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DDI Deliverables

Payment Deliverable	IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
Yes		II.B Project Management and SDLC	Project Management Plan(s)	A holistic plan or series of plans describing the strategies, tactics, and procedures by which the project will be managed.	Document		Singular			
Yes		II.B Project Management and SDLC	Initial Integrated Master Schedule (IMS)	The detailed project work plan / schedule with necessary work for all entities integrated.	Document		Singular			
Yes		II.C Performance and Status Reporting	Monthly Status Report	Document providing the status of the project on a monthly basis. Payment of the monthly deliverable includes timely submission of weekly status reports and weekly submission of updated IMS.	Document		Monthly			
No		II.B Project Management and SDLC	Integrated Master Schedule	Updates to the detailed project work plan / schedule with necessary work for all entities integrated.	Document		Weekly			
No		II.C Performance and Status Reporting	Weekly Status Report	Document providing the status of the project on a weekly basis.	Document		Weekly			
No		II.F Change Management	Detailed Accounting	List of the work performed by each individual billing time to the change requests to be included in weekly status report.	Document		Weekly			
Yes		II.E Quality Assurance and Monitoring	Comprehensive Quality Assurance Plan	A plan that will ensure quality within the project and monitor, test, and audit the projects products prior to delivery	Document		Singular			
Yes		II.E Quality Assurance and Monitoring	Comprehensive Test Plan	Document providing step by step outline of how testing will play out.	Document		Singular			
Yes		II.F Change Management	Change Management Plan	Document providing step by step outline of how change will be managed by the contractor.	Document		Singular			
Yes		II.G Data Conversion and Initial Load	Conversion and Initial Load Plan	Document providing step by step outline of how data will be converted and loaded.	Document		Singular			
Yes		II.G Data Conversion and Initial Load	Data Conversion Specifications	Compilation of all instructions indicating how data from all data sources will be transformed from the input file to the physical data model within the DMA.	Document		Singular			

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Yes		II.G Data Conversion and Initial Load	Data Conversion Mappings	Compilation of all conversion mappings for all data sources showing where each legacy data element will reside in the new solution.	Document		Singular			
Yes		II.H Environments	Infrastructure and Architecture Plan	Document showing how all the environments and other components are related including network connectivity and security.	Document		Singular			
Yes		II.I Disaster Recovery	Disaster Recovery Plan	Document that provides step by step outline on how to recover from a disaster.	Document		Singular			
No		II.K Organization Staffing	Resource Utilization Matrix	Identifies resource use expectations by month (i.e. hours by position including actuals vs planned for previous months. Matrix is to be included in the monthly status report deliverable for payment.	Document		Monthly			
Yes		II.L Documentation	Companion Guides	Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA.	Document		Singular			
Yes		II.L Documentation	User Documentation	Documents that describe in detail how to use the system	Document		Singular			
Yes		II.L Documentation	System Documentation	Documents that describe the design and configuration of the system in detail	Document		Singular			
Yes		II.N System Readiness	System Readiness Test Plan	Document that provides the plan, approach, preparation for, and step by step outline of system readiness testing.	Document		Singular			
Yes		II.N System Readiness	System Readiness Test Results	A document summarizing the results of system readiness testing as well as provided detailed results of the readiness test cases. Document also identifies and describes any defects unresolved, defect severity, production impact, and proposed resolution approach and timeframe.	Test Product		Singular			
Yes		II.O Operational Readiness	Operational Readiness Test Plan	Document that provides the plan, approach, preparation for, and step by step outline of operational readiness testing	Document		Singular			

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Yes		II.O Operational Readiness	Business and Technical Operating Procedures	Document that includes step-by-step business and technical operating procedures for the solution.	Document		Singular			
Yes		II.O Operational Readiness	Operational Readiness Report	Document that provides a certification by the DMA contractor of readiness for operations, identifying any remaining defects, production impacts, and proposed resolution approach and timeframe.	Test Product		Singular			
Yes		II.P Privacy and Security	Privacy and Security Plan	Document that provides step by step outline of how Privacy and Security of information is safe guarded.	Document		Singular			
Yes		II.Q Implementation and Contingency	Implementation and Contingency Plan	Document that provides step by step process for cutover to production as well as contingency plans for addressing identified risks including back-out plans..	Document		Singular			
Yes		II.Q Implementation and Contingency	Post Implementation Report	Document that provides information regarding hardware, network, software or operations issues during implementation and approach and timeframe for resolution.	Document		Singular			
Yes		II.B Project Management and Systems Development Life Cycle	DMA Audit and Control Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment.	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Infrastructure and Solution Lifecycle Management (ISLM) Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management (ISLM).	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation,	Document		Change Request			

