

Onpoint Health

Table 4.1.A Work Breakdown Structure (Draft)

#	Milestone	Task	Duration	Dependency	Implementation (Months)										Operations	Assignee	Risk	Mitigation Strategy
					1	2	3	4	5	6	7	8	9	Ongoing				
1	Project Management																	
1.a		Finalize and sign contract agreement	1 day												Onpoint / IDOI		Understand individual needs/interests. Build relationship. Work quickly and flexibly to address issues.	
1.b		Hold on-site project kick-off meeting with full project team	2 days	1.a											Onpoint / IDOI			
1.c		Schedule and hold regular project status meetings	Ongoing	1.b											Onpoint / IDOI			
1.d		Establish change-control process	10 days	1.b											Onpoint / IDOI			
1.e		Create a communication plan and schedule regular meetings	10 days	1.b											Onpoint / IDOI			
1.f		Implement issue log and tracking mechanism	5 days	1.b											Onpoint / IDOI			
1.g		Create risk log and management procedure	10 days	1.b											Onpoint / IDOI			
1.h		Develop and receive approval of Project Management Plan and Training Plan	30 days	1.b											Onpoint / IDOI			
1.i		Review and finalize project implementation plan and timeline	10 days	1.b											Onpoint / IDOI			
1.j		Develop and receive approval of Analytics Plan	60 days	1.b											Onpoint / IDOI			
1.k		Maintain project plan and incremental status reports	Ongoing	1.b											Onpoint			
2	Data Security																	
2.a		Review Onpoint's maintenance schedule with IDOI	30 days	1.i											Onpoint / IDOI			
2.b		Review Onpoint's technical architecture	30 days	1.i											Onpoint / IDOI			
2.c		Submit Business Continuity and Disaster Recovery Plan for IDOI review	30 days	1.i											Onpoint / IDOI			
2.d		Review Onpoint's Information Security Program; IDOI to complete any required security assessment of Onpoint	60 days	1.i											Onpoint / IDOI			
2.e		Maintain an audit log of all data access	Ongoing	1.i											Onpoint			
3	Data Collection & Management																	
3.a		Update file layout with IN customizations and publish the Data Submission Guide	30 days	1.i											Onpoint / IDOI			
3.b		Review core data management and data enhancement processes and associated documentation	90 days	1.i, 3.a											Onpoint			
3.c		Establish process for non-compliant data submitters	10 days	3.a											Onpoint / IDOI			
3.d		Schedule, plan, and conduct data submitter orientation meetings	30 days	3.a											Onpoint		Schedule touchpoint with data submitters prior to production	
3.e		Provide ongoing technical assistance to data submitters	Ongoing	3.d											Onpoint / Data submitters			

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					1	2	3	4	5	6	7	8	9	Ongoing			
3.f		Implement Onpoint CDM infrastructure and front-end portal	90 days	3.a											Onpoint		
3.g		Develop database infrastructure, including record layouts, validation thresholds, variance logic, and reference tables	90 days	3.a											Onpoint		Ensure process effectively supports processing, integration of historical data
3.h		Register data submitters with Onpoint CDM	30 days	3.f											Onpoint / Data submitters		
3.i		Establish Onpoint CDM portal access for data submitters	30 days	3.f, 3.h											Onpoint		
3.j		Establish SFTP connectivity with data submitters	60 days	3.h											Onpoint		
3.k		Validate data submitters' test file submissions	30 days	3.i, 3.j											Onpoint		Provide additional support for Indiana APCD data submitters that are new to Onpoint CDM, including webinars, documentation, FAQs, etc.
3.l		Collect up to 3 years of historical data submissions	60 days	3.k											Onpoint / Data submitters		Monitor first-time submissions directly from data submitters to ensure the necessary support is provided for technical and quality reporting processes.
3.m		Collect monthly production submissions	30 days	3.l											Onpoint / Data submitters		
3.n		Communicate data collection deadlines and validation statuses to IDOI and data submitters	Ongoing	3.f											Onpoint		
4	Data Processing & Validation																
4.a		Process and validate historical data submissions	60 days	3.l											Onpoint		
4.b		Process and validate monthly production submissions	Ongoing	3.m.											Onpoint		Work closely with data submitters to resolve issues through regular touchpoints and ongoing training webinars.
4.c		Deliver validation reports to data submitters for sign-off on initial data load	60 days	4.a, 4.b											IDOI		
5	Data Enhancements																
5.a		Implement, generate, and test master patient and provider indices specific to data elements collected in Indiana APCD files; test using initial submissions	120 days	4.a											Onpoint		
5.b		Implement and generate groupers and value-add services	30 days	6.i											Onpoint		
5.c		Implement and generate measure set	45 days	6.j											Onpoint		
5.d		QA initial generation of master patient and provider indices, groupers, measure set, and additional value-add services	90 days	5.a, 6.j											Onpoint / IDOI		

