

**Attachment B - REVISED
Business Requirements Traceability Matrix
Request for Proposal Number 6231 Z1**

Bidder Name: _____

Bidders must complete the Business Requirements Traceability Matrix for PASRR Services. Bidders must describe in detail how the proposed solution meets the conformance specification outlined within each Business Requirement.

The traceability matrix is used to document and track the business 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 traceability matrix should 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 and the bid may be rejected. The narrative should provide DHHS with information to differentiate the bidder's business solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the traceability matrix as provided by DHHS. Failure to maintain these elements may render the bid non-responsive and result in rejection of the bidder. How to complete the traceability matrix:

Column Description	Bidder Responsibility
Req #	The unique identifier for the requirement as assigned by DHHS, followed by the specific requirement number. This column is dictated by this RFP and must not be modified by the bidder.
Requirement	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.

General PASRR Business Requirements

Business Requirements	
Req #	Requirement
GEN-1	Meet all requirements in Section VI.C.4., PASRR Level I Screenings in the Scope of Work. Describe how solution will meet these requirements.
	Response:
GEN-2	Meet all requirements in Section Section VI.C.5., Level I Categorical Determinations and Exemptions, in the Scope of Work. Describe how the solution will meet these requirements.
	Response:
GEN-3	Meet all requirements in Section VI.C.6., PASRR Status Change in the Scope of Work. Describe how the solution will meet these requirements.
	Response:
GEN-4	Meet all requirements in Section VI.C.7., Level II Evaluations in the Scope of Work. Describe how the solution will meet these requirements.
	Response:
GEN-5	Meet all requirements in Section VI.C.8., Halting Level II Evaluations, in the Scope of Work. Describe how the solution will meet these requirements.
	Response:
GEN-6	Meet all requirements in Section VI.C.9., Level II Final Determinations in the Scope of Work. Describe how the solution will meet these requirements.
	Response:
GEN-7	Meet all requirements in Section VI.C.10. Hearings or Appeals, and at the request of DHHS, will participate in hearings via telephone. Describe how the solution will meet this requirement.
	Response:

GEN-8	Respond and notify DHHS to any violations of HIPAA. Describe this process. (See Attachment E for HIPAA requirements)
	Response:
GEN-9	Support all future federal and/or Nebraska PASRR program changes, including additional referral options for specialized add-on services, at no extra cost to the State. Describe this process.
	Response:
GEN-10	Describe PASRR staff position descriptions and personnel management as described in VI.A.2.a.; the positions and level of effort, tasks assigned, qualification and time allocation to the PASRR program. Provide organizational chart and resumes.
	Response:

PASRR Transmission and Reporting Requirements

Business Requirements	
Req #	Requirement
RPT-1	The solution must interface accurately via SFTP to the State of Nebraska Medicaid Management Information System (MMIS) database. The MMIS will provide notification to the contractor of PASRR records that fail to successfully transmit to the MMIS database. Within three (3) business days after receipt of the failed record transfer(s), the Contractor must correct the records not successfully transmitted and resubmit said records to the MMIS database. Describe how your solution will meet this requirement.
	Response:
RPT-2	Meet all requirements in Attachment C, Notification Requirements. Solution must generate notification letters that are personalized based on a client's assessment results and demographic data. Provide examples.
	Response:

PASRR Work Plan Requirements

Business Requirements	
Req #	Requirement
WPR-1	Provide a draft project work plan that demonstrates an understanding of the requirements, including methodologies, processes, and procedures that will be utilized in the implementation to fulfill the scope of work. Workplan must include a timeline that indicates how organization can perform the contract within the time-frame of implementation phase, with a go live system at a date determined by DHHS.
	Response:
WPR-2	Describe the methodologies, processes, and procedures that will be utilized in the operations phase to meet timelines for the deliverables and timeframe requirements laid out in the scope of work.
	Response:

PASRR Training and Help Desk Requirements

Business Requirements	
Req #	Requirement
TRN-1	Meet all requirements in the Scope of Work, Section VI.C.2, Training. Describe how the solution will meet these requirements.
	Response:

TRN-2	Provide electronic communication (email, system notification, etc.) to providers for ongoing education in the Nebraska PASRR process and how to properly use the Contractor's system. Describe how the bidder's solution meets this requirement.
	Response:
TRN-3	Provide email addresses, names, associated facility, and role for all individuals that have received PASRR education throughout the life of the contract. The Contractor shall share the sortable email list(s) with DHHS upon request. The Contractor shall regularly send policy and training related emails to the provider and Level II evaluator email lists.
	Response:
TRN-4	Bidder must have a help desk to support the Scope of Work Section VI. Describe how the Bidder's help desk services available to the State and Providers at no additional cost to the State. Include business hours of operation, location of the call center, response time statistics, how calls are answered, triaged, and any functional limitations.
	Response:

Nebraska PASRR Web-based System

Business Requirements	
Req #	Requirement
WBS-1	<p>Provide full program expertise, staffing, web technologies, and management capabilities necessary to customize, maintain and regularly update an automated web-based system for the Nebraska PASRR program that includes:</p> <ul style="list-style-type: none"> • Accessed in real time by system users statewide 24 hours per day, 365 days per year. • Supports the PASRR determination process for Nebraska NFs, data tracking, analysis, and reporting requirements identified in the Scope of Work. • Is capable of storing a record for each individual and every PASRR in a manner that each PASRR notice can be printed by Contractor staff, authorized DHHS staff, and authorized system users. • Includes a sufficient number of fields to support the entire Scope of Work, along with desirable data elements to support federal and state reporting along with rich analytics. • Allows users to upload scanned documents and attach an unlimited number of scans directly to an individual's system record. • Includes a Level I software algorithm able to provide an immediate outcome for negative Level I screens on a high percentage of the cases. • Has the capacity to save and store partially completed PASRRs and other entries, so the user can retrieve the partial entry and complete the submission at a later date. • Accepts manual data entry of new information about PASRRs. • Delivers robust search capabilities, tied to user roles, to enable users to find all relevant information on a PASRR individual. <p>Describe how the bidder's solution will meet this requirement.</p> <p>Response:</p>
WBS-2	<p>Provide access to all Nursing Facilities. Describe all elements and capabilities the NF will have access to while in the system, including the following mandatory elements: List of all persons residing in the NF at the present time, permit access to and printing of all PASRRs, and permit data entry of all information needed for admission, transfer, discharge, LOC, payment source and any other information that will be available.</p> <p>Response:</p>
WBS-3	<p>Provide a website for Nebraska PASRR providers. Bidder's solution shall have a visually understandable, user friendly website where providers can find the comprehensive library of historical training materials, policy updates, announcements, manuals, tools, and archived emails that have been sent to providers and a menu driven website that is searchable and uses intuitive names and headers. Describe how the bidder's solution meets this requirement.</p> <p>Response:</p>
WBS-4	<p>The proposed bidder must be able to convert all data from the Department's current system into the bidder's system. This includes all data stored within the current system including all of the historical PASRR documents and determinations. Describe how the bidder's solution meets this requirement.</p> <p>Response:</p>

WBS-5	Develop an authorization process to identify and approve security administrators for each hospital, NF or other provider. These security administrators will serve as the primary point of contact and will authorize all other users from that provider. Describe how the bidder's solution will meet this requirement.
	Response: