

MHSA PROJECT PROPOSAL PROCESS

SUGGESTIONS AND ADDITIONAL
GUIDANCE

May 19, 2009



EXHIBIT 3 – COVER PAGE

- Sign and Date this page
- If Consortium = Yes Describe consortium in proposal (e.g. members, responsibilities, breakdown of consortium costs, etc)
- If Full EHR checked, describe all components in the project description
- If multiple EHR components checked, submit as a combined EHR project



EXHIBIT 3 – COVER PAGE

- Client & Family Empowerment Projects must be submitted as separate project proposals
 - Client/Family Access to Computer Resources
 - Personal Health Record
 - Online Information Resources



EXHIBIT 3 – COVER PAGE

- Other Technological Needs Projects must be submitted as separate project proposals
 - Telemedicine
 - Pilot Projects to monitor programs & services
 - Data Warehousing/Decision Support
 - Imaging/Paper Conversion
 - Other (combine projects in this category into one summary proposal but describe costs separately in Exhibit 3, Section 3.1 Cost Justification)

EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- Include a description of your agency
 - Number of service locations in L.A. County and the number of service locations outside of L.A. County
 - Total number of employees, number of agency staff and number of contractual staff
 - Types of Services provided, including non-mental health services



EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- Describe current IT environment
 - Staffing
 - Project Management experience
- Describe separately the IT resources, both internal and contractual that will be supporting the proposed project



EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- Include a description of your agency's client base
- Indicate whether non-DMH clients are served
- Indicate what proportion of your agency's clients are DMH clients
- Indicate whether the proposed system supported by MHSA funds will be used exclusively for DMH clients or used to support non-DMH clients as well



EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- Describe the following in separate paragraphs divided by subject headings:
 - Project Purpose
 - Background
 - Project Goals and Objectives
 - Project Approach
 - Project Scope
 - Project Justification



EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- Ensure the project description is consistent with the projects checked on the Cover Page
 - If more than one EHR component project checked, be sure that you describe each in the Project Overview
 - If your project is consistent with an EHR project, don't call it an EDI project



EXHIBIT 3 – NARRATIVE

Section 1.1 PROJECT OVERVIEW

- For EHR/EDI Projects, describe any existing electronic health record/clinical management systems currently in place and indicate whether your agency is currently certified for EDI transactions
- If this project is replacing an existing application or system functionality that was in place prior to 11/02/04, describe the reason for the replacement and describe how the replacement adheres to the non-supplantation policy as described in DMH Letter No. 05-04 at: <http://www.dmh.ca.gov/DMHDocs/docs/letters05/05-04.pdf>



EXHIBIT 3 – NARRATIVE

Section 1.2 Results or Benefits Expected

- Use separate paragraphs to describe expected tangible and intangible benefits following implementation
- Use a separate paragraph to describe critical success factors for the project
 - Events or conditions that must occur for the project to succeed
 - Critical success factors can become major milestones



EXHIBIT 3 – NARRATIVE

Section 1.3 MHSA Goals and Objectives

- Describe how the project meets the MHSA Information Technology goals of:
 - Increasing Consumer/Family Empowerment by providing tools for secure access to health information
 - Modernizing and Transforming clinical and administrative systems
- Describe how the project will change current operations and/or systems in ways that are consistent with the goals above



EXHIBIT 3 – NARRATIVE

Section 3.1 COST

- Describe the following in separate paragraphs divided by subject headings:
 - Personnel
 - Hardware
 - Software
 - Contract Services
 - Other Expenses
 - Start-up



EXHIBIT 3 – NARRATIVE

Section 3.1 COST

- The description of each budget category must include enough information to fully justify the funds requested

Tell us what you are requesting, why you need it and be specific – For example:

- If funds are requested for personnel, describe the types of resources needed, the number of positions, a description of their role on the project, and length of engagement



EXHIBIT 3 – NARRATIVE

Section 3.1 COST

- Verify that costs described in this section are consistent with costs as listed in Exhibit 4 – Budget Summary
- Basic upgrades to IT infrastructure (computers, printers, servers, etc) are specifically prohibited in the MHSA Technological Needs Guidelines



