

Attachment 1 Functional Requirements Traceability Matrix (FRTM)

Request for Proposal Number 5135 Z1

Bidders are instructed to complete a Functional Requirements Traceability Matrix (FRTM) for the Long Term Care Electronic Health Record System. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Functional Requirement.

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

The FRTM 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 FRTM as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

How to complete the FRTM:

FRTM 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	<p>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:</p> <ul style="list-style-type: none"> • Capability does not currently exist in the proposed Electronic Health Record 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
Availability	<p>Bidder to indicate one of the following:</p> <ul style="list-style-type: none"> • A = Capability Operating in Bidder's Solution • B = Capability Available in the Bidder's Solution Next Scheduled Release and proposed for the Solution. • C = Capability Under Development: New Release / Upgrade Version (Resources Committed) Provide Availability Date Published to Bidder's Solution

FRTM Column Description	Bidder Responsibility
	<ul style="list-style-type: none"> • 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).
Bidder Comments	<p>Bidder Responsibility</p> <p>Provide a short description for each requirement that is Compliant = "Y":</p> <ol style="list-style-type: none"> 1. Describe briefly how compliance will be established, highlighting the following: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <p>A restatement of the requirement is not considered a substantive response.</p>

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
a) General					
1.	The solution should be browser independent, operate efficiently and be capable of functioning on all common browsers.				
Bidder Comments:					
2.	Ability to schedule client medical appointments inside and outside the facility with integrated documentation.				
Bidder Comments:					
3.	Include electronic signature capability <ul style="list-style-type: none"> • Lock record from editing once signed but allow amendments to documentation after signing and locking • Allow multiple providers to sign a single record • Include ability for witness signature when documenting administration of eMar • Provide on-line prompts where signatures or co-signatures are required in the completion of medical records documentation to avoid charting deficiencies • Comply with the Nebraska Electronic Signature Statue http://www.legislature.ne.gov/laws/statutes.php?statute=86-611 				
Bidder Comments:					
4.	Allow more than one user to be in the same client record at the same time permitting only one user to make changes within the same part of the record at the same time.				
Bidder Comments:					

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
5.	Provide customized views and available functionality by user group or role. The system must allow non-relevant items to be hidden based on the user group or role.				
Bidder Comments:					
6.	Include decision support to help user select from standardized procedure/encounter, problem/diagnosis and medication codes and terminologies.				
Bidder Comments:					
7.	Ability to scan and/or attach documents to charting by type of document.				
Bidder Comments:					
8.	Ability to create custom alerts for medical needs, financial needs, etc. that will display on a dashboard as notifications				
Bidder Comments:					
9.	Ability to securely message in the software including announcements, emails, instant messaging, etc.				
Bidder Comments:					
10.	Ability to collect information on a pre-admission that carries forward from admission to MDS.				
Bidder Comments:					
11.	Automated update of reference tables and codes for ICD-10, CPT, HCSPCS, etc. and any relational cross references. Include necessary subscriptions to the coding systems and associated edits.				
Bidder Comments:					
12.	Software must include MDS, Care Plan and ADL Charting.				
Bidder Comments:					

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
13.	Display/show triggers in the MDS while a user is working in it.				
Bidder Comments:					
14.	Included ease of printing from the MDS, Care Plan and ADL charting.				
Bidder Comments:					
15.	Interactive CAA worksheets				
Bidder Comments:					
16.	Self-modifiable care plan library				
Bidder Comments:					
17.	Intuitive ADL charting compatible with Dell desktops, kiosks and laptops.				
Bidder Comments:					
18.	Built in Long Term Care assessments.				
Bidder Comments:					
19.	Intuitive assessments that show scoring as data is inputted.				
Bidder Comments:					
20.	Skin, Wound and Pain assessments that display with a body diagram and ability to identify and track location, size, dimension, etc.				
Bidder Comments:					
21.	Fall and Braden assessments with accessible assistive descriptions.				
Bidder Comments:					
22.	User friendly progress notes that can be defined by type of note.				
Bidder Comments:					

