Attachment D

Option D: COTS Solution, Contractor-Hosted Solution Forms

Request for Proposal Number 4655 Z1

Bidders are required to complete all forms provided in this attachment if bidding on Option D:COTS Solution, Contractor-Hosted Solution.

Forms D.1-D.4 are to be included as part of the Technical proposal.
Form D.5 is to be submitted as the Cost Proposal.

Form D.1: Functional Requirements Traceability Matrix

Form D.2: Technical Requirements Traceability Matrix

Form D.3: Deliverables

Form D.4: DHHS Equipment. The RFP response must include all hardware, software, tools, equipment, and licenses that the State would be required to have to support the proposed Care management System. ALL software licenses, both one-time and on-going, must be included on this sheet.

Form D.5: Fixed Cost Breakdown

Forms D.6 and D.7 are for the OPTIONAL FUNCTIONALITY and will not be scored.

Form D.6: OPTIONAL FUNCTIONALITY Traceability Matrix
Form D.7: OPTIONAL FUNCTIONALITY Cost Proposal

Forms D.8 and D.9 will not be scored.

Form D.8: Fixed Hourly Rates. Every job title identified in RFP Section V.A.2.i. SUMMARY of BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH and fixed, all-inclusive hourly rates assigned must be listed.

Form D.9: Contractor Host Facility Form

Form D.1
Functional Requirements Traceability Matrix (FRTM)

Request for Proposal Number 4655 Z1

Bidders are instructed to complete a Functional Requirements Traceability Matrix for the Care Management System. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Functional Requirement.

The RTM is used to document and track the project requirements from the proposal through to testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements. The RTM will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled).

The RTM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's technical solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the RTM as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

How to complete the RTM:

RTM Column Description	Bidder Responsibility
FRTM #	The unique identifier for the requirement as assigned by DHHS. This column is dictated by this RFP and must not be modified by the bidder.
Requirement Description	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.
Compliant	Bidder to indicate "Y" (Yes) or "N" (No) whether their solution is compliant with the requirement. If "N", the bidder must address the gap in Bidder Comments. The bidder must also address the following: • Capability does not currently exist in the proposed Care Management System as indicated by an Availability of "B", "C", or "D" as defined below • Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the bidder's standard capability as indicated by Availability of "N/A" • Requires a significant integration effort of more than 500 hours

RTM Column Description	Bidder Responsibility
Availability	Bidder to indicate one of the following: • A = Capability Operating in Bidder's Solution. • B = Capability Available in the Bidder's Solution Next Scheduled Release and proposed for the Care Management System. • C = Capability Under Development: New Release / Upgrade Version (Resources Committed) Provide Availability Date Published to Bidder's Solution • D = Capability Defined and Committed to Availability in 12 Months in the Bidder's Solution • N/A = Not Available, Not Planned, or Requires Extensive Effort to be Made Part of Baseline Capability
Availability Date	Provide date capability will be available as published / release to Bidder Baseline Capability (e.g., available to Installed Customer Base). Note: For Availability value of "A", use date of proposal submission.
Contractor or Subcontractor	Indicate whether the hardware, software or service is provided by Contractor (C) or Subcontractor (S).
Testing Methodology	Provide a brief description on how the requirement will be validated.
Bidder Comments	Bidder Responsibility Provide a short description for each requirement that Compliant? = "Y": 1. Describe briefly how compliance will be established, highlighting the following: a. Is compliance established through rules-based modifications to the product/system (e.g., table changes, workflow updates)? b. Is compliance established through a combination of system automation and manual processes/procedures? 2. Provide an estimate of the effort needed during integration to achieve compliance using the final criteria: a. Minor = less than 10 man hours. b. Moderate = less than 100 man hours. c. Extensive = more than 100, less than 500 man hours. d. Significant = more than 500 man hours. A restatement of the requirement is not considered a substantive response.

