

Contractor Readiness Tasks for FFS

Task #	Task Name	Percent Complete	Duration	Planned Start Date	Planned Finish Date	Resources
	IBHIS FFS Readiness					
	Confirm IBHIS Setup and Conversion Status					
	Confirm contract program setup, programs of service and authorizations (per latest contract amendments)					
	Confirm contractor conversion process completed					
	Confirm ProviderConnect setup for FFS provider - user roles, functions and access					
	Digital Key Process					
	Provide Dun & Bradstreet (DUNS) number and Payee NPI number					
	Identify Trading Partner Agreement (TPA) Application Entry Individual					
	Identify individual who will sign the TPA Application (must have signing authority with the agency)					
	Identify Information Technology (IT) and Business Leads for Agency					
	TPA Process and User Training					
	Submit new TPA via TPA Application					
	Receive, Install and Test Digital Key					
	Digital Key Test Readiness with DMH					
	Client Web Services					
	Planning, Gap Analysis, and Development for Client Web Services					
	Forward Client Web Services Companion Guide to vendor, biller or clearinghouse					
	Attend Readiness Meeting with DMH to review Client Web Services Companion Guide					
	Review Companion Guide with vendor, biller or clearinghouse					
	Identify data gaps - new data elements, new values or codes, business rules					
	Identify possible modifications to current workflow and business processes to capture new or modified data					
	Forward Client Web Services Technical Guide to vendor, biller or clearinghouse					
	Work with vendor, biller or clearinghouse regarding changes, schedules and costs					

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Task #	Task Name	Percent Complete	Duration	Planned Start Date	Planned Finish Date	Resources
	Identify possible training requirements for workflow or business processes changes					
	Develop test scenarios for the client web service					
	End-to-end testing readiness					
	End-to-end testing (all functions of Client Web Services)					
	Envelop Validation					
	Structural Validation					
	Document, debug, retest					
	Conduct functional testing, debug, retest					
	Document Results					
	Conduct integration testing with DMH					
	Document results of web service integration testing					
	Resolve integration test problems					
	Client Web Services Production Ready					
	Client Web Services Implementation/Deployment					
	Claiming Cycle Interfaces(837,835,999,277CA)					
	Planning, Gap Analysis and Development for Claiming					
	Forward Claiming Companion Guide to vendor, biller or clearinghouse					
	Attend Claims Meeting with DMH to review Claiming Companion Guide					
	Review Claiming Companion Guide with vendor, biller or clearinghouse					
	Identify data gaps - new data elements, new content, new values or codes, new businee rules					
	Identify possible modifications to current workflow and business processes to capture new or modified data					
	Work with vendor, biller or clearinghouse regarding changes, schedules and costs					
	Identify possible training requirements for workflow or business processes changes					
	Develop test scenarios for the claiming transactions					
	End-to-End Testing Readiness					
	End-to-end Testing (Claiming Transactions)					
	Envelop Validation Testing					
	Structural Validation Testing					
	Document, debug, retest					
	Conduct functional testing, debug, retest					

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	Document Results					
	Conduct integration testing with DMH					
	Document results of claiming testing					
	Resolve integration test problems					
	Claiming Cycle Interfaces(837,835,999,277CA) - Production Ready					
	Receive, Install and Test Production Digital Key					
	Claiming Cycle Implementation/Deployment					
	Reporting					
	Review IBHIS 704/705/706 Report modifications					
	Identify data gaps - new data elements, new values or codes, new business rules					
	Identify possible modifications to current workflow and business processes to download new or modified data					
	Identify possible training requirements for workflow or business processes changes					
	Develop test scenarios for the reports					
	Test new 704/705/706 IBHIS Reports with DMH					
	Test other new reports with DMH					
	Document results of testing					
	Resolve reporting test problems					
	Reports Production Ready					
	Reports Implementation/Deployment					
	Practitioner Maintenance					
	Provide updated practitioner information to FFS Managed Care or DMH Program Support Office (PSO)					
	PSO reviews reports and enters practitioner updates into IBHIS					
	Training for ProvideConnect (PC) for Clients, Episodes and Authorizations					
	Review ProviderConnect Training Schedule					
	Register for ProviderConnect Training					
	Complete ProviderConnect Training prior to Integration Testing					
	Go-Live and Support					
	Verify all FFS Provider Readiness Tasks are Completed					