

Contractor Readiness Tasks for FFS

Task #	Task Name	Percent Complete	Duration	Planned Start Date	Planned Finish Date	Resources
	IBHIS FFS Readiness					
	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					
	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					
	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					
	Work with vendor, regarding changes, schedules and costs					
	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					

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Task #	Task Name	Percent Complete	Duration	Planned Start Date	Planned Finish Date	Resources
	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					