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
a) General Functional						
1.	Meet the current and future industry standards of the Health Information Technology for Economic and Clinical Health (HITECH) Act, the Affordable Care Act (ACA), Health Insurance Portability and Accountability Act (HIPAA), and other Center for Medicare and Medicaid Services (CMS) and State regulations.					
Bidder Comments:						
2.	Receive Electronic Health Record (EHR) program certification from the Office of the National Coordinator for Health Information Technology (ONC), as well as the Long Term and Post-Acute Care (LTPAC) for skilled nursing homes.					
Bidder Comments:						
3.	Receive certification from an ONC-Authorized Testing and Certification Body (ONC-ATCB). Achieve Meaningful Use under CMS' Stage 2 criteria.					
Bidder Comments:						
4.	Continue to meet Meaningful Use guidelines through 2015 without significant changes.					
Bidder Comments:						
5.	Comply with Federal and State rules and regulations, including Intermediate Care Facility/Mental Retardation and Department of Justice settlement agreement requirements.					
Bidder Comments:						
6.	Integrate all components (e.g., dietary, pharmacy) so that the user only needs to enter a client's information once.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
7.	Interface with N-FOCUS (Nebraska Family On-Line Client User System), Medicare Management Information System (MMIS), Nebraska Health Information Initiative (NeHII), and CMS.					
Bidder Comments:						
8.	Create documentation for analysis of performance and use trends by user for various components of the EHR.					
Bidder Comments						
9.	Allow more than one user to be on the same client record at the same time, but with only one user permitted to make changes within the same part of each record at the same time.					
Bidder Comments:						
10.	Customize views and available functionality by user group (e.g., some screens, functionalities, and fields may not be applicable to a specific division or user. The system must allow non-relevant items to be hidden based on the user group.).					
Bidder Comments:						
11.	Include decision support to help user select from standardized procedure/encounter, problem/diagnosis, and medication codes and terminologies (e.g., SNOMED(Systemized Nomenclature of Medicine) CT for standard nomenclature of clinical terms).					
Bidder Comments:						
12.	Conduct searches within a table or groups of tables by partial description (e.g., look up codes by partial description).					
Bidder Comments:						
13.	Indicate required fields on input pages, and flag a required blank entry after input.					
Bidder Comments:						
14.	Provide support to users through tickler notifications about follow-up items based on anticipated workflow and client needs.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
15.	Create user-defined fields (Note: this capability will be limited based on user group, e.g., administrators, in order to minimize software update complications).					
Bidder Comments:						
16.	Sort and filter incidents by user-selected fields.					
Bidder Comments:						
17.	Include electronic signature capability: • Lock record from editing once signed, but allow amendments to documentation after signing and locking. • Allow multiple providers to sign a single record. • Provide on-line prompts where signatures or co-signatures are required when completing medical records documentation to avoid charting deficiencies.					
Bidder Comments:						
18.	Provide on-line analytical processing (OLAP) cube analysis and graphing capability: • View multiple variables in a three-dimensional display that can be rotated, collapsed, resized, etc. • Graph transformed data. • Drill down into a data point or group of points on a graph.					
Bidder Comments:						
19.	Meet all State and Federal audit requirements.					
Bidder Comments						
20.	Provide clinical decision support functionality to comply with CMS Stage 2 Meaningful Use Guidelines.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
b) **Admissions**:						
21.	Capture application information during preadmission, with a unique identifier for the applicant. The unique record will follow the applicant through any wait lists (if applicable to the division) and onto admissions, eliminating the need to duplicate data entry of applicant's information.					
Bidder Comments:						
22.	Enter admissions data online and in real time. The information captured shall include, but not be limited to, the following areas: • Demographics, admitting Region, guardian data including county where papers filed, type of guardianship, victim and Tarasoff notifications; • Preferred language, insurance type, gender, race, ethnicity, and date of birth; • Insurance, financial, referral types, Medicare/Medicaid information; • Health history (including physical, behavioral, and medication); • Military/VA data if applicable (dates of service, medals, commendations, percent of service-connected disability); • Legal data, advance directives, and documents; • Admitting and attending practitioners, source of admit; • Consents, custody needs, living arrangements; • Criminal justice data, various court types with begin and end dates, types of commitments like Legislative Bill 1199 for sex offenders, names of judges involved, orders for forced meds; and • County of financial responsibility for County Billing. Note: Division-specific admissions screens will hide/display fields based on configuration.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
23.	Provide a Master Person Index (MPI).					
Bidder Comments:						
24.	Provide inquiry and search capability with duplicate record checking across all facilities so that a client is not entered twice with slightly different data. Display potential duplicate client records on screen simultaneously for review to preserve MPI integrity.					
Bidder Comments:						
25.	Allow all admission/discharge/transfer (ADT) data to be viewed for any client throughout the system.					
Bidder Comments:						
26.	Maintenance rates are calculated off the client's ability to pay or Social Security Disability (SSD) benefits. When either consideration changes, the user must be able to update the maintenance rate and upload scanned paper calculations of rates and store for future reference.					
Bidder Comments:						
27.	Generate a daily census report.					
Bidder Comments:						
28.	Maintain and update a wait list of potential admissions for both inpatient and outpatient care (Note: wait lists are not used by every Division).					
Bidder Comments:						
29.	Enter a digital photograph that can be accessed and printed for various purposes, including client identification cards.					
Bidder Comments:						
30.	Update client photo but store older photo(s) for retrieval.					
Bidder Comments:						
31.	Process retroactive changes to census information.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
32.	Utilize pop-up windows, drop down, or other methods to select from pre-defined tables or dictionaries (e.g., dictionary of city names, zip codes, referral sources).					
Bidder Comments:						
33.	Record the date of client signature on the following forms: • Consent forms • Client assignment of benefits information • HIPAA notification forms information • Advance Directive indication • Other user-defined forms					
Bidder Comments:						
34.	Scan forms via Batch and POS, if the facility so chooses.					
Bidder Comments:						
35.	Generate alerts to take future action based on dates associated with forms.					
Bidder Comments:						
36.	Integrate external documents into the clinical record (including scanned documents, electronically stored documents, and images) and access integrated documents and images from within the client record.					
Bidder Comments:						
37.	Check insurance eligibility electronically from public (ASC X12N 270/271 health care eligibility inquiry and response transactions) and private payers. Import data from Medicare and insurance companies into the Care Management System.					
Bidder Comments:						
38.	Record a client's personal inventory upon admission and be able to display "view only" to other disciplines. Perform an annual review to update personal inventory.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
c) Referral In						
Contact Management/Call Logging						
39.	Provide real-time logging with prompts, and data collection during contact inquiry.					
Bidder Comments:						
40.	Capture contact information through an online form.					
Bidder Comments:						
41.	Provide decision-tree logic based on the type of call or incident for prompting operator and call routing and escalation.					
Bidder Comments:						
42.	Automatically assign the call to staff for research and resolution (workflow integration).					
Bidder Comments:						
43.	Provide reports on contact statistics.					
Bidder Comments:						
44.	Access and/or link to the community resource and referral database.					
Bidder Comments:						
45.	Provide both inbound and outbound electronic referral capability.					
Bidder Comments:						
Referral Management						
46.	Record and store name of referring individual or program with notes.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
47.	Set reminders and triggers for staff based on referral information.					
Bidder Comments:						
Community Resource Database						
48.	Create and maintain a community resource database that is searchable online specifically to make referrals.					
Bidder Comments:						
49.	Provide a community resource database separate from the provider database.					
Bidder Comments:						
d) Referral Out and Closure						
Discharge Planning and Management						
50.	Create a client discharge summary, including fields for clinical review notes.					
Bidder Comments:						
51.	Modify a discharge date.					
Bidder Comments:						
52.	Change client status on client accounts, including closing and reactivation.					
Bidder Comments:						
53.	Provide reporting on episode of care closures.					
Bidder Comments:						
54.	Re-open a closed episode of care when a client returns for services.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
Referral Out						
55.	Generate a referral form to link clients to approved treatment, recovery, and aftercare support services.					
Bidder Comments:						
56.	Set alerts, triggers, or reports at the client record level for periodic follow-up on progress and treatment coordination.					
Bidder Comments:						
Records Retention						
57.	Archive client records beginning with pre-admission based on each Division's specific requirements.					
Bidder Comments:						
58.	Print selected portions of client record upon request.					
Bidder Comments:						
59.	Record and track client record requests (types of requests that need tracking will be determined by DHHS).					
Bidder Comments:						
60.	Extract archived files upon demand by year, client, provider, or date range.					
Bidder Comments:						
61.	Retain records on clients that are admitted to a hospital and retrieve the records upon their return.					
Bidder Comments:						
Episode Closure/Record Closure						
62.	Close client episode or record.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
63.	Provide automated notification of pending records closure sent as tickler or email notifications on defined time period from trigger (e.g., client passed away or discharged). Send these notifications to defined set of personnel to remind them to complete all necessary documentation (e.g., incident reports and doctor/nurse/interdisciplinary notes).					
Bidder Comments:						
64.	Note reason for episode or record closure through DHHS-specific codes and descriptions.					
Bidder Comments:						
65.	Provide automated notifications of episode or record closure to Case Manager or Case Coordinator.					
Bidder Comments:						
66.	Lock records after client death so that they are viewable but not editable.					
Bidder Comments:						
Facilitate Client Transfers						
67.	Transfer statement account information and the patient's unbilled "bed days" to a receiving facility.					
Bidder Comments:						
68.	Issue a check for a trust fund from a sending facility.					
Bidder Comments:						
e) Business Office						
Billing/Client Statement Generation						
69.	Provide billing for statement account balance, new charges, and adjustments.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
70.	Link appointment tracking number to charges for reconciliation purposes.					
Bidder Comments:						
71.	Calculate charges based on time or duration of service, units of service by service codes, and incident-to services.					
Bidder Comments:						
72.	Provide a charge master for each facility with a full array of CPT codes and billing edits for correct coding.					
Bidder Comments:						
73.	Allow multiple provider types such as psych, therapy, and dental for outpatient billing					
Bidder Comments:						
74.	Provide a full suite of encoder software for automatic billing edits to: • Validate clinician credentials appropriate to service rendered • Validate clinician certification as appropriate to payer • Check time durations for validity • Check service location appropriate to service rendered • Detect duplicate service entry					
Bidder Comments:						
75.	Apply manual adjustments.					
Bidder Comments:						
76.	Post to multiple lines of service with an option to exclude certain items for a specific guarantor.					
Bidder Comments:						
77.	Enter optional comments in text format for a transaction.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
78.	Enter a receipt number for payments and document number for adjustments.					
Bidder Comments:						
79.	Post a payment prior to a charge being generated for a service to create a credit amount.					
Bidder Comments:						
80.	Apply monthly charges to a bill based on a date range rather than manually selecting each day's charges in order to facilitate billings.					
Bidder Comments:						
81.	Allow a grant to be set up as a funding source					
Bidder Comments:						
82.	Separate physician billing and Long Term Care(LTC) billing, with the flexibility to bill in advance (LTC billing) and in arrears (physician and ancillary services) within a specific monthly statement.					
Bidder Comments:						
83.	Provide a text field to identify spending limitations on a client's trust account.					
Bidder Comments:						
Daily Deposit and Withdrawal Processing						
84.	Process trust fund deposits, maintenance payments (statement account payments), and split payments for multiple accounts.					
Bidder Comments:						
85.	Generate a daily cash box reconciliation report and daily deposit report.					
Bidder Comments:						
86.	Allow a supervisor adjust payments and transfers.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
87.	Post a payment to a specific month's charge (including prior or future month's charges).					
Bidder Comments:						
88.	Automatically assign receipt numbers that are recorded on the Maintenance Activity Statement or the Trust Activity Statement.					
Bidder Comments:						
89.	Automatically assign and track transaction numbers as referenced to the client's trust.					
Bidder Comments:						
90.	Enter job cost rates (hourly/unit), the number of hours/units worked, and the resulting pay for clients who perform jobs for a Division and are compensated for their work (e.g. clients at BSDC facilities). Upload data to Enterprise One (the State's accounting system) through a contractor-built interface. Note: this functionality may be used only by DDD.)					
Bidder Comments:						
Support for Client Trust Banking						
91.	Generate a client balance report with a user-defined date.					
Bidder Comments:						
92.	Produce one trust statement for couples that use client trust banking.					
Bidder Comments:						
93.	Post deposits and withdrawals by transaction codes.					
Bidder Comments:						
94.	Enter multiple clients or multiple transactions per client without leaving the screen.					
Bidder Comments:						
95.	Batch screen for data entry (needed for balancing entries before posting).					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
96.	Set default values for entry session (e.g., transaction type, date, and amount).					
Bidder Comments:						
97.	Enter recurring deposits and withdrawals transactions by client by source (e.g., SSA, SSI, VA, Civil Service, etc.) into the system to be processed automatically monthly. These amounts tend to remain stable over the course of a year but the system must easily allow adjustments when needed.					
Bidder Comments:						
98.	Interface recurring withdrawals with A/R, enabling the system to apply specified transaction codes as payments against charges in A/R.					
Bidder Comments:						
99.	Enter total available interest monthly. Calculate distribution of total available interest to individual accounts based on lowest account balance during current month.					
Bidder Comments:						
100.	Generate report with interest amount applied to each account (option to sort by alpha or numeric).					
Bidder Comments:						
101.	Allow for a "Hold" on funds with description to display at top of trust ledger.					
Bidder Comments:						
102.	Set limits for account balances.					
Bidder Comments:						
103.	Print 1099s for end of the year interest on trust account.					
Bidder Comments:						
104.	Generate a petty cash voucher with two signature lines (client and staff) and post it to the client's account.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
105.	Interface Client Trust Funds with Accounts Receivable.					
Bidder Comments:						
Monthly Reconciliation						
106.	Provide trust fund account reconciliation, statement account reconciliation, and monthly account balance totals.					
Bidder Comments:						
107.	Provide monthly totals of receipts by Receipt Code, maintenance charge adjustments triggered by maintenance rate recalculation, and warrants/transfers by Payment Code.					
Bidder Comments:						
Accounts Receivable						
108.	Enter guarantor information into billing system and specify order of liability.					
Bidder Comments:						
109.	Provide set up and maintenance for multiple payment methods (Medicare, Medicaid, self-pay, nursing home insurance, the VA, other insurance) for each client for room and board charges based on census on various forms (paper and electronic).					
Bidder Comments:						
110.	Accommodate unique rates by guarantor and procedure (service code).					
Bidder Comments:						
111.	Allow rate tables to be updated by user when necessary with begin and end dates.					
Bidder Comments:						
112.	Ability to verify Medicare/Medicaid eligibility (ASC X12N 270/271 health care eligibility inquiry and response transactions).					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
113.	Bill inpatient days, therapeutic leave, and hospital days based on census.					
Bidder Comments:						
114.	Support retrospective billing, adjustments, voids, per diem, and other payment requirements according to each Division's billing rules.					
Bidder Comments:						