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
23.	ETAR ability for non-medication orders to be entered by clinical staff, validated by physician if necessary and documented by administration electronically.				
Bidder Comments:					
24.	Alert staff 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:					
25.	Availability of signature pads and/or stylus on touch screens for clients, staff and others to interactively electronically sign.				
Bidder Comments:					
26.	Enter admission data and demographics in real time.				
Bidder Comments:					
27.	Data fields designed to collect Military demographics for Veterans such as wars served, dates of service, medals, commendations, etc.				
Bidder Comments:					
28.	Data fields designed to collect Veterans Administration (VA) diagnostic codes and percent of service connected disability.				
Bidder Comments:					
29.	Ability to attach VA diagnostic code to physician orders to link a service connected disability to a physician order.				
Bidder Comments:					
30.	Generate daily census report.				
Bidder Comments:					

FRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
31.	Generate monthly census report displaying all client movements and leaves during the date range. Monthly begin and end census counts must be included.				
Bidder Comments:					
32.	Drug formulary checks				
Bidder Comments:					
33.	Incorporate clinical lab test results into LTCEHR as structured data-receive results, display test report information, incorporate results				
Bidder Comments:					
34.	Ability to send resident (member) reminders of an upcoming mandatory visit with the provider, providing a problem list, medication list, medication allergy list, including demographics and with laboratory results.				
Bidder Comments:					
35.	Enable a user to provide members with online access to their clinical information, including lab results, problem list, medication list, and medication allergies.				
Bidder Comments:					
36.	Resources identified through logic built into certified EHR technology which evaluates information about the member and suggest to the provider education resources that would be of value for the member				
Bidder Comments:					
37.	Enable a user to electronically compare two or more medication lists from another care setting or provider of care				
Bidder Comments:					

38.	Electronically record, modify, retrieve, and submit immunization information in accordance with 170.205€(1) or 170.205(e)(2)				
Bidder Comments:					
b) Reporting					
39.	The solution must allow data collection, analysis and reporting by authorized users via a web base application using desktops, laptops, tablets, kiosks and/or smart phones.				
Bidder Comments:					
40.	Report writing functionality should be user friendly and allow DVH to develop reports without contractor support.				
Bidder Comments:					
41.	Include Dashboard functionality so that events that have taken place in charting such as falls, behaviors, skin issues and other things that may require an incident report can be seen.				
Bidder Comments:					
42.	Ability to generate and subtotal all reports by client, by unit and/or by facility total.				
Bidder Comments:					
43.	Ability to see which MDS's are due at a glance.				
Bidder Comments:					
44.	Ability to build reports using question selections from the MDS.				
Bidder Comments:					
45.	Ability to generate Quality Measure reports				
Bidder Comments:					
46.	Ability to see if ADL's have been completed in a timely manner.				
Bidder Comments:					

47.	Ability to search/display/print progress notes by any combination of : one or more note types, one or more members, by unit, or by facility total.				
Bidder Comments:					
48.	Generate lists of residents (members) by specific conditions to use for quality improvement: problem lists, medication lists, demographics and laboratory test results				
Bidder Comments:					
c) System Administration					
49.	The solution must allow for administrative rights to oversee the systems including the ability to configure multiple access rights and security levels based on user privilege, to import/export data, and to configure and generate reports.				
Bidder Comments:					
50.	Shall have the ability to turn on and off the data elements that are available within a given security level for data searching and reporting to ensure data would not be released inadvertently.				
Bidder Comments:					
51.	The solution must allow for updates in data definitions as requirements change, for example, field names, options to select, and formats.				
Bidder Comments:					
52.	The solution must have the ability to create customized data elements with appropriate formats without additional programming by the contractor (flexibility in data capture).				
Bidder Comments:					
53.	The solution must have an integrated validation module to ensure data submitted is accurate and valid.				
Bidder Comments:					