EXHIBIT 3 – NARRATIVE

Section 3.1 COST

- If requesting Start-up funds, indicate the amount of Start-up requested and provide a description of how these funds will be used
- Project costs not eligible for reimbursement by MHSA funds and costs that the agency will incur above what the agency's MHSA funding allocation will cover should be reflected on Exhibit 4 – Budget Summary "Total Costs B"

EXHIBIT 3 – NARRATIVE

Section 7.4 State and Federal Laws and Regulations

- Describe the approach to ensure that any technology solution implemented using MHSA Technological funds is compliant with all federal, state, and local laws, ordinances, etc.
- If the approach to the above will be determined at a later date during project planning, a statement must be made in this section ensuring intent to comply with the above



APPENDIX A: Project Risk Assessment

- If a risk category does not apply
 - Enter “N/A” in the “Score” column
 - This option has been added on the revised form
 - Do not score any risk category “0” (zero)
 - Verify that the total Risk Score is correct
 - Check the appropriate Project Risk Rating (High, Medium, Low) at the bottom of the form



EXHIBIT 4 – Budget Summary

- Budget Summary form has been revised considerably
- All funds requested should be entered in whole dollars
- A column for Start-up request has been added to Fiscal Year 1
- Verify that your Start-up request does not exceed 20% of total project funding request



EXHIBIT 4 – Budget Summary

- Fiscal Year dates must be entered into each Fiscal Year budget column
 - For example, if Fiscal Year 1 is 2009-2010 then mark the form accordingly
- Form allows for Four (4) Fiscal Years
 - Add additional columns if needed



EXHIBIT 4 – Budget Summary

- One Time Costs and Ongoing Costs are no longer required
 - The far right column is the total of all Fiscal years representing allowable MHSA costs only
- Project Budget must be restricted to the costs of implementing the project to serve DMH clients/family



EXHIBIT 4 – Budget Summary

- Total Costs A
 - This total will reflect your project costs associated with the costs of your project attributable to serving DMH clients/family
- Total Costs B
 - Enter project costs not attributable to serving DMH clients/family, costs attributable to other programs (e.g. Alcohol and Drug Program), and other project costs that will be covered by funds other than MHSA IT funding



Project Schedule: Appendices C & C-1

- Two Project Schedule Forms Required
 - Appendix C: Summary Project Schedule
 - Appendix C-1: Detail Project Schedule
- Appendix C
 - Include only Summary Tasks & Milestones
 - This schedule is also included in the Quarterly Project Status Report
- Appendix C-1
 - Include Summary Tasks & Milestones and related detail tasks and schedule



Project Schedule: Appendices C & C-1

- All tasks must include the following:
 - Original Start Date
 - Original Completion Date
 - Task Duration
- Project Milestones
 - Original Start Date and Original Completion Date will be the same, with no duration



EXHIBIT 6 – Project Status Report

- Major Milestone Status Chart has been revised to show the following:
 - Original Start Date
 - Original Completion Date
 - Revised Completion Date
 - Actual Completion Date
- Deliverables/Milestone heading changed to Task/Milestone to match Appendix C



General Forms Changes

- All headings on appendices and exhibits have been standardized to include the following:
 - Project Title
 - Contract Agency Name
 - Legal Entity Number
 - Consortium (Y/N)
- Standardization will ensure proper document management



Proposal Review Process

- First Level Review
 - Review Tool Developed
- Factors considered at First Level
 - Completeness of Proposal Package
 - Accuracy of budget
 - Consistency of budget with project description
 - Thoroughness of narrative in Exhibit 3



Proposal Review Process

- CIOB will communicate findings from First Level review in writing
- CIOB may request revised documents
- Review comments will be specific
- Process will be iterative – CIOB will continue to work with each agency until the proposal package is ready for Second Level Review



Proposal Review Process

- Second Level Review
 - Review Tool has been developed
 - One Review Team has met to review one proposal
 - Review comments and communication process is the same as described in Level One
 - Process is iterative



Questions/Discussion