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Payment Deliverable	IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
				management, and operations of Data Management for the DMA environment.						
Yes		II.B Project Management and Systems Development Life Cycle	Data Governance Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment.	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Master Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment.	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Data Modeling Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment.	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	DMA Data Models	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Other		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Data Integration Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Document		Change Request			

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Yes		II.B Project Management and Systems Development Life Cycle	Data Sharing Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment.	Document		Change Request			
Yes		II.B Project Management and Systems Development Life Cycle	Data Transformation Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment.	Document		Change Request			
Yes		II.P Privacy and Security	Third party cyber security assessment	An assessment made by an external entity on the security of the solution.	Document		Singular			

Initial Operations and Certification Planning Deliverables

IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	III.B Initial Operations Support and Management	Initial Operations Support and Management Plan	A document that describes the approach and detailed process for monitoring initial operations, and reporting, tracking, resolving, and communicating resolution to	Document		Singular			

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IMS WBS ID Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
		identified issues.						
III.C CMS Certification	CMS Certification Plan	Document that provides step by step outline of how Certification will be enacted and executed.	Document		Singular			
III.C CMS Certification	Certification Materials	Materials required to support the certification process.	Document		Singular			
III.D Organizational Staffing	Resource Utilization Matrix	Identifies resource use expectations by month (i.e. hours by person including actuals vs planned for previous months	Document		Monthly			
III.F Contingency Planning	Contingency Plan	Document that provides step by step outline of how Contingency will be enacted and executed.	Document		Singular			

Operations Deliverables

IMS WBS ID Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
IV.B Project Management and SDLC	Operational Project Management Plan	An Operational Project Management Plan describing the strategies, tactics, and procedures by which daily operations will be managed, while maintaining the production system and implementing changes to the production	Document		Change Request			

IMS WBS ID Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
		system.						
IV.B Project Management and SDLC	Operational System Development Life Cycle Plan	Operational System Development Life Cycle Plan; defining the methodologies, approach, and processes that will be followed during each phase of the SDLC.	Document		Change Request			
IV.B Project Management and SDLC	Operations Integrated Master Schedule	An Integrated Master Schedule for all planned system releases; addressing each phase the SDLC and identifying all integration points and dependencies between all contractors and the State including interfaces, inputs, and outputs that the contractor requires from other contractors, the State, or other impacted entities	Document		Change Request			
IV.B Project Management and Systems Development Life Cycle	Operational Communication Plan	Document providing steps needed to effectively communicate during the operations phase of the project.	Document		Change Request			
IV.C Performance and Status Reporting	Weekly Status Reports	Document providing the status of the Operations on a weekly basis.	Document		Weekly			
IV.C Performance and Status Reporting	Monthly Status Reports	Document providing the status of the Operations on a monthly basis.	Document		Monthly			
IV.C Performance and Status Reporting	Performance Measures Report	Document providing the last 18 months of performance statistics.	Document		Monthly			
IV.D Deliverables	Deliverable Status Report	Document detailing the status of all deliverables. Submitted as part of the monthly status report.	Document		Monthly			
IV.E Quality Assurance and Monitoring	Operation Quality Management Plan	Document providing steps to maintain Quality throughout the Operations Phase.	Document		Change Request			

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IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	IV.F Change Management	Operational System Release Schedule	A monthly report to the State of all projected system modifications that will be implemented in the upcoming months. At a minimum, the report will include the projected schedule, estimated hours, cost, and resources. Submitted as part of the monthly status report.	Document		Monthly			X
	IV.F Change Management	Change Management Plan	Document that provides approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects	Document		Change Request			
	IV.H Business Continuity and Disaster Recovery	Business Continuity and Disaster Recovery Plan	Document that provides approach to continuing business and avoid failures as well as the steps to recover the services if a disaster occurs.	Document		Yearly			
	IV.I Facility	Operations Facility Plan	Document that provides step by step outline of how the Facility will be managed and maintained.	Document		Change Request			
	IV.J Organizational Staffing	Staffing Plan	Plan identifies key position qualifications, expected number of resources per position, and hours expected per resource.	Document		Change Request			
	IV.K Documentation	Business and Technical Operation Procedures	Document that includes step-by-step business and technical operating procedures for the solution.	Document		Change Request			
	IV.K Documentation	Companion Guides	Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA.	Document		Change Request			
	IV.K Documentation	DMA System Documentation	Documents that describe the	Document		Change			

