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

AD ASTRA PER ASPERA
Kansas
Office of Information
Technology Services

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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 25, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Department of Administration SSIF Claims Data Management System Project is enclosed. Josh White is the primary contact for the project and can be reached at (785) 296-6955.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of $475,271. The quarterly KITO fee for the project will be $1,640 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:
Adam C Proffitt
AD631F855CC8481...
Adam Proffitt, Acting Secretary
Department of Administration

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
Richard Beattie, OPC
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Josh White, DA
Jason Marsh, DA
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sash Smith, OITS
Sara Spinks, KITO

Office of Systems Management
900 SW Jackson, Suite 852
Topeka, KS 66612

Kansas
Department of Administration

Chief Information Officer
Phone: (785) 296-6955
josh.white@ks.gov

Adam C. Proffitt, Acting Secretary
Josh White, Chief Information Officer

Laura Kelly, Governor

January 12, 2023

Jeff Maxon, Interim CITO
Office of Information Technology Services
2800 SW Topeka Blvd.
State Defense Building
Topeka, KS 66611

Dear Mr. Maxon:

The State Employee Health Benefit Program in the Department of Administration is requesting approval for the detail level project plan for the SSIF Claims Data Management System Project. The Claims Data Management System project is comprised of scope and tasks to replace the current on premises claims system with a vendor managed cloud environment. The project will add new functionality, environment stability, and allow SSIF to perform their work more effectively.

The project costs total $475,271 which includes license, installation, configuration, and training.

The attached detail level documentation describes the work and costs to complete this project. Please review the submitted documentation and should you have any questions, please feel free to contact me at 785-296-6955 or email me at Josh.White@ks.gov.

Sincerely,

Josh White
Chief Information Officer
Office of Systems Management, Department of Administration

State Entity Checklist for Detailed IT Project Plan

	Included (Y/N) If no, Explain
State Entity: Department of Adminstration	
Project Name: SSIF Claims Data Management System Project	
Greater than $250,000/ less than $1,000,000 (Y/N): Y	
Greater than $1,000,000 (Y/N): N	
IT Project Plan Documents	
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 @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	y
Duration (total duration/elapsed calendar time)	y
Work (total person/hours of effort for all resources for the task)	y
Start	y
Finish	y
Dependencies (Predecessors)	y
Resource Names (assigned to the task)	y
Milestone	y
Work Product Identification (Form ITEC PM02-6)	y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	y
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	y
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition	
https://www.hhs.gov/hipaa/index.html	
1. What information is included	y
2. Why is it collected	y
3. How will it be used	y
4. Exclusion opportunities	y
5. 1974 Act implementation	y
6. Other privacy requirements	y
7. Total privacy cost estimate	y
Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	y
If different, explain	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	y
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. **If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception.** If accessibility standards do not apply, please provide explanation.	
Attach approval letter from State Director of IT Accessibility.	y
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334 (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
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 - Detailed Plans	y
Fiscal Note, if appropriate	
Electronic copy submitted two - 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**	
SSIF Claims Data Management System Project		**Planning Start:**	7/1/2022
Agency:		**Execution Start:**	7/1/2022
Department of Administration / State Employee Health Benefit Plan (SEHBP)/ State Self Insurance Fund		**Close-Out End:**	8/31/2023

4. Project Description and Justification: | **Date Submitted:**

The State of Kansas Self-Insurance Fund (SSIF) in the Department of Administration is requesting approval of our detail level project plan for the State Self Insurance Fund Claims Data Management System project. The Claims Data Management System project is comprised of scope and tasks to replace the current on premises claims system with a vendor managed cloud environment. The project will add new functionality, environment stability, and allow SSIF to perform their work more effectively. This project was necessitated becuase the current contract was end-of-life and therefore the bid for ths software went out to RFP.

Is this an Infrastructure Project? (Y/N)	N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)	N
Will national and/or industry data standards be used? (Y/N)	N
If yes, please specify.	

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.

SSIF will use a technology partner (marsh.com) to assist the State staff with activities pertaining to the implementation of the software solution. The Office of Systems Management will provide technical support for any State resource request including but not limited to single sign-on, network/firewall assistance, and user device setup. Ventiv, the software provider, will be working closely with our State and marsh.com team to implement, configure, train, and perform testing to have a successful implementation.

5. Estimated Project Cost

Category	**Cost**
Internal Cost (Salaries)	$0
Contractual Services	$468,711
Commodities	$0
Capital Outlay	$0
Sub-Total Project Costs	$468,711
Total KITO Rate Fee	$6,560
Total Project Costs	**$475,271**

KITO Rate Structure			**Project Quarterly KITO Fee**
Project Value Range		Quarterly Rate	$1,640
$250,000	$10,000,000	0.00350	
$10,000,001	Greater	0.00050	
Infrastructure Projects		0.00035	

6. Project Subprojects (include <u>name</u>, <u>start</u> and <u>end</u> dates, and <u>cost</u> of each Subproject):

Subproject Name	**Start Date**	**End Date**	**Internal Cost**	**External Cost**	**Total Cost**
Planning	7/1/2022	4/7/2023	$0	$44,200	$44,200
Execution					
SSIF Claims Data Management System	7/1/2022	8/18/2023		$424,511	$424,511
KITO fees	7/1/2022	8/18/2023		$6,560	$6,560
					$0
					$0
					$0
Execution Sub-Total	7/1/2022	8/18/2023	$0	$431,071	$431,071
Close-Out	8/18/2023	8/31/2023	$0	$0	$0
Grand Internal, External, and Total Costs			$0	$475,271	**$475,271**

7. Amount by Source of Financing:

State Fiscal Years	1. SSIF	2.	3.	4.	5.	6.	7.	**Total**
SFY 2023	$475,271							$475,271
SFY 2024								$0
SFY 2025								$0
SFY 2026								$0
SFY 2027								$0
SFY 2028								$0
Total Project Costs	$475,271	$0	$0	$0	$0	$0	$0	**$475,271**

Description of funds listed above

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
SSIF Claims Data Management System Project	Planning Start:	7/1/2022	
	Execution Start:	7/1/2022	14
	Close-Out End:	8/31/2023	

3. Agency	4. Project Director/Project Manager
Department of Administration / State Employee Health Benefit Plan (SEHBP)/ State Self Insurance Fund	Project Director: Jennifer Flory Project Manager: Jason Marsh

5. Qualitative and Quantitative Savings Explanation

Expected savings based upon having reporting for EBIX software which is the reporting software for the State of Kansas Department of Labor uses in reporting claims. In addition, we are expecting a savings due to forms being captured and saved in the software. The savings for capturing forms would no longer require outside Information Technology services to maintain the capture of documents which is about a $50,000 Savings per year. The integration of the EBIX reporting into the system would save approximately $10,400 per year.