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					Implementation (Months)									Operations			
#	Milestone	Task	Duration	Dependency	1	2	3	4	5	6	7	8	9	Ongoing	Assignee	Risk	Mitigation Strategy
5.e		Deliver initial set of extracts with data enhancements, measures, and reports to the Analytic Environment	5 days	5.d											Onpoint		
5.f		Confirm acceptance of initial set of extracts, with data enhancements, groupers, measures, and reports	14 days	5.e											IDOI		
5.g		Generate and provide data enhancements in the Analytic Environment on a quarterly basis	Quarterly	5.f											Onpoint		
6	Data Extraction & Environment Role-Based Access																
6.a		Define specifications for the configuration of the Analytic Environment's role-based permissions, applications, and data schemas	30 days	1.i											Onpoint / IDOI		
6.b		Configure and test the Analytic Environment according to defined specifications, including the configuration of core applications	30 days	6.a											Onpoint		
6.c		Implement role-based access to the Analytic Environment's system and applications according to defined specifications	60 days	6.b											Onpoint		
6.d		Implement role-based access to the Analytic Environment's data schemas according to defined specifications	60 days	6.b											Onpoint		
6.e		Implement and provide access to tools in the Analytic Environment (e.g., Tableau Desktop, etc.)	60 days	6.b											Onpoint		
6.f		Confirm IDOI acceptance of the Analytic Environment	1 day	6.e											IDOI		
6.g		Gather requirements for configuring various types of extract formats per final scope of work	45 days	1.i											Onpoint / IDOI		
6.h		Implement and generate the initial standard extract data set	45 days	4.a, 4.b, 6.g											Onpoint		
6.i		QA initial generation of the initial standard extract data set	30 days	6.h											Onpoint / IDOI		
6.j		Conduct user acceptance testing period to ensure satisfaction with the initial standard extract data set	30 days	6.i											Onpoint / IDOI		Identify and document any detected nuances and variations as soon as possible and remedy questions promptly with IDOI.
6.k		Confirm acceptance of the initial standard extract data set	1 day	6.j											IDOI		
6.l		Deliver final version of the initial standard extract data set to the Analytic Environment	5 days	6.k											Onpoint		
6.m		Provide documentation for data users (e.g., data dictionary, user guide, entity relationship diagram, release notes)	Ongoing	6.l											Onpoint		

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#	Milestone	Task	Duration	Dependency	1	2	3	4	5	6	7	8	9	Ongoing	Assignee	Risk	Mitigation Strategy
6.n		Generate and provide standard data sets in the Analytic Environment on a quarterly basis	Quarterly	4.c, 6.l											Onpoint		
7	Data Storage & Availability																
7.a		Define and implement role-based access to the Analytic Environment's systems, applications, and data schemas	59 days	6.a											Onpoint / IDOI		
7.b		Provide and maintain access to data file submissions	Monthly	7.a											Onpoint		
8	Data Use & Training																
8.a		Establish and finalize training plan, curriculum, methods, and schedule	5 days	1.i											Onpoint / IDOI		
8.b		Provide training for IDOI and authorized data users in the use of the Analytic Environment's systems, applications, and data schemas as part of the "IDOI Data User Workgroup Meeting" session	Ongoing	1.i											Onpoint / IDOI / Data users		
8.c		Provide training for IDOI and authorized data users related to any update in functionality to systems or applications as part of a "Indiana APCD User Group Sessions"	Quarterly	1.i											Onpoint / IDOI / Data users		
9	Consumer-facing Health Care Cost and Quality Decision Support Website																
9.a		Collaborate with IDOI to collect requirements to inform the consumer website contents	60	1.i											Onpoint / IDOI		
9.b		Provide recommendations for IDOI review and approval regarding the procedures, quality measures, and methodology documentation to be included in the first release	30	9.a											Onpoint / IDOI		
9.c		Develop the website and implement a standard methodology that displays quality and cost-comparison information for consumers to use on the website	60	9.b											Onpoint		
9.d		Deploy the consumer website	30	9.c											Onpoint		
9.e		Refresh the data for the consumer website on an annual basis (anticipated to be deployed in Q3)	Ongoing	9.d											Onpoint		
9.f		Provide technical assistance and documentation to IDOI and end users	Ongoing	9.d											Onpoint		
9.g		Collect stakeholder feedback to inform updates for next release	Ongoing	9.e											Onpoint / IDOI		

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10	Ongoing Support																
10.a		Establish and publish ongoing support model	5 days	1.i											Onpoint		
10.b		Provide ongoing support and technical assistance to data submitters	Ongoing	3.d											Onpoint		
10.c		Provide ongoing support and technical assistance to data users	Ongoing	8.a											Onpoint		