11/23			No
23	RFP Open to Vendors	5 days	0 hrs	Tue 12/12/23	Mon 12/18/23			No
24	KDHE Review Vendor RFP Submissions	1 day	0 hrs	Tue 12/19/23	Tue 12/19/23			No
25	Vendor Selection	1 day	0 hrs	Wed 12/20/23	Wed 12/20/23			No
26	Vendor Contracting	3 days	0 hrs	Thu 12/21/23	Tue 12/26/23			No
27	Project Kick-Off with Vendor	4 days	0 hrs	Wed 12/27/23	Tue 1/2/24			No
28	Project Kick-Off Meeting with Vendor	1 day	0 hrs	Wed 12/27/23	Wed 12/27/23			No
29	Identify Key Project Stakeholders	0 days	0 hrs	Thu 12/28/23	Thu 12/28/23			Yes
30	High Level Project Plan Confirmed with Vendor	1 day	0 hrs	Thu 12/28/23	Thu 12/28/23			No
31	Confirm Project Specifications with the Vendor	1 day	0 hrs	Fri 12/29/23	Fri 12/29/23			No
32	Obtain Additional Project Approvals (As Needed)	0 days	0 hrs	Fri 12/29/23	Fri 12/29/23			Yes
33	Conduct Change Control	0 days	0 hrs	Tue 1/2/24	Tue 1/2/24			Yes
34	Develop Detailed Project Plan with the Vendor	1 day	0 hrs	Tue 1/2/24	Tue 1/2/24			No
35	Finalize Detailed Project Plan with the Vendor	0 days	0 hrs	Tue 1/2/24	Tue 1/2/24			Yes
36	Execution Phase	182 days	0 hrs	Tue 1/2/24	Tue 9/17/24			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
37	Design and Development	82 days	0 hrs	Tue 1/2/24	Thu 4/25/24			No
38	Architecture Design with the Vendor	20 days	0 hrs	Tue 1/2/24	Tue 1/30/24			No
39	Develop Architecture Design with the Vendor	10 days	0 hrs	Tue 1/2/24	Tue 1/16/24			No
40	Reviewing High Level System Architecture Design with the Vendor	5 days	0 hrs	Wed 1/17/24	Tue 1/23/24			No
41	Reviewing Detailed System Architecture Design with the Vendor	5 days	0 hrs	Wed 1/24/24	Tue 1/30/24			No
42	Data System Design with the Vendor	17 days	0 hrs	Thu 2/1/24	Fri 2/23/24			No
43	Reviewing High Level Data System Design with the Vendor	10 days	0 hrs	Thu 2/1/24	Wed 2/14/24			No
44	Reviewing Detailed Data System Design with the Vendor	7 days	0 hrs	Thu 2/15/24	Fri 2/23/24			No
45	User Interface Design with the Vendor	14 days	0 hrs	Fri 2/23/24	Wed 3/13/24			No
46	Reviewing High Level User Interface Design with the Vendor	5 days	0 hrs	Fri 2/23/24	Thu 2/29/24			No
47	Reviewing Detailed User Interface Design with the Vendor	9 days	0 hrs	Fri 3/1/24	Wed 3/13/24			No
48	Custom Report Development with the Vendor	9 days	0 hrs	Wed 3/13/24	Mon 3/25/24			No
49	Support Vendor through Integration with Existing Systems	17 days	0 hrs	Mon 3/25/24	Tue 4/16/24			No
50	Answer Questions Related to Integration Efforts	8 days	0 hrs	Mon 3/25/24	Wed 4/3/24			No
51	Support Implementation Efforts	9 days	0 hrs	Thu 4/4/24	Tue 4/16/24			No
52	Develop Project Documents	4 days	0 hrs	Wed 4/17/24	Mon 4/22/24			No
53	Complete Project Initiation	1 day	0 hrs	Thu 4/25/24	Thu 4/25/24			No
54	Testing	26 days	0 hrs	Fri 4/26/24	Mon 6/3/24			No
55	Develop Test Cases	4 days	0 hrs	Fri 4/26/24	Wed 5/1/24			No
56	Conduct User Testing with the Vendor	8 days	0 hrs	Thu 5/2/24	Mon 5/13/24			No
57	Sprint #1	3 days	0 hrs	Thu 5/2/24	Mon 5/6/24			No
58	Sprint #2	2 days	0 hrs	Tue 5/7/24	Wed 5/8/24			No
59	Sprint #3	3 days	0 hrs	Thu 5/9/24	Mon 5/13/24			No