115.	Change full support rates for nursing and domiciliary and allow for deductions to this rate for Medicaid, Medicare Part B and D credits, and VA per diem (where applicable).					
Bidder Comments:						
116.	Extract information from Pharmacy and Billing to reconcile and audit Medicare Part D, VA Aid & Attendance, Medicaid, and other billed entities.					
Bidder Comments:						
117.	Separate claims electronically for Medicaid, Medicare, and private payers for a client.					
Bidder Comments:						
118.	Specify rules for per-client-per-day fees (and allowance for reduction in fees after a certain number of residency days) for County Billings monthly.					
Bidder Comments:						
119.	Provide global updates of fee schedules and at the individual fee code level. Update charge master with reasonable system automation and little manual intervention.					
Bidder Comments:						
120.	Upload reference tables, including CPT, DSM-IV/V, ICD-10, and HCSPCS. Include necessary subscriptions to the coding systems and associated edits.					
Bidder Comments:						
121.	Provide annual liability calculations and track limits.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
122.	Display account aging on client statements and generate aging reports.					
Bidder Comments:						
123.	Create and post list of next steps for the Accounts Receivable team to conduct necessary follow-up.					
Bidder Comments:						
124.	Issue different types of collection letters for past due accounts and keep a history of the last letter issued for an account.					
Bidder Comments:						
125.	Record collection notes, including a payment plan and accounts receivable balances.					
Bidder Comments:						
126.	Transmit account data to outside collection agency.					
Bidder Comments:						
127.	Generate and electronically submit CMS1500 or 837P (Medicare B, RR Medicare B, insurance, Medicaid) and UB04 or 837I (Medicare A, RR Medicare A, insurance, Medicaid) forms. Facilitate transmission of forms to a clearinghouse and Part D claims submission (“switch”) service.					
Bidder Comments:						
128.	Submit prior authorization requests (dental, x-ray, Managed Care) via an ASC X12N 278 and record approvals for billing purposes.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
129.	Receive and process an ASC X12N 835 transaction remittance file from multiple payers and provide automatic line item posting of payments, adjustments, and denials. Some postings are suppressed through a user-defined exceptions list.					
Bidder Comments:						
130.	Generate and post action items follow-up list for the adjustments and denials of each 835 transaction.					
Bidder Comments:						
Census Processing						
131.	Upon admission, have all data entered be available in real-time, system-wide.					
Bidder Comments:						
132.	Provide a central repository for all client data which can be shared system-wide.					
Bidder Comments:						
133.	Track level of care changes, days of care, and multiple leave types in real time.					
Bidder Comments:						
134.	Prevent more than one client from being assigned to a particular bed.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
135.	Capture multiple ADT transactions within the same day (e.g., multiple room moves in one day).					
Bidder Comments:						
136.	Notify all pertinent areas without manual intervention and in real time when a client is on leave.					
Bidder Comments:						
137.	Track and archive data collected in the inquiry process for all potential clients in the system.					
Bidder Comments:						
138.	Provide a face sheet that can be customized by location.					
Bidder Comments:						
139.	Track days of care by program type (This will be used by DVH only. They have two types of programs – assisted living and nursing home – that use different reimbursement approaches.).					
Bidder Comments:						
140.	In the event that a client dies outside of the facility, discharge that client who is on leave.					
Bidder Comments:						
Other						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
141.	View ledgers by client guarantor or “all” for a date range. Sort entries by guarantor.					
Bidder Comments:						
142.	View both the account code and account name/description for each charge in the ledgers.					
Bidder Comments:						
143.	View ledgers by an Episode or all Episodes					
Bidder Comments:						
144.	Reprint prior statements (to clients, to counties, etc.).					
Bidder Comments:						
145.	Automatically populate client name, address, gender, date of birth, SSN on Accounts Receivable screen.					
Bidder Comments:						
f) Reporting						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
146.	Provide robust reporting functionality (including support for third-party report writing products such as Crystal Reports) to customize reports based on user-defined criteria across all data elements (MDS, Pharmacy, Admissions, Assessments, etc.) and generate ad hoc reports. System should provide warnings if standard sources of information are not providing the expected inputs. Examples of reports include: • Standard reports to meet Meaningful Use, other HITECH requirements, and HIPAA requirements • Reports that check for unprinted orders, daily assignments, bowel reports, and bath reports (for DVH) • Lists of clients by specific conditions to use for quality improvement (DDD) • ORYX discharge measurement data for the Joint Commission (http://www.jointcommission.org/) (for DBH) • Report on licensed beds					
Bidder Comments:						
147.	Allow customized reports or studies to be performed utilizing individual and group health data from the electronic record.					
Bidder Comments:						
148.	Allow reporting and analysis of any / all components included in the Clinical Practice Guidelines (CPGs)					
Bidder Comments:						
149.	Provide significant flexibility to select sort and filter criteria prior to running each report.					
Bidder Comments:						
150.	Create standard clinical reports for the user to query aggregate client population numbers.					
Bidder Comments:						
151.	Generate scheduled reports as well as on-demand reports.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
152.	Export reports to other formats (PDF, Excel, CSV, HMTL, XML).					
Bidder Comments:						
153.	Generate reports to go outside of the Wide Area Network (WAN). For example, Centers for Medicare and Medicaid Services (CMS), NASMHPD Research Institute (NRI), Veterans Administration (VA), etc.					
Bidder Comments:						
154.	Automatically refresh reports with the most recent data when a report is opened.					
Bidder Comments:						
155.	Provide a list of standard reports (no customization), which the user may run to meet Meaningful Use and/or HIPAA requirements.					
Bidder Comments:						
156.	Generate and track federally required reporting (such as the Department of Veterans Affairs form 10-5588 and 10-10EZ forms, quality measures to CMS for Physician Quality Reporting Initiative (PQRI), submissions for EHR incentive payments).					
Bidder Comments:						
157.	Upload electronic data for immunizations to a designated immunization registry or immunization information system via HL-7.					
Bidder Comments:						
158.	Provide electronic syndromic surveillance data to public health agencies and actual transmission according to applicable law and practice.					
Bidder Comments:						
159.	Generate labels for mailings based on criteria such as Guardians and/or Conservators and Next of Kin.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
160.	Generate census reports, including multi-site census reports. Generate daily, weekly, monthly, and yearly census reports that include admissions, transfers, leaves (i.e., pass, furlough, hospital stays, etc.), and discharges by various demographic data. These reports must also be able to be distributed via e-mail to required entities both inside and outside of the facility.					
Bidder Comments:						
g) Document Management						
161.	Include an integrated scanning solution to manage client charts and incoming paper documents. (Note: if the contractor does not have its own integrated scanning module, DHHS recommends that the bidder use Hyland Software's OnBase solution. If the bidder plans to propose this software, any associated license and maintenance costs must not be included since DHHS has licenses for OnBase already.)					
Bidder Comments:						
162.	Attach scanned documents to intra-office communication or visit notes and facilitate tracking.					
Bidder Comments:						
163.	Make scanned documents readily available within the client's chart.					
Bidder Comments:						
164.	Bulk scan documents and easily sort prior client charts for ease of reference.					
Bidder Comments:						
165.	Save and store images and audio files in the document management system.					
Bidder Comments:						
166.	Scan insurance cards and driver's licenses and store in patient demographics.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
167.	In a multiple location environment, provide each office the ability to scan in the same manner for consistent practice management.					
Bidder Comments:						
h) Clinician Assignment						
168.	Assign and track a case coordinator.					
Bidder Comments:						
169.	Associate a client to a treatment team.					
Bidder Comments:						
170.	Maintain history of case coordinator and treatment team with effective dates.					
Bidder Comments:						
171.	Associate multiple providers with a single episode of care.					
Bidder Comments:						
172.	Associate user-defined alerts to a client record with clinician notifications.					
Bidder Comments:						
i) Client Assessment and Care Plan						
173.	Capture all aspects of the client's care plan (e.g., dietary, dental, positioning, therapy, recreation, family, providers, etc.) and print out care plan meeting notes for the member/Power-of-Attorney/Attendees (as appropriate) describing the meeting.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
174.	Develop and administer assessments for a multitude of areas, including but not limited to: therapeutic activity, social services, psychiatric, medical, therapy, Abnormal Involuntary Movement Scale (AIMS), Braden, nursing, fall risk, nutrition, dental, chemical dependency, Treatment Plans, and discharge. Some assessments require graphing capabilities to show progress in specific areas within the assessment. Assessments may occur at admissions, quarterly, annually, and as needed.					
Bidder Comments:						
175.	Populate fields using assessments from another report (e.g., nursing info like height/weight is then transferred to the nutrition assessment).					
Bidder Comments:						
176.	Support user-defined interdisciplinary assessments based on a client's profile (e.g., for nursing notes, medical provider notes, social work notes, dietician notes, recreational therapy notes, and for other clinicians).					
Bidder Comments:						
177.	Provide tools for users to generate clinical work flow from the annual History and Physical, and create problem lists and nursing care plans. Provide administrative tools for organizations to build care plans, clinical pathways, guidelines, and protocols for use during client care planning.					
Bidder Comments:						
178.	Create, review, and update information about the performance measures that will be used to monitor the attainment of objectives.					
Bidder Comments:						
179.	Include and maintain evidence-based CPGs published and maintained by credible sources.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
180.	Assign and maintain Resource Utilization Groups (RUGS) classifications. (Note: This requirement is specific to DVH.)					
Bidder Comments:						
i) Clinical Care Plan and Progress Notes						
181.	View multiple parts of a client record simultaneously on one screen.					
Bidder Comments:						
182.	Provide chart maintenance features for medicine, nursing, social work, dietician, recreation, and/or other clinicians (e.g., update prompts, problem/action lists, medication lists, allergy lists, etc.).					
Bidder Comments:						
183.	Provide built-in menus and prompts for preventative services tracking (e.g., Prostate Specific Antigen (PSA), immunization, dental, mammography, fecal occult blood, PPD skin tests, etc.).					
Bidder Comments:						
184.	Provide built-in menus for diagnoses and coding for ICD-10, Diagnostic and Statistical Manual (DSM)-IV, DSM-V, NANDA/ Nursing Interventions Classification (NIC)/Nursing Outcomes Classification (NOC), and SNOMED CT.					
Bidder Comments:						
185.	Automatically update all coding systems.					
Bidder Comments:						
186.	Provide support for managing diagnoses (e.g., cues on adding and/or discontinuing a diagnosis when medications are started or discontinued).					
Bidder Comments:						
187.	Provide a cross-walk table to translate diagnoses from one classification system to another.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
188.	Enter and track multiple diagnoses.					
Bidder Comments:						
189.	Automatically add diagnosis at charge entry time, physician dictation, or order entry for prescriptions and therapy.					
Bidder Comments:						
190.	Document and trend quantitative test results.					
Bidder Comments:						
191.	Import and extract data from Microsoft Excel spreadsheets to complete nutrient analysis of tube feeding regimens/orders.					
Bidder Comments:						
192.	Identify the name and title of staff entering a progress note, as well as the date and time on the entry.					
Bidder Comments:						
193.	Search and sort progress notes based on various methods such as date, client, problem, diagnosis, clinician, etc.					
Bidder Comments:						
194.	Customize support forms such as routine and episodic interventions (encounter note), meal intake records, snack intake records, meal fluid plans, interval history and physical examinations.					
Bidder Comments:						
195.	View interdisciplinary progress notes based on a user's profile (e.g., for nursing notes, medical provider notes, social work notes, dietician notes, recreational therapy, and other therapies, etc.).					
Bidder Comments:						
196.	Provide for ongoing utilization review of a client's progress (e.g., the level of care).					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
197.	Send and receive clinical client information from external agencies, providers of care, and client authorized entities electronically to assure continuity of care for the client. This includes: • Sending and receiving information from a community hospital or consultant to assist in the provision of necessary care • Sending and receiving requests and data from clinical reference laboratories regarding testing that is not completed at a Division's facility.					
Bidder Comments:						
198.	Allow users to complete multiple tasks through a single log in (e.g., enter multiple incident report entries without needing to log off and log back into the system, perform actions across multiple modules for the same patient without needing to log off and log back into the system).					
Bidder Comments:						
199.	Allow each Division to select either narrative charting or exception charting for patient record-keeping (DDD uses exception charting while DBH and DVH use narrative charting).					
Bidder Comments:						
j) Treatment Plan						
200.	Provide pre-defined treatment plans, with ability to customize treatment plans per DHHS specifications.					
Bidder Comments:						
201.	Incorporate symptoms, dysfunctions, and diagnoses into decision support for treatment planning process.					
Bidder Comments:						
202.	Provide decision support for treatment planning purposes, including a library of best and promising practices. Actively update the library, and allow the user to update the library as well.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
203.	Link progress notes to treatment plan and goals in treatment plan.					
Bidder Comments:						
204.	Print treatment plan for client review and signature.					
Bidder Comments:						
205.	Develop treatment plan libraries.					
Bidder Comments:						
k) Appointment Handling						
206.	Handle client scheduling for both on-campus and off-campus appointments and activities (e.g., swimming), including transportation, with automated reminders and follow-up, and alerts for family notification.					
Bidder Comments:						
207.	Where an appointment requires a vehicle resource, allow the user to view vehicles that are available and reserve a vehicle to support the appointment.					
Bidder Comments:						
208.	Identify if a client requires monies for a scheduled appointment. When the appointment is approved, alert the facility finance person to take the action to debit the client trust fund the amount requested.					
Bidder Comments:						
209.	Include a workflow and approval process for off-campus appointments to include an alert system that an appointment request has been entered for approval and notification to areas or persons that need to take action after the request is approved.					
Bidder Comments:						
210.	Generate a list of necessary services (e.g., yearly exams).					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
211.	Develop a “superbill” either on paper or electronically (viewed by provider during exam and completed). Coding should be part of this process as well. Superbill is then sent to the coder for approval and finalized.					
Bidder Comments:						
212.	Create ticklers for scheduling appointments with in-house/onsite physicians as well as external providers.					
Bidder Comments:						
213.	Link all appointments to the clients’ treatment plans to automatically update and show attendance, missed appointments, etc.					
Bidder Comments:						
214.	Have the ability to schedule equipment for appointments.					
Bidder Comments:						
215.	Create appointment templates by individual clinician/provider or resource.					
Bidder Comments:						
216.	Provide on-line graphic displays of schedules and available slots.					
Bidder Comments:						
217.	Display more than one day's schedule at a time.					
Bidder Comments:						
218.	Schedule add-in clients (i.e., add a client to schedule without a time slot).					
Bidder Comments:						
219.	Schedule more than one client at a time (i.e., group rostering/scheduling).					
Bidder Comments:						
220.	Automatically record identity of user entering appointment information.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
221.	Automatically find available appointment slot for a client in the following ways: next available slot, by day of week, by time of day, by length of appointment, by clinician/provider, by type of appointment, and by location.					
Bidder Comments:						
222.	Track and manage schedule changes (e.g., bumped clients, cancellations, no-shows).					
Bidder Comments:						
223.	Schedule multiple services for a client to be performed at multiple sites.					
Bidder Comments:						
224.	Schedule two or more resources simultaneously.					
Bidder Comments:						
225.	Perform wave scheduling (i.e., set up appointments by type-in time slots).					
Bidder Comments:						