6. Qualitative and Quantitative Savings Estimate

Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Cash Savings (Hard Dollars)							
Reporting claims forms hosting integration		$50,000	$50,000	$50,000			
EBIX reporting integration		$10,400	$10,400	$10,400			
Subtotal	$181,200	$60,400	$60,400	$60,400	$0	$0	$0
Other (Include Intangible Benefits)							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Quantitative Savings	$181,200	$60,400	$60,400	$60,400	$0	$0	$0

7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs **Total**	$475,271	$475,271	$0	$0	$0	$0	$0
Net Cost Benefit **Total**	-$294,071	-$414,871	$60,400	$60,400	$0	$0	$0
Cost Benefit per Month	$12,943						
Calendar Months to Break Even	37						

8. Ongoing Cost	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		$168,428	$168,428	$168,428		

* 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

Project Management Plan: Work Product Identification

Project: SSIF Claims Data Management System Project ***Date: January 12, 2023***

	Deliverable Name	*Due Date*	*Date Delivered*	*Point of Contact*
	Business Requirements Sign off	9/19/22		Jason Marsh
	Submit detail level documents for CITO approval	1/12/2023		Jason Marsh
	All modules implemented and tested	4/20/2023		Jason Marsh
	All historical data converted to new system	4/27/2023		Jason Marsh
	User training completed	5/1/2023		Jason Marsh
	Client Signoff Received / Permission to Go Live	6/21/2023		Jason Marsh
	Notify users system is live – communication email to end users	7/7/2023		Jason Marsh

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
0	**SSIF Claims Data Management System Project**	**309 days**	**2,448 hrs**	**Tue 6/14/22**	**Thu 8/31/23**			**No**
1	**Initiation**	**14 days**	**27 hrs**	**Tue 6/14/22**	**Fri 7/1/22**			**No**
2	Conduct Introductory Call with SEHBP	1 day	1 hr	Tue 6/14/22	Tue 6/14/22		Jesse Logan,SSIF Stakeholders	No
3	Review SOW and Pricebook	1 day	2 hrs	Wed 6/15/22	Wed 6/15/22	2	Jesse Logan[13%],Platform Consultant[13%]	No
4	Schedule/Conduct Sales Handoff Meeting	1 day	16 hrs	Fri 6/17/22	Fri 6/17/22	3FS+1 day	Jesse Logan,Platform Consultant	No
5	Schedule/Conduct Client Kickoff Meeting	8 days	8 hrs	Wed 6/22/22	Fri 7/1/22	3FS+4 days	Jesse Logan[6%],Platform Consultant[6%]	No
6	**Planning**	**195 days**	**134 hrs**	**Fri 7/1/22**	**Fri 4/7/23**			**No**
7	Send Data Request Letter(s) to SEHBP	1 day	1 hr	Fri 7/1/22	Fri 7/1/22	5FS-1 day	Jesse Logan[13%]	No
8	Draft Initial Project Schedule	68 days	12 hrs	Fri 7/1/22	Thu 10/6/22	5FS-1 day	Jesse Logan[2%]	No
9	Review/Update Project Schedule	49 days	50 hrs	Fri 10/7/22	Fri 12/16/22	8	Jesse Logan,SSIF Stakeholders	No
10	**Provisioning / Infrastructure**	**183 days**	**16 hrs**	**Wed 7/20/22**	**Fri 4/7/23**			**No**
11	Install UAT/Test environment& provide access to Client	6 days	8 hrs	Wed 7/20/22	Wed 7/27/22	5FS+11 days	Ventiv IT Team	No
12	Install Production environment& provide access to Client	6 days	8 hrs	Fri 3/31/23	Fri 4/7/23	169	Ventiv IT Team[17%]	No
13	**Provisioning Ventiv Hosted SFTP Site**	**6 days**	**7 hrs**	**Fri 7/15/22**	**Fri 7/22/22**			**No**
14	Create SFTP Site	4 days	4 hrs	Fri 7/15/22	Wed 7/20/22	5FS+8 days	Ventiv IT Team	No
15	Provide Credentials to Client	1 day	1 hr	Thu 7/21/22	Thu 7/21/22	14	Ingrid Lukacs[13%]	No
16	Test Upload/Download	1 day	2 hrs	Fri 7/22/22	Fri 7/22/22	15	Ingrid Lukacs[25%]	No
17	**Provisioning Kansas Hosted SFTP Site**	**23 days**	**6 hrs**	**Mon 8/15/22**	**Thu 9/15/22**			**No**
18	Create SFTP Site	19 days	3 hrs	Mon 8/15/22	Fri 9/9/22	16FS+15 days	Jason Marsh[1%],Lindsey Cooper[1%]	No
19	Provide Credentials to Ventiv	1 day	1 hr	Wed 9/14/22	Wed 9/14/22	18FS+2 days	Jason Marsh[13%]	No
20	Test Upload/Download	1 day	2 hrs	Thu 9/15/22	Thu 9/15/22	19	Ventiv Data Team[25%]	No
21	**Business Requirements Document (BRD)**	**41 days**	**18 hrs**	**Fri 7/22/22**	**Mon 9/19/22**			**No**
22	Send BRD Document to SEHBP	2 days	4 hrs	Fri 7/22/22	Mon 7/25/22	5FS+13 days	Ingrid Lukacs[25%]	No
23	Complete BRD	12 days	8 hrs	Tue 7/26/22	Wed 8/10/22	22	Sam Stribling[4%],SSIF Management Team[4%]	No
24	BRD Review Sessions	7 days	4 hrs	Thu 8/11/22	Fri 8/19/22	23	Ingrid Lukacs[2%],Sam Stribling[2%],SSIF Management '	No
25	Complete Gap Analysis	3 days	2 hrs	Mon 8/22/22	Wed 8/24/22	24	Ingrid Lukacs[8%]	No
26	Business Requirements Sign Off	0 days	0 hrs	Mon 9/19/22	Mon 9/19/22	25FS+17 days	SSIF Management Team	Yes
27	**Project Filing**	**35 days**	**24 hrs**	**Thu 12/15/22**	**Fri 2/3/23**			**No**
28	Prepare detail level documents for CITO approval	15 days	20 hrs	Thu 12/15/22	Fri 1/6/23	26FS+60 days	Jason Marsh	No
29	Obtain archivist letter for record retention	1 day	2 hrs	Thu 1/5/23	Thu 1/5/23	28FS-2 days	Jason Marsh[25%]	No
30	Submit detail level documents for CITO approval	0 days	0 hrs	Thu 1/12/23	Thu 1/12/23	29FS+5 days	Jason Marsh[13%]	Yes
31	Receive CITO approval for detail level documents	1 day	2 hrs	Fri 2/3/23	Fri 2/3/23	30FS+15 days	Jason Marsh[25%]	No
32	**Executing**	**287 days**	**2,271 hrs**	**Fri 7/1/22**	**Fri 8/18/23**			**No**
33	**Configuration**	**156 days**	**41 hrs**	**Tue 9/27/22**	**Mon 5/8/23**			**No**
34	Core fundamental reference data definition document	4 days	8 hrs	Tue 9/27/22	Fri 9/30/22	26FS+5 days	Ingrid Lukacs[25%]	No
35	Initial configuration workbook template steps	4 days	8 hrs	Mon 10/3/22	Thu 10/6/22	34	Ingrid Lukacs[25%]	No
36	Configuration Workbook Template with SEHBP team	109 days	25 hrs	Mon 12/5/22	Mon 5/8/23	35FS+39 days	Ingrid Lukacs[1%],Giovanna Vogel[1%],Sam Stribling[1%	No
37	**Base Modules**	**104 days**	**240 hrs**	**Mon 12/5/22**	**Mon 5/1/23**			**No**
38	**Workers Compensation Module**	**104 days**	**240 hrs**	**Mon 12/5/22**	**Mon 5/1/23**			**No**
39	Design (Security, Pages, etc)	44 days	80 hrs	Mon 12/5/22	Mon 2/6/23	36SS	Giovanna Vogel[6%],Ingrid Lukacs[6%],Sam Stribling[6%	No
40	Configure	50 days	80 hrs	Tue 2/7/23	Mon 4/17/23	39	Giovanna Vogel[5%],Ingrid Lukacs[5%],Sam Stribling[5%	No
41	Functional Testing	10 days	80 hrs	Tue 4/18/23	Mon 5/1/23	40	Giovanna Vogel[25%],Ingrid Lukacs[25%],Sam Stribling[	No
42	**Optional Modules**	**177 days**	**329 hrs**	**Wed 8/10/22**	**Thu 4/20/23**			**No**
43	**SSO (OKTA)**	**23 days**	**42 hrs**	**Thu 8/11/22**	**Tue 9/13/22**			**No**
44	Design	16 days	12 hrs	Thu 8/11/22	Thu 9/1/22	23	Ingrid Lukacs[9%]	No
45	Configure	3 days	14 hrs	Fri 9/2/22	Wed 9/7/22	44	Ingrid Lukacs,Lindsey Cooper	No
46	UAT/Remediation	3 days	10 hrs	Thu 9/8/22	Mon 9/12/22	45	Ingrid Lukacs[21%],Lindsey Cooper[21%]	No
47	Client Approval/Ready for SIT	3 days	2 hrs	Thu 9/8/22	Mon 9/12/22	46FS-3 days	Jason Marsh[4%],Lindsey Cooper[4%]	No
48	User Acceptence Testing/Issue Remediation	4 days	4 hrs	Thu 9/8/22	Tue 9/13/22	47FS-3 days	Ingrid Lukacs[6%],Jason Marsh[6%]	No
49	**Document Imaging Module**	**30 days**	**63 hrs**	**Thu 2/23/23**	**Wed 4/5/23**			**No**