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IMS WBS ID / Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
		design and configuration of the system in detail			Request			
IV.K Documentation	DMA User Manuals	Documents that provide users with details on how to utilize the solution.	Document		Change Request			
IV.M Privacy and Security	Privacy and Security Management Plan	Document that provides step by step outline of how Privacy and Security of information is safe guarded.	Document		Change Request			
IV.M Privacy and Security	Independent Security Audit Results	Results of the annual audit that covers internal controls and other system functions.	Other		Annual			
IV.M Privacy and Security	Privacy and Security Policies and Procedures	Document detailing the policies and procedures for privacy and security.	Document		Change Request			
IV.N.4 Managing Queries and Reports – Predefined and Ad-Hoc	CMS Federal Quarterly and Annual Reports	Federally required Quarterly and Annual reports.	Document		Quarterly / Annual			
IV.N.5 Program Integrity	Algorithm Library	A library containing sets of instructions for each algorithm for program integrity.	Document		Change Request			
IV.O.13 DMA Auditing and Controls	DMA Audit and Control Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment.	Document		Change Request			
IV.O.14 DMA Infrastructure and Solution Lifecycle Management	Infrastructure and Solution Lifecycle Management (ISLM) Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management	Document		Change Request			

IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
			(ISLM).						
	IV.O.14 DMA Infrastructure and Solution Lifecycle Management	Annual System Refresh Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the annual system refresh for the DMA environment.	Document		Annual			
	IV.O.2 Data Management	Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Management for the DMA environment.	Document		Change Request			
	IV.O.3 Data Governance	Data Governance Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment.	Document		Change Request			
	IV.O.4 Master Data Management	Master Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment.	Document		Change Request			
	IV.O.5 Data Models	Data Modeling Plan	Plan document that includes approach, strategy, architecture, methodology,	Document		Change Request			

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		process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment.						
IV.O.5 Data Models	DMA Data Models	Documentation and illustrations of the DMA data to include, but not limited to, data elements, data dimensions, structures and their relationships.	Other		Change Request			
IV.O.6 Data Integration	Data Integration Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Document		Change Request			
IV.O.7 Data Sharing	Data Sharing Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment.	Document		Change Request			
IV.O.8 Data Exchanges & Interfaces	Interface Control Documents	Documents that provide specifications and service level agreements for each data exchange and interface.	Document		Change Request			
IV.O.8 Data Exchanges & Interfaces	Interface Control Document Catalog	Document that provides an index and specifications of each data exchange and interface.	Document		Change Request			
IV.O.9 Data Transformation	Data Transformation Plan	Plan document that includes approach, strategy,	Document		Change Request			

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IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
			architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment.						
	IV.O.9 Data Transformation	Data Transformation Catalog	Document that provides an index and specifications of each data transformation.	Document		Change Request			

Turnover Deliverables

IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	V. D Performance and Status Reporting	Weekly Turnover Status Report	Document detailing the status of items related to Turnover.	Document		Weekly			
	V.B Turnover Planning	Turnover Plan	A document describing turnover strategy, methodology, process, tools, quality and contingency aspects	Document		Singular			
	V.C PM and SDLC	Turnover Requirements Document	Document identifying roles, responsibilities and requirements for the State and/or successor contractor to complete a successful turnover process	Document		Singular			
	V.C PM and SDLC	Turnover Schedule	Work plan / schedule outlining turnover activities, durations, dates, and relationships to other	Document		weekly			

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IMS WBS ID	Related Proposal Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
			activities necessary to complete the transition to a new entity.						
	V.D Performance and Status Reporting	Monthly Turnover Status Report	Document detailing the status of items related to Turnover	Document		Monthly			
	V.D Performance and Status Reporting	Quarterly Turnover Status Report	Document detailing the status of items related to Turnover	Document		Quarterly			
	V.F Quality Assurance and Monitoring	Turnover Quality Assurance Plan	Document that details the approach for ensuring that turnover work product is produced in a quality manner.	Document		Singular			
	V.G Change Management	Turnover Change Management Plan	Document providing step by step outline of how changes will be managed within the turnover phase.	Document		Singular			
	V.I Organizational Staffing	Staffing Contingency Plan	Plan detailing methods, approaches and processes to maintaining adequate staff through the end of Operations.	Document		Singular			
	V.K Turnover Contract Closeout	Closeout Attestation	Signed statement indicating that all transition activities are complete and have been met	Document		Singular			