226.	Schedule re-occurring or series appointments with a single entry.					
Bidder Comments:						
227.	Allow multi-provider/multi-staff scheduling in a single-view.					
Bidder Comments:						
228.	Schedule blocks of time for specific procedures or services and for specific clinicians/providers.					
Bidder Comments:						
229.	Print daily appointment lists and appointment reports (cancellations, no-shows, appointments kept) based on user criteria.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
230.	Reconcile check-ins with service capture and charge entry.					
Bidder Comments:						
231.	Run reports on attendance at activities (e.g., monthly tally of individuals swimming by day). Ensure flexibility for users to easily customize reports.					
Bidder Comments:						
I) Workflow Support						
232.	Provide each clinician/provider with a display and printed listing of his or her active clients.					
Bidder Comments:						
233.	Provide tools for planning and organizing the clinician/provider's work.					
Bidder Comments:						
234.	Customize user menus by user group (e.g., Dietary, Physical Therapy) to best match the work flow of each user group.					
Bidder Comments:						
235.	Provide a summary level user-defined screen (e.g., in-box or dashboard), which can be customized by the clinician/provider to assist with workflow organization.					
Bidder Comments:						
236.	Provide on-line authorized access to a client's record including past diagnoses, treatment plans, services and medications.					
Bidder Comments:						
237.	Create multiple views of clinical history.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
m) Clinical MDS						
238.	Create and electronically submit the current MDS versions to the VA.					
Bidder Comments:						
239.	Create, update, and electronically submit the current MDS version to State and federal repositories if and when CMS completes any changes of the Resident Assessment Instrument (RAI).					
Bidder Comments:						
240.	Create and populate the associated MDS Resident Assessment Protocols (RAPs)/triggers, Care Area Assessment (CAA), nursing daily assignments, Clinical Pathways, and the Problems/Goals and Approaches.					
Bidder Comments:						
241.	Query MDS data for comparisons with quality indicators, plans of action and correction, and provide reports by MDS section, client, nursing and/or medical diagnosis, unit and facility.					
Bidder Comments:						
242.	Populate MDS data on the MDS and Nursing Prescription plans.					
Bidder Comments:						
243.	Alert clinicians when the need arises for readmission assessments or auxiliary forms need to be completed (such as wound care, Mini Mental State Examination (MMSE), etc.).					
Bidder Comments:						
244.	Track information that identifies all clinicians and their unique staff functions.					
Bidder Comments:						
245.	Populate Form HCFA (Health Care Financing Administration) 672 and 802 from MDS data					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
n) Medical Provider Orders						
246.	Electronically enter medical provider orders and disseminate them as needed via remote access, handhelds, or mobile computer screens (currently DHHS only permits Windows-based tablets, desktops, and laptops, as well as Android based phones).					
Bidder Comments:						
247.	Provide an electronic order screen(s), displaying current medications and lab orders that can be reviewed and updated.					
Bidder Comments:						
248.	Provide a searchable database of medical provider orders.					
Bidder Comments:						
249.	Display order summaries on demand to allow the clinician to review/correct all orders prior to transmitting/printing the orders for processing.					
Bidder Comments:						
250.	Provide tools that demonstrate progress/effectiveness between order and outcome for the client, including prompts for the user to enter outcome data after a specified interval.					
Bidder Comments:						
251.	Compile reports, tables, and graphs, and demonstrate the potential correlation between behavior changes and behavior support, medication changes, and environmental (milieu) changes.					
Bidder Comments:						
252.	Generate follow-up schedules and alert flags from medical orders (labs, physicals, etc.).					
Bidder Comments:						
253.	Allow for medical provider voice recording.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
254.	Allow caregivers access to new orders for a specified number of days when viewing the client's records.					
Bidder Comments:						
255.	Provide nursing order acknowledgement and verification.					
Bidder Comments:						
256.	Enter appropriate Computerized Physician Order Entry (CPOE) codes from encounter forms for doctor visits, influenza vaccinations, women's wellness, etc., into ancillary/ambulatory services areas.					
Bidder Comments:						
o) Clinical Risk Management						
257.	Automatically audit all internal health records to ensure compliance with all State and federal requirements. For example, provide a checklist that identifies the State and federal requirements that have been met and the deficiencies that still need to be met.					
Bidder Comments:						
258.	Create tracking alerts and route them to appropriate supervisory, managerial, and clinical personnel, as necessary.					
Bidder Comments:						
259.	Provide alerts to providers when individual documented data indicates that critical interventions may be required and when the client is already past-due for follow up.					
Bidder Comments:						
260.	Provide prompts to support the adherence to care plans, guidelines, and protocols at the point of information capture.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
261.	Allow the provider, or other authorized user, to override any or all parts of the guideline. The system should collect exceptions for NOT following the CPGs.					
Bidder Comments:						
262.	Collect quantitative and qualitative CPG data.					
Bidder Comments:						
263.	CPGs shall allow for decision support based on standardized discrete data to be used to calculate clinical performance measures.					
Bidder Comments:						
264.	Include an incident reporting module encompassing a wide variety of incidents (e.g., Seclusion/Restraint Procedure, Patient Injury Incident Report, Medication Incident Report, Abuse/Neglect Report) with ability to export reports to various formats (PDF, Excel, CSV, HMTL, XML).					
Bidder Comments:						
265.	Allow multiple incidents to be open simultaneously.					
Bidder Comments:						
266.	Provide tools, graphical data, or standard and custom reports that can help reduce/mitigate incident, restraint, errors, injuries, or accident trends.					
Bidder Comments:						
p) Laboratory/Radiology						
267.	Provide for CPOE for laboratory and radiology tests.					
Bidder Comments:						
268.	Upload lab order results from a HIPAA compliant laboratory system.					
Bidder Comments:						
269.	Send lab results electronically to provider inbox for review.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
270.	Alert staff when lab results are outside of normal limits or have not been received.					
Bidder Comments:						
271.	Track, chart, and graph laboratory test results by client, physician or medical provider, and client location.					
Bidder Comments:						
272.	Integrate lab and x-ray results with the clinical and billing components and provide sufficient resolution to display radiograph input digitally for provider-based PACS system.					
Bidder Comments:						
273.	Automatically distribute lab and x-ray results to unit, medical provider and pharmacy.					
Bidder Comments:						
274.	Scan digitized reports/scans into the system from external agencies (e.g., other health care facility), and provide sufficient resolution to display radiograph input digitally for provider-based PACS system.					
Bidder Comments:						
275.	Ensure that the laboratory system supports electronic claim submissions, electronic remittances, and payment direct deposit.					
Bidder Comments:						
276.	Include a bi-directional lab interface component. Interface with the facility laboratory or to accept contracted lab testing results that are distributed via secure e-mail.					
Bidder Comments:						
277.	Flag medical provider's orders for inconsistencies with duplicate or multiple orders, ICD-10 codes, etc.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
q) Clinical Documentation						
278.	Provide clinical "point of care" capability using a portable device (carts-on-wheels provided by DHHS – these are Dell computers) or other wireless device to develop and maintain clinical documentation and electronic charting including Medication Administration Records (MARs), Treatment Administration Records (TARs), Vital Signs, Care Plans, Assessments, MDS, RAP, RUGS, Quality Indicators (QI), Activities of Daily Living (ADLs), Interdisciplinary Notes, Dietary Needs, Medical Needs, and Therapy/Rehabilitation Needs. (Note: the State only permits Windows-based tablets, desktops, and laptop, as well as Android-based phones at this time. Please see the technical requirements for more information on security requirements.)					
Bidder Comments:						
279.	Define one or more reports as the formal health record for disclosure purposes.					
Bidder Comments:						
280.	Automatically update coding systems (HCSPCS, ICD-9/ICD-10, SNOMED CT) code changes for medical health records.					
Bidder Comments:						
281.	Use touch screens to develop and maintain clinical direct care and ADL documentation.					
Bidder Comments:						
282.	Generate reports from chart data to show what clients have been seen by a clinician on a particular day and the reason.					
Bidder Comments:						
283.	Generate reports that show chart data reported from shift to shift and clinician to clinician.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
284.	Develop and maintain client health record documentation.					
Bidder Comments:						
285.	Create documentation that can be used to track QI (a sample of QIs from DDD that will need to be tracked can be found on the bidders library located at: http://dhhs.ne.gov/Pages/CareMgmtBidders2014.aspx).					
Bidder Comments:						
286.	Analyze clinical notes to verify their timeliness and completeness.					
Bidder Comments:						
287.	Record and maintain documentation for clinical data that includes laboratory, radiology, pharmacy, physical therapy, respiratory therapy, speech, audiology, wheelchair, occupational therapy, etc.					
Bidder Comments:						
288.	Generate documentation that can be used to report on incomplete orders, consults, procedures, etc. (i.e., documentation that can help clinicians and staff in their jobs and prevent things from "falling through the cracks").					
Bidder Comments:						
289.	Maintain administrative files that catalog requests and release of information (ROI) for medical records.					
Bidder Comments:						
290.	Attach ROI's to individual clients per episode of care that can be accessed by authorized parties.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
r) Pharmacy						
291.	Support facilities that have either an inpatient or outpatient pharmacy license, or both. Allow Divisions to establish, compile, and maintain a unique archive of inpatient and outpatient data using searchable databases to provide documentation of each medication.					
Bidder Comments:						
292.	Add and remove information from pharmacy fill screens.					
Bidder Comments:						
293.	Fill and track prescriptions by 1) drug information such as NDC code, CPT code, class, dosage, date, and 2) demographic data such as client, location, and cost.					
Bidder Comments:						
294.	Allow the Divisions to either bill on administration of the medication to the client or bill on dispense, depending on their business process.					
Bidder Comments:						
295.	Customize medication administration times (days and administration schedules).					
Bidder Comments:						
296.	Maintain a medication inventory and set minimums for automatic reorder.					
Bidder Comments:						
297.	Generate medication labels with barcodes that can be scanned and ability to customize the labels as necessary.					
Bidder Comments:						
298.	Provide pharmacy reports and queries.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
299.	Provide alerts for drugs that need renewal, drugs with a specific stop date that need to be discontinued, and drug recalls. Track refills and maintain perpetual count of remaining authorized doses.					
Bidder Comments:						
300.	Link data on the latest drug information, interactions, new drugs, effectiveness, etc. via an external database (no login should be needed; access should be included with the solution).					
Bidder Comments:						
301.	Provide warnings for interactions (prescription, over the counter, drug-disease, drug-diet, drug-drug, drug-age), dosage range, and allergies at the point of medication ordering, as well as keep track of allergies and other potential Adverse Drug Reactions.					
Bidder Comments:						
302.	Include a narcotic accounting system. Maintain a perpetual inventory for controlled substances and provide a secure system for tracking chain of custody.					
Bidder Comments:						
303.	Provide information to clients about the medications they are taking while in the facility and at discharge. Provide capability to create, review, update, or delete patient education materials. The materials must originate from a credible source.					
Bidder Comments:						
304.	Support Medicare Part D point-of-sale (POS) and verify eligibility.					
Bidder Comments:						
305.	Provide secondary billing for third parties.					
Bidder Comments:						
306.	Combine multiple prescriptions for the same medications to bill as one claim (where the Division has not selected to bill on administration of medication).					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
307.	Interface with external systems for updates on medications and pricing such as Cardinal (wholesaler), McKesson (wholesaler), and the VA formulary for tracking and billing purposes.					
Bidder Comments:						
308.	Support multiple drug formularies and prescribing guidelines. Allow each Division to set up an internal drug formulary with restrictions for non-formulary products.					
Bidder Comments:						
309.	Interface billing and clinical components to pharmacy systems.					
Bidder Comments:						
310.	Import pharmacy data from a pharmacy system.					
Bidder Comments:						
311.	Track and archive pharmacy history from multiple sources.					
Bidder Comments:						
312.	Create, distribute and manage eMARs by user defined parameters. Provide an alert or automatic notification if any eMARs information is omitted from the form.					
Bidder Comments:						
313.	Quantify and trend medication administration information, including medication errors.					
Bidder Comments:						
314.	Provide security for the pharmacy database, including user access tracking and time stamping information, and immediate "lockout" of users per Administrator/Director of Nursing direction.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
315.	Provide e-prescribing functionality, and capture data for Meaningful Use including: • CPOE to in-house and external pharmacies (Note: BSDC does not have an in-house pharmacy and uses external, retail pharmacies so this capability is key to this Division) • Automatic recommendation of CPT codes to the physician's order					
Bidder Comments:						
s) Dietary						
316.	Provide standard meal patterns, and customize and develop meal patterns.					
Bidder Comments:						
317.	Track client dietary likes, dislikes, tolerances, intolerances, and allergies, and provide the ability to automatically print allergies and food intolerances on the client's dietary tray ticket to comply with regulations.					
Bidder Comments:						
318.	Customize menus for: • Individual client menus to ensure that clients get their dietary wants and/or needs • Special events, and be able to enter seasonal and holiday master menus as needed					
Bidder Comments:						
319.	Print: • Specific client menus by day, week, or month with any special needs • Nourishment production reports, delivery lists and labels • Nutrient analysis information, calorie counts, and graphs					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
320.	Enter and review client nutritional progress notes and graph weights over time.					
Bidder Comments:						
321.	Provide a history of client's diet orders and weight changes. Maintain and archive a summary of these changes that track percentage of ideal body weight and body mass index (BMI).					
Bidder Comments:						
322.	Enter client notes at one location and provide everyone in the nutrition office with access to the client's information over a 12 month period.					
Bidder Comments:						
323.	Include master menu templates that can be used for menu development. Menu templates must be able to be developed and customized based on a nutritional analysis of recipes, individual diets, foods, daily and weekly average of cycle nutrients. Calculate recipes based on client diet counts for that particular day, etc.					
Bidder Comments:						
324.	Extend menus to therapeutic diets, based on industry standard diet manuals.					
Bidder Comments:						
325.	Cycle client menus forward and/or copy specific menus to future date ranges.					
Bidder Comments:						
326.	Automatically count client menus and add nourishments to menus.					
Bidder Comments:						
327.	Automatically remove inappropriate menu items and replace with solutions based on diet restrictions, preferences, and/or diabetic exchanges.					
Bidder Comments:						
328.	Count and total menu and nourishment item counts and create a production menu for dietary staff.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
329.	Create production menus by sort options such as hot production, cold production, salad production, dessert production, nourishment production, tray line production, etc. and customize the production menu as the facility sees fit (for example, arrange order of food items, add columns, titles, headers, foot notes).					
Bidder Comments:						
330.	Create dietary order sheets based on totaled menus and production needs.					
Bidder Comments:						
331.	Provide a recipe file database with standardized recipes and each facility's own recipes. Print recipes.					
Bidder Comments:						
332.	Provide an ingredient file database.					
Bidder Comments:						
333.	Provide production sheets for dietary items with Dietary Technician checklist for all items.					
Bidder Comments:						
334.	Support an inventory of dietary items, and print reports of inventory.					
Bidder Comments:						
335.	Provide a Medical Nutritional Therapy (MNT) Assessment/Screening Form with DHHS-approved fields					
Bidder Comments:						
336.	Calculate weight changes, including percentage of weight change, when current and previous weights are entered. Highlight and send out alerts for significant weight changes.					
Bidder Comments:						
337.	Provide for recommended diet changes, and provide a communication link between the nursing, medical and dietary departments.					
Bidder Comments:						