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
50	Document imaging job	3 days	6 hrs	Thu 2/23/23	Mon 2/27/23	141	Ingrid Lukacs[25%]	No
51	Transmit the pdf files	2 days	4 hrs	Tue 2/28/23	Wed 3/1/23	50	Ingrid Lukacs[25%]	No
52	Scan a batch of images	3 days	6 hrs	Thu 3/2/23	Mon 3/6/23	51	Ingrid Lukacs[25%]	No
53	Configure Workflow	2 days	5 hrs	Tue 3/7/23	Wed 3/8/23	52	Ingrid Lukacs[31%]	No
54	Review the document image assignment tab	5 days	10 hrs	Thu 3/9/23	Wed 3/15/23	53	Ingrid Lukacs[25%]	No
55	Test Document Image functionality	14 days	30 hrs	Thu 3/16/23	Tue 4/4/23	54	Ingrid Lukacs[9%],Sam Stribling[9%],SSIF Management T	No
56	Client Approval/Ready for SIT	1 day	2 hrs	Wed 4/5/23	Wed 4/5/23	55	SSIF Management Team[25%]	No
57	**Medical Bill Review**	**177 days**	**139 hrs**	**Wed 8/10/22**	**Thu 4/20/23**			**No**
58	**3rd Party Interface Bill Review - Genex/CompAlliance**	**149 days**	**91 hrs**	**Wed 8/10/22**	**Mon 3/13/23**			**No**
59	Provide File Spec	1 day	2 hrs	Wed 8/10/22	Wed 8/10/22	5FS+26 days	Ingrid Lukacs[25%]	No
60	Confirmation of File Spec	3 days	4 hrs	Thu 8/11/22	Mon 8/15/22	59	CompAlliance[17%]	No
61	Design	41 days	60 hrs	Thu 12/22/22	Mon 2/20/23	60FS+89 days	Giovanna Vogel[9%],Mohammed Hossain[9%]	No
62	Configure	10 days	20 hrs	Tue 2/21/23	Mon 3/6/23	61	Giovanna Vogel[13%],Ingrid Lukacs[13%]	No
63	Functional Testing	5 days	4 hrs	Tue 3/7/23	Mon 3/13/23	62	Sam Stribling[3%],SSIF Data Team[3%],SSIF Managemer	No
64	Client Approval/Ready for SIT	1 day	1 hr	Mon 3/13/23	Mon 3/13/23	63FS-1 day	SSIF Data Team[13%]	No
65	**3rd Party Interface Bill Review - Corvel**	**177 days**	**48 hrs**	**Wed 8/10/22**	**Thu 4/20/23**			**No**
66	Provide File Spec	1 day	1 hr	Wed 8/10/22	Wed 8/10/22	5FS+26 days	Ingrid Lukacs[13%]	No
67	Confirmation of File Spec	3 days	2 hrs	Thu 8/11/22	Mon 8/15/22	66	Corvel[8%]	No
68	Design	13 days	10 hrs	Tue 3/14/23	Thu 3/30/23	63	Giovanna Vogel[5%],Ingrid Lukacs[5%]	No
69	Configure	10 days	20 hrs	Fri 3/31/23	Thu 4/13/23	68	Giovanna Vogel[13%],Ingrid Lukacs[13%]	No
70	Functional Testing	5 days	14 hrs	Fri 4/14/23	Thu 4/20/23	69	Giovanna Vogel[9%],Ingrid Lukacs[9%],Sam Stribling[9%	No
71	Client Approval/Ready for SIT	1 day	1 hr	Thu 4/20/23	Thu 4/20/23	70FS-1 day	SSIF Data Team[13%]	No
72	**Compliance**	**72 days**	**85 hrs**	**Mon 12/12/22**	**Thu 3/23/23**			**No**
73	**CMS Reporting**	**25 days**	**30 hrs**	**Thu 1/26/23**	**Wed 3/1/23**			**No**
74	Design	10 days	4 hrs	Thu 1/26/23	Wed 2/8/23	100FS+6 days	Ingrid Lukacs[1%],Sam Stribling[1%],SSIF Data Team[1%	No
75	Configure	10 days	10 hrs	Thu 2/9/23	Wed 2/22/23	74	Ingrid Lukacs[13%]	No
76	Functional Testing	5 days	14 hrs	Thu 2/23/23	Wed 3/1/23	75	Ingrid Lukacs[9%],Sam Stribling[9%],SSIF Data Team[9%	No
77	Client Approval/Ready for SIT	1 day	2 hrs	Wed 3/1/23	Wed 3/1/23	76FS-1 day	SSIF Management Team[25%]	No
78	**EDI FROI - EBIX**	**9 days**	**17 hrs**	**Thu 3/2/23**	**Tue 3/14/23**			**No**
79	Design	3 days	5 hrs	Thu 3/2/23	Mon 3/6/23	76	Ingrid Lukacs[5%],Sam Stribling[5%],SSIF Data Team[5%	No
80	Configure	3 days	6 hrs	Tue 3/7/23	Thu 3/9/23	79	Ingrid Lukacs[25%]	No
81	Functional Testing	3 days	4 hrs	Fri 3/10/23	Tue 3/14/23	80	Ingrid Lukacs[4%],Sam Stribling[4%],SSIF Data Team[4%	No
82	Client Approval/Ready for SIT	1 day	2 hrs	Tue 3/14/23	Tue 3/14/23	81FS-1 day	SSIF Management Team[25%]	No
83	**EDI SROI - EBIX**	**7 days**	**17 hrs**	**Wed 3/15/23**	**Thu 3/23/23**			**No**
84	Design	2 days	5 hrs	Wed 3/15/23	Thu 3/16/23	81	Ingrid Lukacs[8%],Sam Stribling[8%],SSIF Data Team[8%	No
85	Configure	3 days	6 hrs	Fri 3/17/23	Tue 3/21/23	84	Ingrid Lukacs[25%]	No
86	Functional Testing	2 days	4 hrs	Wed 3/22/23	Thu 3/23/23	85	Ingrid Lukacs[6%],Sam Stribling[6%],SSIF Data Team[6%	No
87	Client Approval/Ready for SIT	1 day	2 hrs	Thu 3/23/23	Thu 3/23/23	86FS-1 day	SSIF Management Team[25%]	No
88	**ODG Reserve Analysis**	**8 days**	**21 hrs**	**Mon 12/12/22**	**Wed 12/21/22**			**No**
89	Receive Licensing	1 day	2 hrs	Mon 12/12/22	Mon 12/12/22	9FS-5 days	SSIF Management Team[25%]	No
90	Configure	4 days	10 hrs	Tue 12/13/22	Fri 12/16/22	89	Ingrid Lukacs[31%]	No
91	UAT/Remediation	3 days	8 hrs	Mon 12/19/22	Wed 12/21/22	90	Ingrid Lukacs[11%],Sam Stribling[11%],SSIF Managemer	No
92	Client Approval/Ready for SIT	1 day	1 hr	Wed 12/21/22	Wed 12/21/22	91FS-1 day	SSIF Management Team[13%]	No
93	**Standard Interfaces**	**110 days**	**45 hrs**	**Wed 8/10/22**	**Tue 1/17/23**			**No**
94	**Employee - SHaRP**	**110 days**	**45 hrs**	**Wed 8/10/22**	**Tue 1/17/23**			**No**
95	File Format from Vendor	1 day	2 hrs	Wed 8/10/22	Wed 8/10/22	5FS+26 days	Sharp Functional Team[25%]	No
96	Create Employee Interface from Layout	2 days	4 hrs	Thu 11/17/22	Fri 11/18/22	135FS-25 days	Ingrid Lukacs[8%],Mohammed Hossain[8%],SSIF Data T	No
97	Review Field Set	7 days	23 hrs	Tue 12/27/22	Thu 1/5/23	135	Mohammed Hossain[41%]	No
98	Configure Scheduler Jobs	3 days	3 hrs	Wed 11/30/22	Fri 12/2/22	96FS+5 days	Ingrid Lukacs[13%]	No
99	Demonstrate scheduler jobs use	1 day	2 hrs	Fri 1/6/23	Fri 1/6/23	97,98	Ingrid Lukacs[25%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
100	Test Interface functionality	7 days	10 hrs	Mon 1/9/23	Tue 1/17/23	99	SSIF Data Team[9%],Mohammed Hossain[9%]	No
101	Client Approval/Ready for SIT	1 day	1 hr	Tue 1/17/23	Tue 1/17/23	100FS-1 day	SSIF Data Team[6%],SSIF Management Team[6%]	No
102	All modules implemented and tested	0 days	0 hrs	Thu 4/20/23	Thu 4/20/23	71,101	Jason Marsh,SSIF Management Team	Yes
103	**Custom Development**	**185 days**	**397 hrs**	**Wed 8/10/22**	**Tue 5/2/23**			**No**
104	**AP Interface - SMART**	**185 days**	**174 hrs**	**Wed 8/10/22**	**Tue 5/2/23**			**No**
105	Provide File Spec	2 days	1 hr	Wed 8/10/22	Thu 8/11/22	5FS+26 days	SMART Functional Team[6%]	No
106	Create Jira Epic	1 day	2 hrs	Mon 11/21/22	Mon 11/21/22	105FS+70 days	Ingrid Lukacs[25%]	No
107	Create Jira Stories	1 day	2 hrs	Tue 11/22/22	Tue 11/22/22	106	Ingrid Lukacs[25%]	No
108	Create Functional Spec Document	29 days	20 hrs	Tue 11/22/22	Thu 1/5/23	106	Ingrid Lukacs[4%],Mohammed Hossain[4%]	No
109	Signoff on Functional Spec Document Received	5 days	2 hrs	Fri 1/6/23	Thu 1/12/23	108	SSIF Data Team[5%]	No
110	Development	16 days	40 hrs	Tue 2/14/23	Tue 3/7/23	107FS+55 days	Ventiv IT Team[31%]	No
111	QA/Remediation	16 days	40 hrs	Tue 2/14/23	Tue 3/7/23	110SS	Ventiv IT Team[31%]	No
112	Product Release	3 days	5 hrs	Wed 3/8/23	Fri 3/10/23	111	Ventiv IT Team[21%]	No
113	Functional Testing	37 days	60 hrs	Mon 3/13/23	Tue 5/2/23	112	Ingrid Lukacs[7%],Sam Stribling[7%],SSIF Data Team[7%	No
114	Client Approval/Ready for SIT	1 day	2 hrs	Tue 5/2/23	Tue 5/2/23	113FS-1 day	SSIF Management Team[25%]	No
115	**Digital Intake - 1 Form**	**108 days**	**223 hrs**	**Fri 9/16/22**	**Mon 2/20/23**			**No**
116	Create ticket to enable Digital	4 days	6 hrs	Fri 10/7/22	Wed 10/12/22	35	Ingrid Lukacs[19%]	No
117	Digital Account Created	1 day	1 hr	Thu 10/13/22	Thu 10/13/22	116	Ventiv IT Team[13%]	No
118	Request/Receive Claim Intake Forms	1 day	4 hrs	Fri 9/16/22	Fri 9/16/22	20	Ingrid Lukacs[50%]	No
119	Review Intake Forms	1 day	7 hrs	Mon 9/19/22	Mon 9/19/22	118	Neha Goel[88%]	No
120	Create Functional Spec Document	67 days	35 hrs	Tue 9/20/22	Fri 12/23/22	119	Ingrid Lukacs[7%]	No
121	Signoff on Functional Spec Document Received	4 days	4 hrs	Tue 12/27/22	Fri 12/30/22	120	Sam Stribling[6%],SSIF Management Team[6%]	No
122	Create VCH Ticket for Config	2 days	4 hrs	Tue 1/3/23	Wed 1/4/23	121	Ingrid Lukacs[25%]	No
123	Configure	10 days	70 hrs	Thu 1/5/23	Wed 1/18/23	122	Neha Goel[88%]	No
124	QA/Remediation	11 days	80 hrs	Thu 1/26/23	Thu 2/9/23	123FS+5 days	Ingrid Lukacs[45%],Neha Goel[45%]	No
125	Functional Testing	7 days	10 hrs	Fri 2/10/23	Mon 2/20/23	124	Sam Stribling[9%],SSIF Management Team[9%]	No
126	Client Approval/Ready for SIT	1 day	2 hrs	Mon 2/20/23	Mon 2/20/23	125FS-1 day	SSIF Management Team[25%]	No
127	**Data Conversion**	**209 days**	**454 hrs**	**Fri 7/1/22**	**Thu 4/27/23**			**No**
128	**ClaimsXpress**	**168 days**	**311 hrs**	**Fri 7/1/22**	**Wed 3/1/23**			**No**
129	**Claims Express - 1st Conversion**	**168 days**	**311 hrs**	**Fri 7/1/22**	**Wed 3/1/23**			**No**