60	Support Vendor through Bug Fix and Resolution	9 days	0 hrs	Mon 5/13/24	Thu 5/23/24			No
61	Sprint #1	3 days	0 hrs	Mon 5/13/24	Wed 5/15/24			No
62	Sprint #2	3 days	0 hrs	Thu 5/16/24	Mon 5/20/24			No
63	Sprint #3	3 days	0 hrs	Tue 5/21/24	Thu 5/23/24			No
64	Performance Testing	4 days	0 hrs	Thu 5/23/24	Wed 5/29/24			No
65	Quality Assurance Reviews & Risk Management Assessments	1 day	0 hrs	Thu 5/30/24	Thu 5/30/24			No
66	Testing Completion	0 days	0 hrs	Mon 6/3/24	Mon 6/3/24			Yes
67	Data Migration	38 days	0 hrs	Tue 6/4/24	Fri 7/26/24			No
68	Data Assessment and Cleansing	11 days	0 hrs	Tue 6/4/24	Tue 6/18/24			No
69	Sprint #1	5 days	0 hrs	Tue 6/4/24	Mon 6/10/24			No
70	Sprint #2	6 days	0 hrs	Tue 6/11/24	Tue 6/18/24			No
71	Data Mapping and Transformation	12 days	0 hrs	Wed 6/19/24	Fri 7/5/24			No
72	Sprint #1	4 days	0 hrs	Wed 6/19/24	Mon 6/24/24			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
73	Sprint #2	4 days	0 hrs	Tue 6/25/24	Fri 6/28/24			No
74	Sprint #3	4 days	0 hrs	Mon 7/1/24	Fri 7/5/24			No
75	Support Vendor through Extraction from Existing System & Load Into	2 days	0 hrs	Mon 7/8/24	Tue 7/9/24			No
76	Perform Data Validation	13 days	0 hrs	Wed 7/10/24	Fri 7/26/24			No
77	Sprint #1	4 days	0 hrs	Wed 7/10/24	Mon 7/15/24			No
78	Sprint #2	4 days	0 hrs	Tue 7/16/24	Fri 7/19/24			No
79	Sprint #3	4 days	0 hrs	Mon 7/22/24	Thu 7/25/24			No
80	Data Migration / Validation complete	1 day	0 hrs	Fri 7/26/24	Fri 7/26/24			No
81	System Training/Documents/Guides	26 days	0 hrs	Mon 7/29/24	Tue 9/3/24			No
82	Design Training Plan	5 days	0 hrs	Mon 7/29/24	Fri 8/2/24			No
83	Design and Execute Marketing Plan	6 days	0 hrs	Mon 8/5/24	Mon 8/12/24			No
84	User Training Develop Supplementary Training Material, as Needed	7 days	0 hrs	Tue 8/13/24	Wed 8/21/24			No
85	Develop Marketing Materials in Collaboration with the Comms Team	6 days	0 hrs	Thu 8/22/24	Thu 8/29/24			No
86	Completion of Training/Documents/Guides	2 days	0 hrs	Fri 8/30/24	Tue 9/3/24			No
87	Deployment	10 days	0 hrs	Wed 9/4/24	Tue 9/17/24			No
88	Support System Installation	4 days	0 hrs	Wed 9/4/24	Mon 9/9/24			No
89	Data System Go-Live	1 day	0 hrs	Tue 9/10/24	Tue 9/10/24			No
90	Inform Stakeholders of Go-Live	1 day	0 hrs	Wed 9/11/24	Wed 9/11/24			No
91	Monitoring and Control	2 days	0 hrs	Thu 9/12/24	Fri 9/13/24			No
92	Risk Management	1 day	0 hrs	Mon 9/16/24	Mon 9/16/24			No
93	Deployment Complete	1 day	0 hrs	Tue 9/17/24	Tue 9/17/24			No
94	Close Out Phase	9 days	0 hrs	Wed 9/18/24	Mon 9/30/24			No
95	Obtain User Sign-Off	2 days	0 hrs	Wed 9/18/24	Thu 9/19/24			No
96	Conduct Lessons Learned Session	1 day	0 hrs	Wed 9/18/24	Wed 9/18/24			No
97	Archive & Disperse Project Records	1 day	0 hrs	Thu 9/19/24	Thu 9/19/24			No
98	KDHE staff to work with KSHS to identify Project's associated records	3 days	0 hrs	Fri 9/20/24	Tue 9/24/24			No
99	Prepare Post Implementation Evaluation Report (PIER)	2 days	0 hrs	Wed 9/25/24	Thu 9/26/24			No
100	Submit PIER TO CITO	1 day	0 hrs	Fri 9/27/24	Fri 9/27/24			No
101	KITO Closeout Phase Complete	1 day	0 hrs	Mon 9/30/24	Mon 9/30/24			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