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
338.	Automatically send a dietary change order to the Dietary department when the order is entered.					
Bidder Comments:						
339.	Provide and print out food and drug interaction information, including information on medications that indicate tube feedings.					
Bidder Comments:						
340.	Calculate automated tube feedings.					
Bidder Comments:						
341.	Automatically calculate anthropometric values and basal caloric requirements when a client's height, weight, frame size, and BMI are entered.					
Bidder Comments:						
342.	Print all client specific meal tray tickets that includes the client's name, diet order, eating location, seating location, room number, specific food or fluid items on the tray, portion size to be served in accordance with the physician prescribed diet order, any special services, etc.					
Bidder Comments:						
343.	Support dietary adaptive equipment lists.					
Bidder Comments:						
344.	Provide and track a cart delivery schedule.					
Bidder Comments:						
t)	**Outpatient Tracking**					
345.	Enter data for outpatient care (such as medications provided under Legislative Bill 95 - Psychiatric Medications for the Indigent and aftercare programming for discharged sex offenders).					
Bidder Comments:						

Form D.2
Technical Requirements Traceability Matrix (TRTM)

Request for Proposal Number 4655 Z1

Bidders are instructed to complete a Technical Requirements Traceability Matrix for the Care Management System. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Technical Requirement.

The RTM is used to document and track the project requirements from the proposal through to testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements. The RTM will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled).

The RTM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's technical solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the RTM as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

How to complete the RTM:

RTM Column Description	Bidder Responsibility
TRTM #	The unique identifier for the requirement as assigned by DHHS. This column is dictated by this RFP and must not be modified by the bidder.
Requirement Description	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.
Compliant	Bidder to indicate "Y" (Yes) or "N" (No) whether their solution is compliant with the requirement. If "N", the bidder must address the gap in Response section. The bidder must also address the following: • Capability does not currently exist in the proposed Care Management System as indicated by an Availability of "B", "C", or "D" as defined below • Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the bidder's standard capability as indicated by Availability of "N/A" • Requires an extensive integration effort of more than 500 hours

RTM Column Description	Bidder Responsibility
Availability	Bidder to indicate one of the following: • A = Capability Operating in Bidder's Solution • B = Capability Available in the Bidder's Solution Next Scheduled Release and proposed for the Care Management System. • C = Capability Under Development: New Release / Upgrade Version (Resources Committed) Provide Availability Date Published to Bidder's Solution • D = Capability Defined and Committed to Availability in 12 Months in the Bidder's Solution • N/A = Not Available, Not Planned, or Requires Extensive Effort to be Made Part of Baseline Capability
Availability Date	Provide date capability will be available as published / release to Bidder Baseline Capability (e.g., available to Installed Customer Base). Note: For Availability value of "A", use date of proposal submission.
Contractor or Subcontractor	Indicate whether the hardware, software or service is provided by the Contractor (C) or Subcontractor (S).
Testing Methodology	Provide a brief description on how the requirement will be validated.
Bidder Comments	Bidder Responsibility Provide a short description for each requirement that is Compliant = "Y": 1. Describe briefly how compliance will be established, highlighting the following: a. Is compliance established through rules-based modifications to the product/system (e.g., table changes, workflow updates)? b. Is compliance established through a combination of system automation and manual processes/procedures? 2. Provide an estimate of the effort needed during integration to achieve compliance using the final criteria: a. Minor = less than 10 man hours. b. Moderate = less than 100 man hours. c. Extensive = more than 100, less than 500 man hours. d. Significant = more than 500 man hours. A restatement of the requirement is not considered a substantive response.