130	Create resource request for data developer	1 day	1 hr	Fri 7/1/22	Fri 7/1/22	5FS-1 day	Jesse Logan[13%]	No
131	Create resource request for data partner	1 day	1 hr	Fri 7/1/22	Fri 7/1/22	5FS-1 day	Jesse Logan[13%]	No
132	Receive Data	10 days	20 hrs	Thu 9/1/22	Thu 9/15/22	20FS-10 days	Nick Tenbrink[25%]	No
133	Convert from SQL to Oracle	7 days	25 hrs	Tue 9/13/22	Wed 9/21/22	132FS-3 days	Nick Tenbrink[45%]	No
134	Pre-processing / Create design doc	9 days	50 hrs	Thu 9/29/22	Tue 10/11/22	133FS+5 days	Nick Tenbrink[35%],SSIF Data Team[35%]	No
135	Mapping	51 days	60 hrs	Wed 10/12/22	Fri 12/23/22	134	Giovanna Vogel[7%],Ingrid Lukacs[7%]	No
136	Development	33 days	80 hrs	Wed 11/30/22	Tue 1/17/23	135FS-18 days	Nick Tenbrink[30%]	No
137	Load into Conversion Env	3 days	10 hrs	Wed 1/18/23	Fri 1/20/23	136	Nick Tenbrink[42%]	No
138	Validation Document Created	3 days	10 hrs	Wed 1/18/23	Fri 1/20/23	136	Nick Tenbrink[42%]	No
139	QA/Remediation	5 days	20 hrs	Mon 1/23/23	Fri 1/27/23	138	Giovanna Vogel[17%],Ingrid Lukacs[17%],Nick Tenbrink	No
140	Load into UAT	3 days	6 hrs	Mon 1/30/23	Wed 2/1/23	139	Nick Tenbrink[25%]	No
141	Client Testing	15 days	8 hrs	Thu 2/2/23	Wed 2/22/23	140	Sam Stribling[2%],SSIF Data Team[2%],SSIF Managemer	No
142	Ventiv Remediation Testing	5 days	20 hrs	Thu 2/23/23	Wed 3/1/23	141	Giovanna Vogel[17%],Ingrid Lukacs[17%],Nick Tenbrink	No
143	**Legacy Claims System - 2nd Conversion**	**46 days**	**143 hrs**	**Thu 2/23/23**	**Thu 4/27/23**			**No**
144	Receive Data	6 days	2 hrs	Wed 3/8/23	Wed 3/15/23	141FS+9 days	SSIF Data Team[4%]	No
145	Convert from SQL to Oracle	3 days	10 hrs	Thu 3/16/23	Mon 3/20/23	144	Nick Tenbrink[42%]	No
146	Update Mapping	5 days	10 hrs	Thu 2/23/23	Wed 3/1/23	141	Ingrid Lukacs[25%]	No
147	Update Development	9 days	40 hrs	Thu 3/2/23	Tue 3/14/23	142	Nick Tenbrink[56%]	No
148	Load into Conversion Env	3 days	10 hrs	Wed 3/15/23	Fri 3/17/23	147	Nick Tenbrink[42%]	No
149	Validation Document Created	1 day	3 hrs	Mon 3/20/23	Mon 3/20/23	148	Nick Tenbrink[38%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
150	QA/Remediation	6 days	30 hrs	Tue 3/21/23	Tue 3/28/23	149	Nick Tenbrink[63%]	No
151	Load into UAT	2 days	8 hrs	Tue 3/28/23	Wed 3/29/23	150FS-1 day	Ingrid Lukacs[25%],Nick Tenbrink[25%]	No
152	Client Testing	15 days	8 hrs	Thu 3/30/23	Wed 4/19/23	151	Sam Stribling[2%],SSIF Data Team[2%],SSIF Managemer	No
153	Ventiv Remediation Testing	5 days	20 hrs	Thu 4/20/23	Wed 4/26/23	152	Giovanna Vogel[17%],Ingrid Lukacs[17%],Nick Tenbrink	No
154	Client Approval/Ready for SIT	1 day	2 hrs	Thu 4/27/23	Thu 4/27/23	153	SSIF Management Team[25%]	No
155	All historical data converted to new system	0 days	0 hrs	Thu 4/27/23	Thu 4/27/23	154	Jason Marsh,SSIF Management Team	Yes
156	**Reporting**	**2 days**	**4 hrs**	**Thu 2/2/23**	**Fri 2/3/23**			**No**
157	**Standard Reports**	**2 days**	**4 hrs**	**Thu 2/2/23**	**Fri 2/3/23**			**No**
158	Grant access to standard report Library	1 day	2 hrs	Thu 2/2/23	Thu 2/2/23	140	Ingrid Lukacs[25%]	No
159	Client Approval/Ready for SIT	1 day	2 hrs	Fri 2/3/23	Fri 2/3/23	158	SSIF Management Team[25%]	No
160	**Training**	**63 days**	**112 hrs**	**Thu 2/2/23**	**Mon 5/1/23**			**No**
161	Initial System overview	50 days	24 hrs	Tue 2/7/23	Mon 4/17/23	39	Sam Stribling[2%],SSIF Data Team[2%],SSIF Managemer	No
162	General User training	60 days	20 hrs	Tue 2/7/23	Mon 5/1/23	39	Brian Rayburn[1%],Sam Stribling[1%],SSIF Data Team[1'	No
163	Reporter training	60 days	24 hrs	Thu 2/2/23	Wed 4/26/23	140	Brian Rayburn[1%],Sam Stribling[1%],SSIF Data Team[1'	No
164	UAT Training	60 days	20 hrs	Tue 2/7/23	Mon 5/1/23	39	Brian Rayburn[1%],Sam Stribling[1%],SSIF Data Team[1'	No
165	System Administration training	60 days	24 hrs	Tue 2/7/23	Mon 5/1/23	39	Brian Rayburn[1%],Sam Stribling[1%],SSIF Data Team[1'	No
166	User training completed	0 days	0 hrs	Mon 5/1/23	Mon 5/1/23	165	Jason Marsh[0%],SSIF Management Team[0%]	Yes
167	**System Integration Testing**	**30 days**	**120 hrs**	**Mon 3/20/23**	**Fri 4/28/23**			**No**