July 24, 2023

Janet Stanek, KDHE Secretary
Curtis State Office Building
1000 SW Jackson Street
Topeka, KS 66612-1368

Dear Ms. Stanek,

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 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, John Carlson, IT Project Manager at the Kansas Department of Health and Environment (KDHE), recently sent to me for review an Electronic Records Retention Statement (ERRS) for the Bureau of Family Health's Newborn Screening Project high-level plan. From my review of the project plan materials and discussions with your staff, it seems likely that the project will impact records. Project staff have included records management tasks on the WBS.

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

Sincerely,

Megan Burton
State Archivist

cc: John Carlson, Information Technology 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



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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

July 11, 2023

Janet Stanek, Secretary
Department of Health and Environment
1000 SW Jackson St.
Topeka, KS 66612

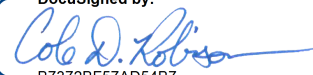
Dear Sec. Stanek:

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 John Carlson an Accessibility Statement for the Bureau of Family Health (BFH) Newborn Screening (NBS) Follow-Up Data Management System project for review in compliance with this process.

This statement affirms that the project will comply with the requirements of ITEC Policy 1210 and will require an Accessibility Conformance Report (ACR) to be provided to assess and document compliance for the product(s) procured, provided as a service, or custom-built as part of the project, as outlined in ITEC Policy 1210.

The Accessibility Statement for the BFH Newborn Screening Data Management System high-level project plan is approved. A copy of this letter should be included with the submittal of the BFH Newborn Screening Data Management System high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: John Carlson, Department of Health and Environment
Bob Doane, Department of Health and Environment
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office

Kansas Department of Health and Environment
Bureau of Family Health (BFH)
NBS Follow-Up Data Management System
Architectural Statement of Compliance

August 22, 2023

The Bureau of Family Health (BFH) Newborn Screening (NBS) Follow-Up Data Management System is a project focused on replacing the existing vendor hosted application with a newer system, more encompassing of all program requirements. Architecture will be impacted as it will be comprised of an external cloud hosted server environment.

The BFH NBS Follow-Up Data Management System solution will be developed through combination of reuse of an existing system and a custom developed system to meet unique program and system requirements. The system will be developed using the .NET development platform and SQL Server database platform. All technology in the project represents current or target standards. The system currently meets all current standards set by the KITA Review Board.

Kansas Department of Health and Environment
Bureau of Family Health (BFH)
NBS Follow-Up Data Management System
Ownership of Software Code and Related Intellectual Property
Statement of Compliance
August 22, 2023

Ownership of Software Code and Related Intellectual Property

- The awarded vendor acknowledges that, as applicable, all original software and software code and related intellectual property developed or created by them in the performance of its obligations shall become the joint property of the State of Kansas. They will surrender all original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, used to develop this software or software code and related intellectual property to the state entity for which it was developed.
- The awarded vendor will provide the State of Kansas with several proprietary software products developed by and owned by them to form integral functional components of the planned solution. They hereby grant the State of Kansas a non-exclusive, **non-distributable**, fully paid, irrevocable, and perpetual license to reproduce and use the Software for the purposes of supporting the planned solution, and to modify the Software as needed to meet its needs for the purposes described of the planned solution. Title to the Software will remain with the Contractor, excluding modifications made by the State of Kansas under this Contract. Any modifications to the Software made by the State of Kansas will not affect Contractor's title to the underlying Software.

Policy Compliance

- The Bureau of Family Health (BFH) NBS Follow-Up Data Management System will comply with the following State of Kansas Information Technology Executive Counsel Information policy:
 - The State of Kansas Information Technology Executive Counsel Information Technology Policy #1500
 - https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf

**Kansas Department of Health and Environment
Bureau of Family Health (BFH)
NBS Follow-Up Data Management System
Accessibility Statement of Compliance**

August 22, 2023

The goal of the Bureau of Family Health (BFH) NBS Follow-Up Data Management System project is geared to move their data to a modern platform that can manage data and reporting systems as required by federal and state statutes and regulations.

The awarded vendor will establish a secure, high-performance connectivity application hosted in their environment and an accessibility assessment will be performed during the bid evaluation process to ensure the choice of solution is fully compliant, or best meets the necessary accessibility standards.

Once chosen, the vendor will incorporate the Voluntary Product Accessibility Template® (VPAT®) (version 2.0 or later*) with an Accessibility Conformance Report (ACR) required and created for the product(s) procured, provided as a service, or custom-built. This will assess and document compliance for all system requirements and customizations which are provided as part of the BDCP data management system project, as outlined in ITEC Policy 1210. Final review and confirmation of compliance will occur prior to production launch.

* If using VPAT version 2.2 or later, the “508” edition is required.

Kansas Department of Health and Environment
Bureau of Family Health (BFH)
NBS Follow-Up Data Management System
Electronic Record Retention Statement (K.S.A. 45-403, K.S.A. 45-213 – 45-223)
August 22, 2023

Retention of electronic records for newborn screening programs in the Bureau of Family Health (BFH) is uniform: all records entered into the BFH Newborn Screening (NBS) database will be stored for a minimum of 5 years from the last date of case management activity/contact. The NBS data system will only be the primary system of record for case management specific tasks and documentation. The primary system of record for other patient information will be the submitting facility or facility of birth.

The following questions and answers address the electronic record retention policies of KDHE as they pertain to the BFH system.

Some of the functionality listed below will be impacted by the implementation of the new database system. The storage of forms will remain unchanged.

1. **Identify replaced paper records:** *N/A – no paper records kept*
2. **Identify new business functions:** *Improved follow-up timeliness*
3. **Reasons for business functions:** *More timely response to newborns in need of care*
4. **Records requirements for business functions:** *System will house follow up case management activities and documentation; all other medical records/reports would be housed in the system as secondary records with primary retention with the facility of record for the newborn.*
5. **Documents in another system?** *Primary system of record will hold screening results; this system will only be the system of record for follow-up documentation/activities*
6. **Public access requirements:** *No Public access*
7. **Access control requirements:** *We follow all state standards*
8. **Identify all records with retention period of ten or more years:** *Reference previous similar archived from 2015: SERIES ID 0342-264 and 0570-264 / K.A.R. NUMBERS 53-2-188 and 53-2-186*
9. **Estimate three-year cost of addressing records identified in question 8.** *N/A – no additional records kept*

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: 06/15/2023

Prepared by: Drew Duncan

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Vendors Unknown	Low	Low	Submitting vendors may not meet the necessary requirements for the data system	- Newborn Screening (NBS) program conducted vendor demonstrations prior to the RFP process. Detailed qualification requirements were listed and agreed to in the final RFP.
Data Migration	Low	Low	Potential issues migrated historical data to new system. Seamless transition of data to new system due to operations being continuous.	- Old system is being utilized by other screening programs and data will be retrained in future years should access to data be necessary.
Cost Risk	Low	Low	The cost of system implementation is more than allocated from the federal grant funding.	- Earmarked Federal funds for data modernization
Timeline Risk	Med	Med	Delays in system transition impact day-to-day operations. Functionality of current system prevents ability for program to bring on new conditions to screening panel.	- Ensure regular coordination and communication with selected vendor to identify timeline delays prior to occurring. Continuous review of project milestones to ensure adequate progress is being made.
Staff Turnover	Low	Med	Turnover in program staff could result in delays to the timeline of the project.	- Thorough plans are being documented and multiple staff are supporting project to ensure continuity through any transition that might occur because of turnover.

Legend

Prob = Probability of Occurrence

Imp = Impact

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

Agency Name: Kansas Department of Health and Environment, Bureau of Family Health

Project Name: BFH_Newborn Screening Data Management System

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
1.0	LOW	Financial Risk
2.8	MEDIUM	Project Management Risk
1.0	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.

Amy Crotinger, Senior IT Project Manager

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