



**Contract Providers Transition Team (CPTT)  
Meeting Agenda**

**May 18, 2010  
10:00 a.m. – noon**

- ✓ **Welcome**
- ✓ **Announcements**
- ✓ **Contract Provider Technological Needs Project Update**
- ✓ **Website Overview**
- ✓ **E-Prescribing Workgroup – Status**
- ✓ **Future Meetings**
- ✓ **Open Discussion**

Next Meeting – TBD

*"To Enrich Lives Through Effective And Caring Service"*

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# Contract Provider Technological Needs Project

Update May 2010



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# Standard Proposal Guidance

Revised March 2010



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### Standard Proposal Changes: Form Specific Instructions

- ◆ Field-level instructions are included for required forms
  - Exhibit 3 (Project Proposal Face Page)
  - Exhibit 4 (Budget Summary)
  - Exhibit A (Project Risk Assessment)
  - Appendices C & C-1 (Project Schedule)



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### Standard Proposal Changes: Additional Instructions

- ◆ Additional instructions are provided in Section 3.1 "Cost Justification"
  - Included to provide further guidance on how to complete Section 3.1 and relate costs in Section 3.1 to Exhibit 4 "Budget Summary" and Appendices C and C-1 "Project Schedules"



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### Standard Proposal Changes: Exhibit 4 – Budget Summary\*

- ◆ "Overall Project Cost" line added at bottom of budget page to indicate total of MHSAs and non-MHSA costs by fiscal year
  - MHSAs IT Funds Request (A)
  - Non-MHSA Funding (B)
  - Overall Project Costs (Sum of A+B)

\*Use required on resubmissions if not submitted initially



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### Standard Proposal Changes: Sequence of Exhibits & Appendices

- ◆ Some exhibits and appendices are in a different sequential order so that required forms are placed forward
- ◆ Appendix B "Proposal Considerations and Clarifications" and Exhibit 6 "Quarterly Project Status Report" follow required forms
- ◆ Sample Proposal follows Exhibit 6



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### Standard Proposal Changes: Links to Supporting Documents

- ◆ Hyperlinks to the following documents are provided in the text where appropriate
  - DMH Letter 05-04 "Supplantation"
  - Enclosure 3, Appendix B
  - Operational Recovery Plan How-To-Guide
  - Business Continuity Plan How-To-Guide



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## Maintenance Proposal Guidance

Released March 2010



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### Definition and Limitations of a Maintenance Project

- ◆ A Maintenance Project Proposal may only include extending the duration of use of an existing system for a fixed period of time.



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### Maintenance Projects: Exclusions

- ◆ New functionality or new modules being added to existing EHR system
- ◆ Maintenance Projects other than EHR systems
- ◆ Hardware purchases



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### Maintenance Projects: Criteria

- ◆ System is operational and in use
- ◆ EHR system must be certified for EDI transactions with DMH
- ◆ Regular system updates and upgrades that are included in annual service fees or software licensing costs are permitted



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### Maintenance Projects: General Information

- ◆ Proposal guidance and required forms are available on the CPTT website
- ◆ Sample maintenance proposal included
- ◆ Most Sections in Exhibit 3 "Proposal Narrative Description" must be addressed
  - Primary change is in how you address required sections, given that project implementation has been completed and your system has been in place for a period of time



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### Maintenance Projects: General Information

- ◆ All forms include field-level instructions
- ◆ Review criteria and process identical to Standard Proposal review process
- ◆ Appendix C and C-1 Project Schedules
  - Should be limited to a few tasks
  - Should include Project Closure



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### Maintenance Projects: Sections Not Required

- ◆ Section 1.2(c) Critical Success Factors
- ◆ Section 1.3 Project Approach
- ◆ Section 2 Project Management\*
- ◆ Section 3.1 Start-up
- ◆ Section 6 Training and Implementation

\*Required only if project is High Risk



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## Maintenance Projects: Form Changes

- ◆ Exhibit 4 "Budget Summary" – Columns for Start-up blacked out
- ◆ Appendix A "Project Risk Assessment" – Hardware ratings blacked out



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# QUESTIONS

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## UPDATE ON PROJECT SUBMISSIONS



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## PROJECT SUBMISSIONS

- ◆ 34 Projects Submitted
- ◆ 5 Projects Approved
- ◆ 18 Projects at Level One
- ◆ 5 Projects at Level Two
- ◆ 6 Cancelled



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## Proposal Guidance Efforts

- ◆ Review of Survey - February 2010
- ◆ 117 - Contract Agencies
  
- ◆ 64 - EDI Process - TPA through Production
- ◆ 22 - Vendor Selection - Completed
- ◆ 19 - Vendor Selection - In Progress
- ◆ 12 - Not Started (10%)



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## Proposal Guidance Efforts

- ◆ Review of Survey Results - Vendor List

Anasazi	Netsmart
Askesis Psych Consult	Handel Rite Track
Caminar	Seginus ABC
Clinivate	Sequest TIER
DeFran	Sigmund Software
Emdeon	UNI/CARE
Exym	Welligent

\*Plus custom development



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## Proposal Guidance Efforts

- ◆ Prioritized follow-ups
  - Initial Focus on following-up with Contractors who requested follow-up/guidance
  - Contractors who are not aware that MHPA funds are available
  - Minimal to no action with regard to project approach/vendor selection
  - Not acting based on open questions regarding DMH requirements



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## Proposal Guidance Efforts

- ◆ Workshops
  - 2 Hour Structured Workshops
    - ◆ Focus on Proposal Process
    - ◆ Best for those who have minimal familiarity with proposal requirements and those who have not begun drafting a proposal
  - 1 Hour Individual Guidance/Review
    - ◆ Focus on Review of Draft Project Proposal
  - Sign-up today!



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## Funding Agreements

- ◆ 3 Funding Agreements fully executed
  - Dubnoff Center For Child Development and Educational Therapy
  - Optimist Youth Homes & Family Services
  - Providence Community Services
- ◆ 3 Funding Agreements in process
  - Aviva Center
  - Harbor View Adolescent Center
  - Tessie Cleveland



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# Website Overview New Content and Features

May 2010



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## Website - New Content

### ◆ Forms and Instructions for:

- Maintenance Proposal
- Standard Proposal
- Funding Agreement
- Electronic Signatures



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## Website - New Features

### ◆ Funding Agreement Forms

- All forms are fillable PDF forms
- Optional and required fields are highlighted
- Data entered on the forms is retained
- Signed forms can be sent electronically (except for the Invoice form)



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QUESTIONS

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