168	System Integration Testing	30 days	80 hrs	Mon 3/20/23	Fri 4/28/23	148	Giovanna Vogel[11%],Ingrid Lukacs[11%],Mohammed H	No
169	Configuration Updates / Retest	7 days	40 hrs	Wed 3/22/23	Thu 3/30/23	168SS+2 days	Giovanna Vogel[24%],Ingrid Lukacs[24%],Mohammed H	No
170	**User Acceptanec Testing (UAT)**	**34 days**	**368 hrs**	**Wed 5/3/23**	**Wed 6/21/23**			**No**
171	**Test customizations, interfaces, configuration workbook content**	**25 days**	**240 hrs**	**Wed 5/3/23**	**Thu 6/8/23**			**No**
172	Iterative Testing - Round 1	10 days	80 hrs	Wed 5/3/23	Wed 5/17/23	56,64,71,87,101,	Giovanna Vogel[14%],Ingrid Lukacs[14%],Nick Tenbrink	No
173	Interative Testing - Round 2	10 days	80 hrs	Thu 5/18/23	Thu 6/1/23	172	Giovanna Vogel[14%],Ingrid Lukacs[14%],Nick Tenbrink	No
174	Iterative Testing - Round 3	5 days	80 hrs	Fri 6/2/23	Thu 6/8/23	173	Giovanna Vogel[29%],Ingrid Lukacs[29%],Nick Tenbrink	No
175	Issue Remediation/Retest	7 days	40 hrs	Fri 6/9/23	Mon 6/19/23	174	Ingrid Lukacs[10%],Sam Stribling[10%],SSIF Adjusters[1(	No
176	Document/Finalize Go Live Plan (including tasks/activities, responsible parties,	22 days	80 hrs	Wed 5/3/23	Mon 6/5/23	171SS	Giovanna Vogel[6%],Ingrid Lukacs[6%],Jesse Logan[6%]	No
177	Go / No-Go decision	2 days	8 hrs	Tue 6/20/23	Wed 6/21/23	175	Giovanna Vogel[7%],Ingrid Lukacs[7%],Jesse Logan[7%]	No
178	Client Signoff Received / Permission to Go Live	0 days	0 hrs	Wed 6/21/23	Wed 6/21/23	177FS-1 day	SSIF Management Team	Yes
179	Production Cutover Practice	5 days	20 hrs	Tue 6/20/23	Mon 6/26/23	175	Ventiv IT Team[50%]	No
180	Verify compliance with VPAT items	2 days	4 hrs	Tue 6/27/23	Wed 6/28/23	179	Jesse Logan[25%]	No
181	Identify retention records - over 10 years	3 days	12 hrs	Tue 6/27/23	Thu 6/29/23	179	SSIF Data Team[7%],SSIF Management Team[7%],Kansa	No
182	**Go Live Activities**	**32 days**	**125 hrs**	**Thu 7/6/23**	**Fri 8/18/23**			**No**
183	Receive/Stage final cut of ClaimsXpress historical data	1 day	2 hrs	Thu 7/6/23	Thu 7/6/23	178FS+10 days	Nick Tenbrink[25%]	No
184	Load ClaimsXpress historical data	1 day	4 hrs	Fri 7/7/23	Fri 7/7/23	183	Nick Tenbrink[50%]	No
185	Enable system for Customer	1 day	1 hr	Fri 7/7/23	Fri 7/7/23	183	Ingrid Lukacs[13%]	No
186	Validate Data Load	1 day	8 hrs	Fri 7/7/23	Fri 7/7/23	183	Ingrid Lukacs[25%],Sam Stribling[25%],SSIF Data Team[:	No
187	Notify Users System is Live - Communication email to end users	0 days	0 hrs	Fri 7/7/23	Fri 7/7/23	186FS-1 day	SSIF Management Team[0%]	Yes
188	Post Production Support	30 days	80 hrs	Fri 7/7/23	Thu 8/17/23	187	Jesse Logan[8%],Platform Consultant[8%],Ventiv Data T	No
189	**State Post Production support**	**16 days**	**28 hrs**	**Fri 7/28/23**	**Fri 8/18/23**			**No**
190	User (enhanced) training continued	10 days	20 hrs	Fri 7/28/23	Thu 8/10/23	187FS+15 days	Sam Stribling[8%],SSIF Data Team[8%],SSIF Managemer	No
191	**Verifying feeds**	**1 day**	**8 hrs**	**Fri 8/18/23**	**Fri 8/18/23**			**No**
192	Sharp data feeds are successful for two cycles	1 day	4 hrs	Fri 8/18/23	Fri 8/18/23	187FS+30 days	SSIF Data Team[50%]	No
193	SMART data feeds are successful for two cycles	1 day	4 hrs	Fri 8/18/23	Fri 8/18/23	187FS+30 days	SSIF Data Team[50%]	No
194	Transition Customer to post-production support	1 day	2 hrs	Fri 8/18/23	Fri 8/18/23	188	Jesse Logan[25%]	No
195	**Closing**	**10 days**	**16 hrs**	**Fri 8/18/23**	**Thu 8/31/23**			**No**
196	Complete transition documentation	1 day	2 hrs	Fri 8/18/23	Fri 8/18/23	188	Ingrid Lukacs[25%]	No
197	Lessons learned	1 day	2 hrs	Tue 8/22/23	Tue 8/22/23	188FS+2 days	Jason Marsh[13%],SSIF Stakeholders[13%]	No
198	Complete PIER	3 days	6 hrs	Wed 8/23/23	Fri 8/25/23	197	Jason Marsh[25%]	No
199	Review PIER with Steering Committee	1 day	2 hrs	Mon 8/28/23	Mon 8/28/23	198	SSIF Management Team[25%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
200	Submit PIER for CITO review	1 day	1 hr	Tue 8/29/23	Tue 8/29/23	199	Jason Marsh[13%]	No
201	Archive project documentaion	1 day	1 hr	Wed 8/30/23	Wed 8/30/23	200	Jason Marsh[13%]	No
202	Celebrate	1 day	2 hrs	Thu 8/31/23	Thu 8/31/23	201	SSIF Stakeholders[25%]	No

