

Advance Planning Document (APD) Phases for DDS Application Integration Project (AIP)

The overall APD process will be divided into four phases:

- Phase 1: Development of the Planning Advance Planning Document (PAPD) must describe in high level terms the desired integrated application environment DDS is planning. This PAPD will be submitted to CMS and, if approved, will require the subsequent development and submission of a more detailed IAPD.
- Phase 2: Development of the Implementation Advance Planning Document (IAPD) will describe more fully the technical development of the various applications and their interfaces within the department's IT architecture; discuss exploration and evaluation of alternative IT solutions to address DDS's needs; and provide extensive cost benefit analyses of the selected IT solution. The IAPD will be submitted to CMS and, if approved, will require the development and submission to CMS of a RFP to secure the Technical Vendor developer for the AIP.



- Phase 3: Technical Vendor RFP will be issued if the PAPD is approved by CMS and the funding requirements once proposed are approved by OPM. The issuance of the RFP will require closely coordinated work with CMS, CT Department of Information Technology (DOIT) and OPM to develop and issue the Technical Vendor RFP including development of criteria to evaluate potential Technical Vendors. Also included in this phase are RFP review, rating and selection of a Technical Vendor for the DDS AIP, as well as vendor contract development and negotiation.
- Phase 4: Implementation of the DDS AIP will include all application development, testing, deployment, debugging; independent validation, verification and quality oversight throughout design, development and implementation of the AIP.

The department will request services of a project management consultant who will be available though out the life cycle of this project. The initial request will be for phases 1&2, and if necessary CMS and OPM approvals and funding are secured at the end of Phase 2, DDS will seek additional consultant services for phases 3&4.

Deliverables (Phase 1 &2):

Project Work Plan for both PAPD and IAPD

The Project Manager will provide a work plan identifying a schedule for completing all duties and responsibilities included in this project. The work plan will identify tasks and subtasks necessary to successfully complete project deliverables. This will include development and submission of both the PAPD and IAPD. The work plan and deliverables may be adjusted and reallocated when mutually agreed upon through a new work plan that is signed by authorized parties for both the consultant and DDS, as long as the number of total days and dollars approved are not exceeded.

Phase 1 PAPD

- PAPD Document

The Project Manager will provide consultation as needed on DDS draft PAPD re: scope, business and technical objectives, methodology, timelines; finalize the draft PAPD for submission to CMS, coordinate submission of the PAPD application to CMS and assist in responding to any CMS questions on this application.

Phase 2 IAPD

- Functional Requirements Document

The Project Manager will meet with DDS staff to define and develop the requirements definition. The Project Manager will provide the department with best practices and known, sound technologies to support the department's requirements. The Project Manager shall describe the process that will be used to gather input from DDS staff and provider community, and based on that input, develop a functional requirements document that describes all functions to be supported by the DDS AIP.

- Cost Benefit Analysis Document

The Project Manager will identify costs and benefits relative to potential DDS AIP solutions that satisfy the Department's requirements, taking into consideration custom development vs. transferable solutions (from other states) vs. off the shelf IT solutions or a combination of these approaches. The Project Manager will also identify the costs and benefits to maintain the implemented solution in-house vs. outsourced. The Project Manager will also identify new processes or components of the DDS AIP that would be of benefit to the state.

- Project Solution Document

The Project Manager must evaluate and propose a sound approach that will be both cost effective and efficient to satisfy the requirements of the DDS AIP. Consideration of both off the shelf and application development approaches should be included.

- IAPD Documents

The Project Manager will incorporate the findings from all of the activities described above and include all federally mandated requirements for prior approval and subsequent submission. The Project Manager will coordinate submission of the IAPD application to CMS and assist in responding to any CMS questions on this application.