54.	The drug database required by the bidder must be the same for both the LTCEHR and the Long Term Care Pharmacy Management Software solution. Please state which drug database will be used.				
Bidder Comments:					
55.	Ability to create user defined assessments on demand as needed.				
Bidder Comments:					
56.	Provide a master patient index across all Nebraska Veterans Homes.				
Bidder Comments:					
d) Training/Support					
57.	The contractor must provide train-the-trainer instruction and materials, webinar-based training for users, on-line user manuals and help for instruction on use of the applications including current data elements. Training materials should reflect all updated information.				
Bidder Comments:					
58.	The solution must allow for custom programming to meet the State's specific needs which will be performed by the contractor as requested and approved by DHHS.				
Bidder Comments:					
59.	On-line help and training options will be built into the software.				
Bidder Comments:					

e) Standards					
60.	The solution must 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), State regulations and USDVA regulations.				
Bidder Comments:					
61.	The solution must have LTCEHR program certification from the Office of the National Coordinator (ONC) for Health Information Technology, as well as the Long Term and Post-Acute Care (LTPAC) for skilled nursing homes.				
Bidder Comments:					
62.	The solution must have certification from an ONC-Authorized Testing and Certification Body (ONC-ATCB).				
Bidder Comments:					
63.	The solution must provide clinical decision support functionality and comply with all CMS Stage 2 Meaningful use guidelines.				
Bidder Comments:					
64.	International Classification of Disease-10 (ICD-10) compliance prior to 10/01/2015.				
Bidder Comments:					
65.	DEA approved security for prescriptions written by physicians in CPOE with integration to long term care pharmacy software (Combination of password, card swipe, retinal or fingerprint biometric, etc.).				
Bidder Comments:					
66.	Other menu items ONC 2014 certification is based on, that are not listed above.				
Bidder Comments:					

67.	CQM-NQF#0018 controlling High Blood Pressure				
Bidder Comments:					
68.	NQF#0022 Use of High-Risk medication in the elderly				
Bidder Comments:					
69.	NQF#0041 Preventative care screening influenza immunization				
Bidder Comments:					
70.	NQF#0088 Ischemic Vascular Disease IVD use of aspirin or another antihrombotic				
Bidder Comments:					
71.	NQF#0101 Falls, Screening for future fall risk				
Bidder Comments:					
72.	NQF#0418 Preventative care and screening; screening for clinical depression and follow-up				
Bidder Comments:					
73.	NQF#0419 Documentation of current medications in the medical record				
Bidder Comments:					
74.	NQF#0421 Preventative care and screening body mass index(BMI) screening and follow-up				
Bidder Comments:					
75.	NQF#0710 Depression Remission at twelve months				
Bidder Comments:					
76.	NQF#0712 Depression utilization of the PHQ-9 tool				
Bidder Comments:					
77.	NQF#TBD Closing the referral loop, receipt of specialist report				
Bidder Comments:					

78.	NQF#TBD Functional status assessment for complex chronic conditions Warfarin				
Bidder Comments:					
79.	NQF# TBD ADE prevention and monitoring Warfarin				
Bidder Comments:					
80.	NQF# 0043 Pneumonia Vaccination Status for older adults				
Bidder Comments:					
81.	NQF# 0068 Ischemic Vascular Disease IVD use of Aspirin or another antithrombotic				
Bidder Comments:					
82.	Other quality measures not listed above:				
Bidder Comments:					
f) Interface					
83.	Ability to integrate physician orders CPOE,eMAR with outpatient Long Term Care Pharmacy Management Software.				
Bidder Comments:					
84.	Ability to interface with Surequest Dietary software.				
Bidder Comments:					
85.	Ability to interface with various lab providers.				
Bidder Comments:					
86.	Ability to interface Trust Account to Microsoft Dynamics Retail Management System				
Bidder Comments:					
87.	Ability to interface to Dexis Digital Imaging software.				
Bidder Comments:					
88.	Ability to interface to Vista software.				
Bidder Comments:					

89.	Ability to interface to Vetraspec software.				
Bidder Comments:					
90.	Ability to interface to Nebraska Health Information Initiative (NeHII)				
Bidder Comments:					
91.	Intelligent information flow between MDS, CNA Charting, Diagnosis, Immunizations, Nursing Assessments, etc.				
Bidder Comments:					
92.	Computerized Physician Order Entry (CPOE) with integrated interface to Long Term Care Pharmacy Management Software.				
Bidder Comments:					
93.	EMAR order integration with CPOE and Long Term Care Pharmacy Management Software.				
Bidder Comments:					
94.	Electronically receive, display, and transmit a members summary record from other provider organizations including at a minimum, diagnostic test results, problem list, medication list, medication allergy list in accordance with standard 170.205(a)(1) or 170.205(a)(2), displayed in a human readable format. Problems according to 170.207 (a)(1) or 170.207(a)(2), and laboratory tests 170.207(c); Medications 170.207(d)				
Bidder Comments:					
g) Billing/Office Management					
95.	Electronic process for checking and importing insurance eligibility information from ASCX 270/271 health care eligibility inquiry and response transactions.				
Bidder Comments:					