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

AD ASTRA PER ASPERA
Kansas
Historical Society

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

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

January 4, 2023

Dr. DeAngela Burns-Wallace, Secretary
Kansas Department of Administration
Curtis State Office Building
1000 SW Jackson Street, Suite 500
Topeka, KS 66612

Dear Dr. Burns-Wallace,

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, Jason Marsh, Project Manager, recently sent to me for review an Electronic Records Retention Statement for the Department of Administration State Self-Insurance Fund (SSIF) Claims Data Management System detail-level plan. From my review of the project plan materials, I have determined that the project will affect long-term records. Project staff have included records management tasks on the Work Breakdown Structure.

The Electronic Records Retention Statement for the detail-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,

Ethan Anderson
Government Records Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Jason Marsh, Project Manager, Department of Administration

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

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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

January 25, 2023

Adam Proffitt, Acting Secretary
Department of Administration
900 SW Jackson St., Suite 852
Topeka, KS 66612

Dear Sec. Proffitt:

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 Jason Marsh an Accessibility Statement for the SSIF Claims Data Management System Project for review in compliance with this process.

This Accessibility Statement is accompanied by an exception to ITEC Policy 1210, which was granted by State ADA Coordinator Anthony Fadale for this project, and which I have also received. The Accessibility Conformance Report (ACR) for the product involved shows incomplete compliance, necessitating this exception.

Consistent with this exception, and subject to the conditions outlined therein, the Accessibility Statement requirement for the SSIF Claims Data Management System Project detailed plan is satisfied. All components of the project should be made to achieve as much compliance with ITEC Policy 1210 as possible within the limitations of the products, and appropriate alternative accommodation should be provided if needed.

A copy of this letter should be included with the submittal of the SSIF Claims Data Management System Project detailed plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Jason Marsh, Department of Administration
Sara Spinks, Director, Kansas Information Technology Office
Josh White, Department of Administration

Office of Systems Management
900 SW Jackson, Suite 852
Topeka, KS 66612

Kansas
Department of Administration

Chief Information Officer
Phone: (785) 296-6955
josh.white@ks.gov

Adam C. Proffitt, Acting Secretary
Josh White, Chief Information Officer

Laura Kelly, Governor

January 12, 2023

RE: SSIF Claims Data Management System Project

The State of Kansas Self-Insurance Fund (SSIF) in the Department of Administration is requesting approval of our detail level project plan for the State Self Insurance Fund Claims Data Management System project. The Claims Data Management System project is comprised of scope and tasks to replace the current on premises claims system with a vendor managed cloud environment. The project will add new functionality, environment stability, and allow SSIF to perform their work more effectively.

Architecture Statement

The State Self Insurance Fund Claims Data Management System project will comply with Kansas Information Technology Architecture Version 11.2 and any future release as required by Information Technology Executive Council (ITEC) Policy 4010 (https://ebit.ks.gov/itec/resources/policies/itec-policy-4010) and 9500 (https://ebit.ks.gov/itec/resources/policies/itec-policy-9500).