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
a) General Technical						
1.	Provide functionality that gives technical users the tools to generate user-defined screens and reports.					
Bidder Comments:						
2.	The solution shall use an industry-standard commercial Relational Database Management System (RDBMS), Application Server, and Web Server infrastructure.					
Bidder Comments:						
3.	The solution's transactional databases shall use data models, referential integrity, constraints, stored procedures, and other DB specific functions to ensure data is properly formatted and orphaned records are not allowed in the solution.					
Bidder Comments:						
4.	The solution shall support deployment on virtualized servers to support scalability and flexibility.					
Bidder Comments:						
5.	The solution shall support multiple deployment environments, including development, test, training, and production. (sandbox, break-fix)					
Bidder Comments:						
6.	The solution shall provide the ability to terminate, reverse or back-out a software update in the event it is discovered the update is erroneous or corrupted. The solution shall provide the ability to restore the data to the state prior to the update.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
7.	The solution shall be deployable to servers running one of the following operating systems: - Linux - Unix - Windows					
Bidder Comments:						
8.	Have a user-friendly Graphical User Interface (GUI), maximizing the use of drill down menus to minimize typing.					
Bidder Comments:						
9.	The solution's workflow, web pages and program functions, shall be configurable and modifiable without changing program code.					
Bidder Comments:						
10.	Ensure that routine upgrades and maintenance do not require system reconfiguration.					
Bidder Comments:						
11.	Conduct data exchanges between components in real-time so that data is always synchronous across the system, including third party components.					
Bidder Comments:						
12.	Maintain an integrated master database across all locations for each Division, containing all client information so that data is entered and stored once.					
Bidder Comments:						
13.	Provide a comprehensive set of edits at the point of data entry to minimize data errors and provide immediate feedback in order for incorrect data to be corrected before further processing (e.g., spell check).					
Bidder Comments:						
14.	Integrate with Microsoft Office.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
15.	Send and receive data via HL7 and ODBC connections, including an interface with N-FOCUS, and NeHII.					
Bidder Comments:						
16.	Operate across a WAN with the integrated database for each division being stored on the central RDBMS.					
Bidder Comments:						
17.	All infrastructure software used by the solution (operating system, databases, web servers, network management, etc.) shall be a version that is currently supported under standard maintenance agreements and is generally available during the life of the contract					
Bidder Comments:						
18.	Maintain a historical record of all changes made to any item within the system, the ID of the person or process that made the change, and the date and time the change was made.					
Bidder Comments:						
19.	For the tablet capability, operate with Windows based operating software.					
Bidder Comments:						
20.	Incorporate secure telecommunications capabilities that link staff and clinicians from remote locations to their central site with audio and video capabilities.					
Bidder Comments:						
21.	The solution shall be built upon an infrastructure that is easily upgradable through patches and point releases, including the upgrading of the solution software and all prerequisite infrastructure software and the application of data migration or update scripts					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
22.	The solution should assure that third party software, used for ancillary aspects of the solution, that require distribution or maintenance to remote desktops or servers can be capable of being distributed and configured on user work stations from a central site and not require onsite intervention. In other words, software should support “silent" or unattended installation functionality for any non-web based features.					
Bidder Comments:						
23.	The solution shall be deployed primarily as a web-based interface, so that users only need a web browser to access the solution.					
Bidder Comments:						
24.	The screens shall be highly re-configurable, providing ability to reposition and rename field labels/data fields, remove or “turn-off” unused fields, maintain data, and allow addition of custom-defined fields.					
Bidder Comments:						
25.	The solution should maintain an archival process so that accumulated historical records and log files do not consume large amounts of disk space.					
Bidder Comments:						
26.	The solution should provide an auto archive/purge of the log files to prevent uncontrolled growth of the log and historical records storage using administrator-set parameters.					
Bidder Comments:						
27.	The solution shall provide admin tools and maintenance routines to change access rights quickly.					
Bidder Comments:						
28.	The solution shall provide a clearly defined promote-to-production process that enforces a strictly defined methodology for movement from development to QA and production.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
29.	Allow for accessibility and portability of application via web enabled architecture					
Bidder Comments:						
b) Standards						
30.	Ensure that web-based system applications are accessible through commonly used browsers in current versions (e.g., Internet Explorer 9).					
Bidder Comments:						
31.	Comply with accessibility requirements described in 45 CFR 85 and with State of Nebraska accessibility requirements located at http://www.nitc.state.ne.us/standards/accessibility/					
Bidder Comments:						
32.	Comply with digital signature requirements described in the Nebraska Digital Signatures Act. Refer to http://www.sos.state.ne.us/rules-and-regs/regsearch/Rules/Secretary_of_State/Title-437.pdf for definition and standards.					
Bidder Comments:						
33.	The solution shall be scalable and flexible enough to accommodate any changes required by Nebraska and/or federal statute, mandate, decision or policy.					
Bidder Comments:						
34.	The solution shall conform to the sub-parts of Section 508 of the Americans with Disabilities Act (ADA), and any other appropriate Nebraska or federal disability legislation.					
Bidder Comments:						
35.	Alert providers to potential administration errors, such as wrong client, wrong drug, wrong dose, wrong route, and wrong time in support of medication administration or pharmacy dispense/supply management and workflow.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
c) Error Handling						
36.	Write and categorize all errors to an error log.					
Bidder Comments:						
37.	Allow for user-defined alerts of errors, including those to external communication mechanisms (e.g., e-mail and text messaging).					
Bidder Comments:						
38.	Include a comprehensive error message manual with unique message identifiers.					
Bidder Comments:						
39.	Capture system down times along with the causes of the downtimes where applicable					
Bidder Comments:						
d) Database/Data Management						
40.	Facilitate data structure changes to accommodate expanding scope, new services, changing requirements and legislative mandates.					
Bidder Comments:						
41.	Provide the flexibility to extract and load data into standard PC-based software formats on-line without the need for programming expertise.					
Bidder Comments:						
42.	Maintain an automated history (audit trail) of all update transactions, including, but not limited to: date and time of change, "before" and "after" data field contents, and operator identifier or source of the update.					
Bidder Comments:						
43.	Support triggers, stored procedures, alerts, user-defined functions and data types, and system-defined functions and data types.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
44.	Allow the administrative user to add fields to the database for required demographic or other data for all samples logged into the system. These fields must be able to be added at any time during or after implementation. Addition of these database fields must not void the warranty nor require Contractor intervention/review at a later date to perform upgrades and retain these additional fields.					
Bidder Comments:						
45.	Conform to the Open Database Connectivity Standard (ODBC).					
Bidder Comments:						
e) Security/Audit						
46.	The solution must provide role-based security using unique identifiers (IDs), mandatory password standards, and profile or group access assignments. All users must be authenticated when establishing a connection to the solution. Authentication must be based on unique user IDs and should support separation of duties based on roles.					
Bidder Comments:						
47.	The solution shall support protection of confidentiality of all PHI delivered over the Internet or other known open networks via encryption using triple-DES (3DES) or the Advanced Encryption Standard (AES) and an open protocol such as Transport Layer Security (TLS), Secure Sockets Layer (SSL), Internet Protocol Security (IPsec), XML encryptions, or Secure/Multipurpose Internet Mail Extensions(S/MIME) or their successors.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
48.	The solution should allow remote and secure access to the system via mobile devices (e.g., laptops, PDAs, tablets), and allow users to: • Perform client inquiry or search • Access client records and personal work queues • Document services All wireless access must be made through a secure channel that meets state and agency security requirements and all devices must be approved by DHHS prior to use. For example, the agency currently approves a secure connection via Citrix software.					
Bidder Comments:						
49.	Use role-based security for access to system features, function, screens, and data access.					
Bidder Comments:						
50.	The solution should support encryption and decryption of stored PHI or an equivalent alternative protection mechanism, if approved by DHHS.					
Bidder Comments:						
51.	Conduct real time-backups in order to comply with HITECH requirements. Backups must be executed without disruption to system performance and without need for user intervention.					
Bidder Comments:						
52.	Shall provide a description of the process use to maintain the integrity of data during concurrent access.					
Bidder Comments:						
53.	The solution shall adhere to the principle of “Fail Safe” to ensure that a system in a failed state does not reveal any sensitive information or leave any access controls open for attacks.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
54.	The solution must have a unique identifier which is not the SSN.					
Bidder Comments:						
55.	Comply with Federal, State, and division-specific security requirements including but not limited to: • Health Insurance Portability and Accountability Act (HIPAA) of 1996 • Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009 • Nebraska Electronic Signature Statute http://www.legislature.ne.gov/laws/statutes.php?statute=86-611 • Privacy Act of 1974					
Bidder Comments:						
56.	The solution upon detection of inactivity of an interactive session shall prevent further viewing and access to the solution by that session by terminating the session, or by initiating a session lock that remains in effect until the user reestablishes access using appropriate identification and authentication procedures. The inactivity timeout shall be configurable.					
Bidder Comments:						
57.	The solution, prior to access to any PHI, shall display a configurable warning or login banner (e.g. "The solution should only be accessed by authorized users"). In the event that an solution does not support pre-login capabilities, the solution shall display the banner immediately following authorization.					
Bidder Comments:						
58.	The solution shall pass tests for common web vulnerabilities such as poor session controls, injection flaws, denial of service, un-validated input, and cross site scripting					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
59.	The solution must detect and prevent hacking, intrusion, and other unauthorized use of system resources.					
Bidder Comments:						
60.	The solution must provide procedures for guarding, monitoring and detecting malicious software.					
Bidder Comments:						
61.	The solution must update virus blocking software daily and aggressively monitor for and protect against viruses.					
Bidder Comments:						
62.	The solution must include procedures for accessing necessary electronic PHI in the event of an emergency and continue protection of PHI in emergency.					
Bidder Comments:						
63.	The solution must provide audit reports for tracking users, associated security groups, roles, settings, passwords and duplicate IDs. The frequency and content of security audit reports will be determined by DHHS.					
Bidder Comments:						
64.	The solution must track adds, changes and deletes of individual user data.					
Bidder Comments:						
65.	The solution must audit/track all activity specific to each user and process, including at a minimum date and time of last login, invalid login attempts, system errors, and all transaction activities, including inquiry.					
Bidder Comments:						
66.	The solution must monitor system activity and log and examine system activity in accordance with audit policies and procedures adopted by DHHS.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
67.	The solution must preserve and report specified audit data when potential security violations are detected.					
Bidder Comments:						
68.	Recognize confidential and highly sensitive information in reports and views (i.e. PHI and SSN). Restrict distribution and access based upon system security settings and roles.					
Bidder Comments:						
69.	Provide a process for protecting data in motion and at rest, archiving and/or destroying data in conformance with DHHS and Division data governance policies and subject to applicable HIPAA, and federal (e.g., Federal Information Processing Standards (FIPS), National Institutes of Standards and Technology (NIST), and State laws					
Bidder Comments:						
70.	The solution shall offer the latest, commercially available, FIPS compliant, and industry accepted encryption technologies for any file transfers or information exchanges within the solution network through, the Internet, and with any potentially unsecured network.					
Bidder Comments:						
71.	The solution shall enforce password policies for length, character requirements, forced reset intervals, and updates, as defined by DHHS.					
Bidder Comments:						
72.	The solution must prevent the creation of duplicate user accounts.					
Bidder Comments:						
73.	The solution must provide the capability to identify and report on inappropriate access to information in the system, based on user defined criteria.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
74.	The solution must provide the capability to monitor events on the information system, detect attacks, and provide identification of unauthorized use of the system.					
Bidder Comments:						
75.	Have defined and deployed strong controls (including access and query rights) to prevent any data misuse, such as fraud, marketing or other purposes					
Bidder Comments:						
76.	The solution shall maintain a record (e.g. audit trail) of all additions, changes and deletions made to data in the system. This should be readily searchable by user ID or client ID. This must include but is not limited to:					
	• The user ID of the person who made the change					
	• The date and time of the change					
	• The physical, software/hardware and/or network location of the person while making the change					
	• The information that was changed					
	• The outcome of the event					
	• The data before and after it was changed, and which screens were accessed and used					
Bidder Comments:						
77.	The solution shall support logging to a common audit engine using the schema and transports specified by DHHS.					
Bidder Comments:						
78.	The solution shall be able to export logs into text format in such a manner as to allow correlation based on time (e.g. Coordinated Universal Time [UTC] synchronization).					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
f) System and User Documentation						
79.	Provide an entity-relationship model, class diagram and a table of contents with data dictionary that is regularly updated and includes table, field, and relationships.					
Bidder Comments:						
80.	Provide on-line help for all features, functions, and data element fields, as well as descriptions and resolutions for error messages, using help features including indexing, searching, tool tips, and context-sensitive help topics. The on-line documentation will include descriptions, definitions, and layouts for each standard report. All selection criteria parameters and each report item/data element must be defined and all field calculations must be defined in detail.					
Bidder Comments:						
81.	Ensure that the User Manual remains accessible to users on-line, with a printable version available. The documentation will include full mock-ups of all screens/windows and provide narrative descriptions of the navigation features for each screen/window.					
Bidder Comments:						
82.	Provide DHHS a comprehensive system operation manual, at the time of installation.					
Bidder Comments:						
83.	Develop, use and provide training material to DHHS for initial and ongoing training. The content of these materials will be consistent with the User Manual, any Operating Procedures and Help text.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
g) Interfaces/Imports/Exports						
84.	Schedule interface jobs to other systems					
Bidder Comments:						
85.	The solution's interfaces shall secure and protect the data and the associated infrastructure from a confidentiality, integrity and availability perspective.					
Bidder Comments:						
86.	The solution shall have the capability to notify System Administrators/system support staff if an interface is not available for any reason.					
Bidder Comments:						
87.	Provide necessary APIs to allow DHHS to create interfaces to and from the DHHS solution.					
Bidder Comments:						
h) System Performance						
88.	Support concurrent users with minimal impact to response time, with the ability to increase the demand on the system by 50% without modification to the software or degradation in performance.					
Bidder Comments:						

TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor	Testing Methodology
89.	Meet the following minimum response times even at peak load. Times will be measured for adherence to the requirements at the State's discretion. • Record Search Time – The response time must be within four (4) seconds 95% of the time and under ten (10) seconds for 100% of the time for record searches. • Record Retrieval Time – The response time must be within four (4) seconds 95% of the time and under ten (10) seconds 100% of the time for record retrievals. • Transaction Response Time – The response time must be within two (2) seconds 95% of the time and under ten (10) seconds for 100% of the time for screen response. • Print Initiation Time – The response time must be within two (2) seconds 95% of the time and under ten (10) seconds 100% of the time-for-print initiations. • Subsequent Page Display Response Time - The movement from viewing one page to viewing the next page within the same document shall not take more than one (1) second 95% of the time and under five (5) seconds for 100% of the time for screen response. • Document Availability - 99.5% of all documents must be available within on average five (5) seconds after imaged. Note: These response times do not include network latency, which will be measured and reported by DHHS.					
Bidder Comments:						
90.	System will be available, online 24 hours a day and 7 days a week, 99.9% of the time each month. Planned, approved downtime for maintenance will be excluded from this requirement.					
Bidder Comments:						

Form D.3
Deliverables

Request for Proposal Number 4655 Z1

The project planning, development, and operational requirements are a list of contract deliverables required by this RFP. Bidders are to provide a description of the deliverable and any other pertinent information about the deliverable. Bidders may include sample documents or outlines, sample screen shots, or sample reports.

It is not sufficient for the bidder to simply state that it intends to meet the requirements of the deliverable. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's solution from other bidders' solutions.

The bidder must ensure that the original deliverable identifier and deliverable description are maintained as provided by DHHS.

Planning and Analysis Phase	
1.0 Project Planning	
1.1	Detailed Project Work Plan
Response:	
1.2	Project Control Documents (Risk Management and Resolution Plan, Issue Management and Resolution Plan, Organizational Change Management Plan, Work Management Plan, Change Control Documents)
Response:	
1.3	Status Reporting Plan
Response:	
1.4	Electronic Project Library
Response:	
1.5	Security Plan
Response:	
1.6	Business Continuity Plan/Disaster Recovery Plan
Response:	

Planning and Analysis Phase	
2.0 Requirements Analysis	
2.1	Requirements Validation Document (RVD)
Response:	
2.2	Fit/Gap Analysis
Response:	
2.3	Pilot/Prototype
Response:	

Design, Development, and Implementation Phase	
3.0 Design	
3.1	Detailed System Design Document (DSDD)
Response:	
3.2	Testing Plan
Response:	
4.0 Development, Interfaces, Integration	
4.1	Software Development Plan
Response:	
4.2	Construction Summary Report as requested
Response:	
4.3	Code Management Plan
Response:	
4.4	Master schedule of interface development efforts
Response:	

Design, Development, and Implementation Phase	
4.5	Interface Design/Test Environment/Testing
Response:	
5.0 Data Conversion	
5.1	Data Conversion Plan
Response:	
5.2	Conversion Guide
Response:	
5.3	Conversion Results Report
Response:	
6.0 Testing	
6.1	User Acceptance Testing Plan
Response:	
6.2	Test scripts, test conditions, expected results, actual results
Response:	
6.3	Testing Results Weekly Report
Response:	
6.4	System Testing Results Report, with an updated Requirements Traceability Matrix
Response:	
7.0 Implementation	
7.1	System Implementation Plan
Response:	
7.2	Approved Final Readiness Assessment
Response:	
7.3	User documentation and help files
Response:	
7.4	Hardware and software product documentation
Response:	

Design, Development, and Implementation Phase	
7.5	System Go-Live
Response:	
7.6	System error documentation
Response:	
7.7	Turnover Plan
Response:	
8.0 Training	
8.1	Training Plan
Response:	
8.2	Onsite Train-the-Trainer session(s) (including classroom materials, leave-behind materials, and limited on-going advice for trainer group)
Response:	
8.3	Video sessions
Response:	
8.4	Training Manuals
Response:	

Operations and Maintenance Phase	
9.0 Operations and Maintenance	
9.1	Operating Procedures Guide
Response:	
9.2	Help Desk Procedure Manual
Response:	
9.3	Problem Resolution Plan
Response:	
9.4	Performance Measurement Reports
Response:	

Form D.4
DHHS Equipment

Request for Proposal Number 4655 Z1

Hardware, software, tools, equipment, software licenses, etc., required for **the State** to support proposed solution, regardless of hosting environment proposed by the bidder. All costs necessary to satisfy the requirements of this RPF must be included in the pricing listed on this form.

Detailed specifications are required.

Qty	Item (version, model number, etc.)	Description//Purpose	UOM	Unit Cost	Extended Cost
	Hardware				
	Total				

Qty	Item (version, model number, etc.)	Description//Purpose	Mfg	Product Name	Version #	Next Version Release Date	UOM	Unit Cost	Extended Cost
	Software and Tools (underlying software and tools; EXCLUDING main solution software license fee indicated in Form D.5)								
	Total								

NOTE: The State reserves the right to procure the identified hardware through State contracts, if the State determines it is in its best interest to do so.

Form D.5
Fixed Cost Breakdown

Request for Proposal Number 4655 Z1

Deliverable Cost Breakdown: Please indicate total fixed price for each deliverable category. If desired, the bidder may breakdown each category and assign a price to each deliverable. The deliverables will be paid as fixed payments upon completion and acceptance of tasks contained in the deliverable. All costs necessary to satisfy the requirements of this RPF, including labor as well as non-labor associated costs, must be included in the pricing listed on this form.

The payment schedule for the project is tied to fixed lump sum payments for the completion and acceptance of related deliverables, and subsequent equal monthly payments after implementation of the Care Management System. The bidder must propose a fixed cost per deliverable milestone in the Cost Proposal. The bidder must also include the monthly amount for post-implementation maintenance in the Cost Proposal. No invoice will be approved unless the associated deliverables have been approved.

The table below defines how the Project Planning, Analysis, and DDI fees will be split up among the project milestones. Each milestone has associated deliverables, as described in Section IV.