96.	Electronic process to submit, receive and process 837x claims and 835 remittance files for multiple payers to/from insurance companies or clearing houses.				
Bidder Comments:					
97.	Provide automatic line item posting of payments, adjustments, and denials with the ability to suppress some items using a user-defined exceptions list.				
Bidder Comments:					
98.	Ability to identify insurance billing rule violations before sending claims.				
Bidder Comments:					
99.	Ability to print insurance claims such as HCFA 1500.				
Bidder Comments:					
100.	Ability to handle multiple group NPI numbers and service locations.				
Bidder Comments:					
101.	Ability to perform an audit of unpaid insurance claims.				
Bidder Comments:					
102.	User friendly process to correct claims for resubmission.				
Bidder Comments:					
103.	Self-pay maintenance rates are recalculated when considerations change. The user must be able to enter an updated maintenance rate by date range while keeping a history of all prior rates.				
Bidder Comments:					

104.	Provide a full suite of encoder software for automatic billing edits to <ul style="list-style-type: none"> • Validate clinical 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:					
105.	Ability to post a payment prior to a charge being generated creating a credit amount/advance payment.				
Bidder Comments:					
106.	Ability to generate monthly self-pay charges/statements in advance. Current self-pay maintenance statements are sent at the beginning of each month showing maintenance beginning balance, advance monthly charges due and ending balance for the month.				
Bidder Comments:					
107.	Ability to apply monthly payments and charges based on a date range.				
Bidder Comments:					
108.	Ability to charge full support room and board rates by level of care (skilled/domiciliary) and allow for adjustments to the rate of VA per diem.				
Bidder Comments:					
109.	Enter guarantor information into billing system and specify order of liability.				
Bidder Comments:					
110.	Accommodate unique rates by guarantor and procedure codes by date.				
Bidder Comments:					

111.	Allow rate tables to be updated by user when necessary with begin and end dates assigned to each rate keeping prior rate history.				
Bidder Comments:					
112.	Display account aging on member statements and generate aging reports.				
Bidder Comments:					
113.	Ability to track members Trust/Banking accounts.				
Bidder Comments:					
114.	Ability to produce Trust account statements showing beginning balance, transaction history during the date range and ending balance.				
Bidder Comments:					
115.	Generate a daily cash box reconciliation report and daily deposit report.				
Bidder Comments:					
116.	Ability to automatically post payments from a members trust account to the self-pay.				
Bidder Comments:					
117.	Ability to generate and print checks from a trust fund for member payments.				
Bidder Comments:					
118.	Ability to generate and print checks to a single contractor for payments due from multiple member accounts posting individual transactions to each member.				
Bidder Comments:					
119.	Prohibit adjustment mechanisms for checks. (Must void and re-issue only).				
Bidder Comments:					
120.	Ability to post multiple debits and credits (deposits and withdrawals from member banking accounts by transaction codes.				
Bidder Comments:					

121.	Ability to enter recurring debit and credit (deposit/withdrawal) transactions by source (e.g., SSA, SSI, VA, Civil Service, etc.) into the system to be processed monthly (by date range). These amounts tend to remain stable over the course of a year but the system must easily allow adjustments and keep prior history when necessary.				
Bidder Comments:					
122.	Generate a petty cash voucher with two signature lines (client and staff) and post it to the clients account. (Electronic signature capability desired)				
Bidder Comments:					
123.	Ability to enter interest on the trust account monthly. The amount of the interest entered should be applied to all members who's trust balance has not been zero on any day during the calendar month.				
Bidder Comments:					
124.	Generate an interest posted report displaying interest amount applied to each account with the option to sort alphabetically by member name or client number.				
Bidder Comments:					