Ownership of Software Code and Related Intellectual Property

The Request for Proposal for the State Self Insurance Fund Claims Data Management System Project will comply with the state's Ownership of Software Code and Related Intellectual Property as stated in ITEC Policy 1500 (https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf?sfvrsn=3d7ae02b_2)

Accessibility Statement

The State Self Insurance Fund Claims Data Management System Project will seek an undue burden exception because the Web Accessibility Statement set forth under ITEC Policy 1210 (https://ebit.ks.gov/itec/resources/policies/policy-1210) is supported with exceptions. Ventiv (software vendor) already incorporates some accessibility criteria specified in ITI's VPAT standards as they apply to the implementation of this cloud-based service project. The SSIF will

Office of Systems Management
900 SW Jackson, Suite 852
Topeka, KS 66612

Kansas
Department of Administration

Chief Information Officer
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Adam C. Proffitt, Acting Secretary
Josh White, Chief Information Officer

Laura Kelly, Governor

have the ability to add software enhancements as needed with regard to accessibility improvements.

Privacy Compliance Statement

The State Self Insurance Fund Claims Data Management System Project is a cloud-based project. Like the current system it is replacing, the data stored and collected is in compliance with the Privacy Act of 1974 and the HIPAA Act of 1996. Also, any individuals requesting information must comply with the Department and Bureau open records policy and requirements.

Security Compliance Statement

The Department of Administration complies with all ITEC Security policies. The State Self Insurance Fund Claims Data Management System Project involves the implementation of a cloud-based program to administer the workers compensation program.

Electronic Records Retention Statement
The State Self Insurance Fund Claims Data Management System Project will comply with K.S.A. 45-503 and K.S.A. 45-213 through 45.223
http://www.kshs.org/p/records-management-and-the-law/11358 and
http://www.kansas.gov/government/legislative/bills/2010/2195.pdf

1. **Identify replaced paper records**
   The SSIF uses an electronic claims management information system, implemented in 2015, to report, document, administer and manage an average of 3,000 claims annually. The purpose of this project is to acquire a replacement workers compensation claims management and support system. This project will include tasks in the schedule for the vendor to work with state staff to identify records with long term enduring value (10+ years), determine if these records follow applicable federal and state retention schedules and then design the appropriate records retention schedule entries and Electronic Recordkeeping Plan.
2. **Identify new business functions**
   This project will focus on the procurement and implementation of a new Claims Management System for the State Self Insurance Fund. If new business functions are identified in this process, they will be taken into consideration when the vendor and SSIF staff prepare the records retention schedule entries and Electronic Recordkeeping Plan.

3. **Reasons for business function**
   The State of Kansas Self Insurance Fund (SSIF) is a self-insured, self-administered section that manages workers compensation claims and benefits for eligible employees, injured in the course of and arising out of their employment with the State of Kansas. In 1974, the Fund was established under K.S.A. 44-575, et seq. Per statute "the state workers compensation self-insurance fund shall be liable to pay: (1) All compensation for claims arising on and after July 1, 1974, and other amounts required to be paid by any state agency as a self-insured employer under the workers compensation act and any amendments thereto;' (44-575). The SSIF is organized and supervised within the Division of the State Employee Health Benefit Plan (DSEHBP), Department of Administration (DOA).
4. **Records Requirements for business function**
   Once a vendor comes on board to assist in the planning for the implementation of the new system, they will work with SSIF staff to identify records and determine if these records follow applicable state retention schedules in order to develop the records retention schedule entries and Electronic Recordkeeping Plan. Most of these requirements have been established for State of Kansas and the Department of Administration. If a new policy or requirement is needed for a new type of record not addressed, the team will create one and have it approved by the appropriate body within state government.
5. **Documents in another system**
   The vendor chosen for the SSIF Claims Management System will obtain records from the former vendor, Insurity.
6. **Public access requirements**
   The SSIF Claims Management System Project will comply with all applicable state law and regulations regarding public access requirements. In addition, the project will be in compliance with HIPAA related regulations.
7. **Access control requirements**
   The SSIF Claims Management System Project will comply with all applicable ITEC policies regarding access control.
   http://oits.ks.gov/kito/itec/ITPoliciesMain.htm
8. **Identify all records with retention periods of ten or more years**
   The SSIF Claims Management System Project will include a task within the schedule to identify all records with retention period for ten or more years. SSIF staff will collaborate with the Kansas Historical Society to ensure that all long-term records impacted by the new claims managements system are included on the DOA State Records Board-approved records retention and disposition schedule. This will include the preparation of an Electronic Recordkeeping Plan, which the State Records Board requires for all electronic records with retention requirements of 10 or more years.
9. **Estimate three years cost of addressing records identified in No. 8**

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Kansas
Department of Administration

Chief Information Officer
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Adam C. Proffitt, Acting Secretary
Josh White, Chief Information Officer

Laura Kelly, Governor

Not applicable – until a detailed analysis is performed to identify records and determine compliance with the appropriate retention schedules, no costs can be determined at this time.

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: 1/12/2023 Prepared by: Jason Marsh

Category	***Prob***	***Imp***	***Risk***	***Mitigation Approaches***
Security	Med	High	Vendor will outsource or use offshore resources to complete tasks.	The Project team will be proactive in managing the vendors resource team as to make sure only staff are used in the Continental US.
Operational	Med	High	Internal State staffing may be limited and could potentially delay work being performed on the project.	Be proactive and share any issues or future concerns with management if the lack of resources becomes an issue on the project.
Operational	Low	High	The interfaces between SMART and SHARP with the new system will need implemented, configured, and tested. This is integral to the project success.	Actively test all interfaces to ensure smooth transition. Work with vendor to ensure each interface works properly and produces the correct results.
Operational	Med	Med	Training staff to use the new software.	Management will be proactive in making sure team has adequate time for training.
Strategic	Med	High	The project needs to be completed before the end of the calendar year, otherwise, we will have to extend our contract with our existing partner, therefore, incurring more costs.	The team will keep the vendor on task to finish before the fourth quarter. Any risks to the plan will be tracked and if we have to extend the contract again with our current vendor we will have enough time to do so before the next calendar year.

Legend
Prob = Probability of Occurrence
Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Department of Administration

Project Name: SSIF Claims Data Management System 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

Score	Risk Level	Risk Area
1.6	LOW	Strategic Risk
1.2	LOW	Financial Risk
2.0	MEDIUM	Project Management Risk
1.3	LOW	Technology Risk
2.2	MEDIUM	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 Jason Marsh

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.

Jennifer Flory

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

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