Table 1 – Project Planning, Analysis, and DDI Payments Schedule

Milestone	Percentage of Total Project Cost (not including on-going O&M annual fees or licensing fees)
Project Planning	5%
Requirements Analysis	10%
Design	15%
Development, Interfaces, and Integration	20%
Data Conversion	10%
Testing	15%
Implementation	10%
Training	10%
Operations & Maintenance	5%
Total	**100%**

Line	Deliverable Categories	Cost
1	1.0 Project Planning (1.1-1.6)	_____ total
2	2.0 Requirements Analysis (2.1-2.3)	_____ total
3	3.0 Design (3.1-3.2)	_____ total
4	4.0 Development, Interfaces, Integration (4.1-4.5)	_____ total
5	5.0 Data Conversion (5.1-5.3)	_____ total
6	6.0 Testing (6.1-6.4)	_____ total
7	7.0 Implementation (7.1-7.7)	_____ total
8	8.0 Training (8.1-8.4)	_____ total
9	9.0 Operations & Maintenance Deliverables (9.1-9.4)	_____ total
	TOTAL COST of DELIVERABLES	

	Other Costs	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4
1	Initial Licensing/Hosting Fee				
2	On-going Maintenance* (will not commence until after acceptance of 7.5 System Go-Live)				
3	On-going annual licensing/hosting fees (not to exceed 10% of the initial licensing/hosting fee; will not commence until after acceptance of 7.5 System Go-Live)				

*On-going maintenance fee should include labor costs, updates to the Source Code, annual and as-needed training refreshers, system updates (at least quarterly), updates (at least quarterly) to Operating Procedures Guide, monthly Performance Measure Reports, annual updates to Turnover Plan (if needed), and other on-going costs.

Form D.6
OPTIONAL FUNCTIONALITY Traceability Matrix (OFTM)
This form will not be scored.

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This Optional Functionality Traceability Matrix (OFTM) is used to document and track the Optional Functionality based on availability and how each would be fulfilled if sought as a system addition in the future.

The OFTM must indicate how the bidder intends to comply with the specified option and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the specified option. DHHS will consider any such response to the optional functionality in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's proposed solution from other bidders' solutions.

The OFTM shall include a written description and completed Form D.6 that discusses the specified option. Costs for the optional functionality shall be entered on Form D.7. DHHS may consider some or all optional functionality if financially feasible. Bidders may also provide descriptions of any additional value-added services that are not already referenced by specifications included within this RFP. Any value-added services should be presented as optional functionality components and described on this Form D.6, with any additional costs for these services indicated in Form D.7.

The bidder must ensure that the identifier and requirement description are maintained in the OFTM as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

In the row following each specification, bidders should indicate availability of each specification entry by placing an "X" in the applicable column for each row. Bidders may mark "X" in more than one column for a particular optional functionality specification; however, the bidder should provide an explanation of why more than one column was marked. Bidders should fully explain availability in the Bidder Response section for each specification. Descriptions of each column heading are provided in the table below.

AVAILABILITY
Current Capability The bidder should provide a detailed explanation of how the specification is met if it is currently available.
Expected Date of Future Release The bidder should provide an expected date and explanation of when and how the specification will be met.
Custom Development The bidder should provide a detailed explanation of when and how the specification will be customized, implemented, and maintained.
Supplied by Third Party The bidder should provide a detailed explanation of how the specification is met, the bidder's relationship with the third party, and how the bidder and the third party will deliver the requirements of the specification.
Not Available The bidder should provide a detailed explanation of why they chose not to address the specification.

General Functions					
OFTM-1. Allow the use of signature pads for client signature when they withdraw from trust funds					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Business Office					
OFTM-2. Print checks, void checks and reissue checks (reprint)					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-3. Issue a check (warrant) to a single vendor from many client accounts					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-4. Prohibit adjustment mechanisms for checks (void/reissue only)					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-5. Issue a check (warrant) and process a withdrawal (Including petty cash withdrawals) from a trust fund account, and issue a withdrawal report.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-6. Track withdrawals from trust funds for minor purchases (e.g. a snack) on the premises through the use of division-issued debit cards.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					

Web Portal					
OFTM-7. Provide a secure enabled client portal to provide clients with timely electronic access to their health information, including clinical summaries and fund balances for each visit.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-8. Track all activity of individuals accessing data through the client portal					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Appointment Handling					
OFTM-9. Utilize drag and drop scheduling features for ease of use					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Clinical Documentation					
OFTM-10. Work with a speech recognition software (such as Nuance's Dragon Software) to translate dictation directly into the system (that ism the user does not need to transfer it from a separate program such as Microsoft Word)					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Pharmacy					
OFTM-11. The pharmacy distribution system must be able to interface with an automated dispensing machine that can count, measure, package, and distribute medication to clinical staff to dispense to clients.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Staff Updates					
OFTM-12. Allow staff members to submit weekly updates to their managers using templates.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					

Environmental & Emergency Facilities Management Standards Tracking					
OFTM-13. Provide screen(s) that track activities and compliance related to the DHHS environmental and emergency facilities management, such as semi-annual tours, routine maintenance, risk assessments, fire drills, interim measures etc. (an example can be found on the bidders library located at: http://dhhs.ne.gov/Pages/CareMgmtBidders2014.aspx).					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-14. Store and link to documents pertaining to the environmental and emergency facilities management (e.g. hazardous materials and waste management plan, security incident procedures, smoking policy compliance monitoring, fire component tests, battery light tests).					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-15. Automatically notify users of required follow-up actions and associated timing to the responsible party based on user defined criteria.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Security					
OFTM-16. Utilize biometrics as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
OFTM-17 Utilize swipe cared with a card reader as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					

OFTM-18 Utilize a certificate-based solution as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements. Please note that DHHS' certificate solution is based around using Citrix as a remote access tool. Options for multi-factor authentication in a LAN environment are still under consideration. If the proposed solution is DHHS-hosted, DHHS prefers a Citrix-based tool. Non Citrix-based tools will need to be approved by DHHS. If the contractor hosts the solution, DHHS will work with the contractor using the contractor's proposed solution.					
	Current Capability	**Expected Date of Future Release**	**Custom Development**	**Supplied by 3rd Party**	**Not Available**
Indicate status:					
(Bidder response)					
Other					
Bidders may also provide descriptions of any additional value-added services that are not already referenced by specifications included within this RFP. Any value-added services should be presented as optional functionality components and described on this Form D.6, with any additional costs for these services indicated in Form D.7.					
(Bidder Response)					

Form D.7
OPTIONAL FUNCTIONALITY Cost Proposal
This form will not be scored.

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The optional functionality costs shall include a written description and completed Form D.6 that discusses the specified optional functionality as well as the bidder's suggested additional optional components and functionality that may enhance the proposed solution. DHHS may consider some or all optional functionality if financially feasible. The bidder may provide firm, fixed pricing for optional/desirable features, expansion options, and/or enhancements for the proposed solution.

OPT #	Description of Optional Functionality	Cost
OFTM-1	Allow the use of signature pads for client signature when they withdraw from trust funds.	_____ total
OFTM -2	Print checks, void checks and reissue checks (reprint)	_____ total
OFTM -3	Issue a check (warrant) to a single vendor from many client accounts	_____ total
OFTM -4	Prohibit adjustment mechanisms for checks (void/reissue only)	_____ total
OFTM -5	Issue a check (warrant) and process a withdrawal (Including petty cash withdrawals) from a trust fund account, and issue a withdrawal report.	_____ total
OFTM -6	Track withdrawals from trust funds for minor purchases (e.g. a snack) on the premises through the use of division-issued debit cards.	_____ total
OFTM -7	Provide a secure enabled client portal to provide clients with timely electronic access to their health information, including clinical summaries and fund balances for each visit.	_____ total
OFTM -8	Track all activity of individuals accessing data through the client portal	_____ total
OFTM -9	Utilize drag and drop scheduling features for ease of use	_____ total
OFTM-10	Work with a speech recognition software (such as Nuance's Dragon Software) to translate dictation directly into the system (that ism the user does not need to transfer it from a separate program such as Microsoft Word)	_____ total
OFTM-11	The pharmacy distribution system must be able to interface with an automated dispensing machine that can count, measure, package, and distribute medication to clinical staff to dispense to clients.	_____ total
OFTM-12	Allow staff members to submit weekly updates to their managers using templates.	_____ total

OPT #	Description of Optional Functionality	Cost
OFTM-13	Provide screen(s) that track activities and compliance related to the DHHS environmental and emergency facilities management, such as semi-annual tours, routine maintenance, risk assessments, fire drills, interim measures etc. (an example can be found on the bidders library located at: http://dhhs.ne.gov/Pages/CareMgmtBidders2014.aspx).	_____ total
OFTM-14	Store and link to documents pertaining to the environmental and emergency facilities management (e.g. hazardous materials and waste management plan, security incident procedures, smoking policy compliance monitoring, fire component tests, battery light tests).	_____ total
OFTM-15	Automatically notify users of required follow-up actions and associated timing to the responsible party based on user defined criteria.	_____ total
OFTM-16	Utilize biometrics as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements.	_____ total
OFTM-17	Utilize swipe cared with a card reader as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements	_____ total
OFTM-18	Utilize a certificate-based solution as a form of authentication, in addition to a password, to be integrated for access. DHHS plans to implement multi-factor authentication by 2015 to meet federal requirements. Please note that DHHS' certificate solution is based around using Citrix as a remote access tool. Options for multi-factor authentication in a LAN environment are still under consideration. If the proposed solution is DHHS-hosted, DHHS prefers a Citrix-based tool. Non Citrix-based tools will need to be approved by DHHS. If the contractor hosts the solution, DHHS will work with the contractor using the contractor's proposed solution.	_____ total
	Other	
	Bidders may also provide descriptions of any additional value-added services that are not already referenced by specifications included within this RFP. Any value-added services should be presented as optional functionality components and described in Form D.6, with any additional costs for these services indicated on this Form D.7.	_____ total

Form D.8

Fixed Hourly Rates

Request for Proposal Number 4655 Z1

Every job title identified in RFP Section V.B.2.b., SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH, must be listed below and fixed all inclusive hourly rates assigned. These rates shall remain fixed for the life of the contract, including any optional renewal periods. Please see Change Management as identified in Section V.B. of the RFP. These rates will only be used in the context of that section.

Job Title	All Inclusive Hourly Rate
Example: *Project Manager*	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour
	$ per hour

Form D.9
Contractor Host Facility Form

Request for Proposal Number 4655 Z1

If the bidder proposes a Contractor-hosted or Hybrid-hosted solution, this Contractor Host Facility Form must be completed.

Bidder Name:			
Building Address		Mailing Address	
City	State/Zip	City	State/Zip
Bidder Owned		Building Square Footage	
Building Age		Data Center Square Footage	
# of Floors		Number of Tenants	
Closest Airport			
Written Description of the Facility:			
Building Security Features			
Data Center Security Features			
Power Source/Back-up			