

AHCA Florida Health Care Connections (FX)

[Project Name] Change Identification Summary

Version: 001

Date: <Month Day, YYYY (Use the Deliverable Draft or Final Submittal Date)>

Author: <Author>, Project OCM Lead

Submitted To: AHCA FX Program Administration Team





Revision History

DATE	VERSION	DESCRIPTION	AUTHOR
M/D/YYYY	001	[Project Name] Change Identification Summary Development Draft Version (Entry)	Your name here
M/D/YYYY	002	[Project Name] Change Identification Summary Final Draft Version (Entry)	Your name here
M/D/YYYY	100	[Project Name] Change Identification Summary Approved Baseline Version (Entry)	Your name here
M/D/YYYY	101	[Project Name] Change Identification Summary Approved Baseline Version Refresh (Entry)	Your name here

Modifications to the approved baseline version (100) of this artifact must be made in accordance with the FX Artifact Management Standards.

Quality Review History

DATE	REVIEWER	COMMENTS
M/D/YYYY	Your name here	<e.g., Conducted peer review/QC review>



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SECTION 1 INTRODUCTION

1.1 BACKGROUND

The Florida Agency for Health Care Administration (AHCA or Agency) is adapting to the changing landscape of healthcare administration and increased use of the Centers for Medicare and Medicaid Services (CMS) Medicaid Information Technology Architecture (MITA) to improve the administration and operation of the Florida Medicaid Enterprise. The current Florida Medicaid Enterprise is complex; it includes services, business processes, data management and processes, technical processes within the Agency, and interconnections and touchpoints with systems necessary for administration of the Florida Medicaid program that reside outside the Agency. The future of the Florida Medicaid Enterprise integration is to allow the Agency to secure services that can interoperate and communicate without relying on a common platform or technology.

The Florida Medicaid Management Information System (FMMIS) has historically been the central system within the Florida Medicaid Enterprise; functioning as the single, integrated system for claims processing and information retrieval. As the Medicaid program has grown more complex, the systems needed to support the Florida Medicaid Enterprise have grown in number and complexity.

The Medicaid Enterprise System (MES) Procurement Project was re-named Florida Health Care Connections (FX) in the summer of 2018. FX is a multi-year transformation to modernize the current Medicaid technology using a modular approach, while simultaneously improving overall Agency functionality and building better connections to other data sources and programs.

1.2 PURPOSE

This purpose of the Change Identification Summary is to capture key describing aspects of the [project name] project from a people-change perspective. The information collected here will help inform and support OCM analysis, strategy, and plans.

1.3 SCOPE STATEMENT

The scope of this Change Identification Summary includes the outcomes of the [project name] project. This document also considers interdependencies and integrations with other FX modules for [project name] where other vendors are contracted to provide OCM services.

<<The below are examples only. The Project OCM Lead is to update this section to include scope specific to the given project.>>

In scope:

- [project name] project outcomes
- Interdependencies with [interdependent project name] project as related to [xxxx]



- Integration with [integration project name] project as related [xxxx]

Out of scope:

- Xxx

1.4 GOALS AND OBJECTIVES

The goal of the Change Identification Summary is to establish a baseline from which the OCM Team can build their analyses, approach, and action plans to prepare individuals, groups, and the organization for the impending change.

For the implementation of [project name] project, this goal will be accomplished by achieving the following objectives:

<<The below are minimum per this template. Please add per the project requirements.>>

Objective #1 – Clearly state what the change is and when it is expected in the business environment

Objective #2 – Describe the significance of the change in terms of target outcomes and benefits

Objective #3 – Specify the initial stakeholder groups (internal and external) that may be impacted by the project delivery

1.5 REFERENCED DOCUMENTS

The following documents were referenced to support this deliverable:

<Include any other project plans and or documentation, federal or state authorities, quality standards, state artifacts, and other deliverables relevant to this document.>

- Project Charter available in the FX Projects Repository
- Project Plan available in the FX Projects Repository
- Procurement artifacts available in the FX Projects Repository
- Project Process Agreement (PPA) available in the FX Projects Repository



SECTION 2 ROLES AND RESPONSIBILITIES

The Change Identification Summary requires information from multiple sources to form a reliable statement as to the nature of the change. The following exhibit describes the roles and responsibilities that contribute information to the creation of this document for [project name].

<DO NOT MODIFY or DELETE the header or information provided for this table.>

ROLE	RESPONSIBILITY
Project OCM Lead	<ul style="list-style-type: none"> ▪ Oversight of project level OCM resources and activities
Project Manager	<ul style="list-style-type: none"> ▪ Accountable for the day-to-day execution of the project leading up to go-live and warranty
Project Sponsor	<ul style="list-style-type: none"> ▪ Defines the success criteria and business outcomes for the change initiative
Procurement/Contract Lead	<ul style="list-style-type: none"> ▪ Monitors vendor compliance with contractual agreements

Exhibit 2-1: Roles and Responsibilities

SECTION 3 CHANGE IDENTIFICATION SUMMARY

i Breakdown the change that is being implemented from the perspective of people preparation. Leverage PMO documentation to help ascertain the *What, when, who, why and how* at a high level.

This will be used to inform follow-on OCM artifacts and activities.

3.1 CHANGE EVENT

i Describe what's changing and the target outcome. Leverage the Project Charter, Project Plan, and any other supporting documentation.

[xxxx]

3.2 CHANGE REASON

i Describe why the change is happening and why now. Leverage the Project Charter and any other supporting documentation to ascertain the significance of the change event.

[xxxx]

3.3 CHANGE TYPE(S)

i Specify the change event as one or a combination of technology/tool, informational, people/workforce, or process/behavior. Leverage the Project Charter and any other supporting documentation.

[xxxx]

3.4 CHANGE SCOPE

i Describe what the change encompasses including at a high level, groups, systems, and areas that will (or will not) be subject to the new implementation. Leverage the Project Charter and any other supporting documentation.

[xxxx]

3.5 CHANGE TIMING

i Describe the change as incremental vs radical and include the high-level implementation schedule/dates. Leverage the Project Charter, Project Plan, Project Schedule, and any other supporting documentation

[xxxx]



APPENDICES

[APPENDIX A – IF NEEDED]