

**Amendment No. 1 to
Agreement between State of Louisiana
Division of Administration, Office of Technology Services (OTS)
AND**

**Vendor Name: Deloitte Consulting LLP
Address: 701 Poydras Street, Suite 4200
City: New Orleans, Louisiana 70139**

THIS Amendment No. 1, with an effective date of April 3, 2017 (“Amendment Effective Date”) is entered into by the State of Louisiana Division of Administration, Office of Technology (“State”) and Deloitte Consulting LLP (“Contractor”) and amends the Contract between the parties dated December 1, 2015, for the Medicaid Eligibility and Enrollment Solution Project, Contract file number: 2000161025, as described in Attachment I: Statement of Work, (the “Contract”). Capitalized terms used in this Amendment unless otherwise specified shall have the same meaning as contained in the Contract.

WHEREAS, State and Contractor desire to amend the Contract so as to add a System Release 3 to the Project;

NOW, THEREFORE, in consideration of the mutual promises herein contained, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree that the Contract is amended as follows.

This amendment shall not be effective until approved by appropriate federal agencies and the Office of State Procurement.

Amendment Provisions

CHANGE NUMBER ONE

Change to *Terms and Conditions*, Section 3.5 Contractor Resources, B. Personnel Changes:

Original language:

B. Personnel Changes. Except for an Excused Absence (as defined below), Contractor's Project Manager and other key personnel assigned to this Contract may not be removed by Contractor from their assigned roles during the period of performance for each such individual as estimated in the Contract and as may be further modified and agreed to by the parties in the Work Plan, without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel become unavailable due to resignation or termination of employment or association, illness, death or other factors or circumstances, (each an “Excused Absence”), outside of the Contractor's reasonable control, as the case may be, the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays to the work plan.

Original language amended as follows:

B. Personnel Changes. Except for an Excused Absence (as defined below), Contractor's Project Manager and other key personnel assigned to this Contract may not be removed by Contractor from their assigned roles during the period of performance for each such individual as estimated in the Contract and as may be further modified and agreed to by the parties in the Work Plan, without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel become unavailable due to resignation or termination of employment or association, illness, death or other factors or circumstances, (each an "Excused Absence"), outside of the Contractor's reasonable control, as the case may be, the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays to the work plan.

In the event that a key personnel change is identified by the Contractor, the Contractor will (a) promptly notify the State of the key personnel change request; (b) the State shall promptly review and consent to the change; and (c) within three (3) business days after receipt of the State's consent notice of the key personnel change request, Contractor will provide the State with a minimum of at least one (1) resume of a recommended candidate that meets the corresponding key personnel qualifications. Upon receipt, the State will have five (5) business days to review in good faith the resume(s), conduct interviews and accept or reject the Contractor's recommended candidate(s). In the event that the State rejects the recommended candidate(s), the State shall provide Contractor with a detailed written summary outlining the reasons for rejecting the recommended candidate(s). Upon Contractor's receipt of the State's written summary outlining the reasons for the State's rejection, Contractor shall have five (5) business days thereafter to submit alternate candidate(s) and the State shall have five (5) business days upon receipt of the alternate candidate(s) to review in good faith the alternate resume(s), conduct interviews and accept or reject the Contractor's recommended alternate candidates(s). The State shall similarly provide Contractor with a detailed written summary for rejected candidates. The aforementioned alternate candidate(s) process shall be limited to no more than 2 cycles of resumes and interviews being submitted to the client. In the event that the Contractor fails to materially comply with the aforementioned key personnel change process, the State may assess a liquidated damage not to exceed \$25,000.

CHANGE NUMBER TWO

Change to *Terms and Conditions, Section 5.4 Liquidated Damages:*

Original language:

Missed Critical Events. Except to the extent Contractor's failure to meet a Critical Event, as defined in Work Plan of this Contract is caused by or results from (i) any act or omission of any entity other than Contractor or its subcontractors; (ii) an event of force majeure; or (iii) other factors beyond the Contractor's reasonable control, any Critical Event that is (a) unable to be Accepted by the State in accordance with the applicable Deliverable to which such Critical Event is tied and such Deliverable is not cured within a reasonable time by Contractor, and (b) delay is reasonably determined to be detrimental to the Project by the State Project Director and Contractor, State may assess to the Contractor liquidated damages in an amount not to exceed \$1,000 per day. The total liquidated damages shall

not exceed \$30,000 in any month. Such sums shall be treated as liquidated damages in lieu of actual damages and not as a penalty. The State may deduct such liquidated damages from any sums due the Contractor under this Contract.

Original language amended as follows:

Missed Critical Events. Except to the extent Contractor’s failure to meet a Critical Event, as defined in Work Plan of this Contract is caused by or results from (i) any act or omission of any entity other than Contractor or its subcontractors; (ii) an event of force majeure; or (iii) other factors beyond the Contractor’s reasonable control, any Critical Event that is (a) unable to be Accepted by the State in accordance with the applicable Deliverable to which such Critical Event is tied and such Deliverable is not cured within a reasonable time by Contractor, and (b) delay is reasonably determined to be detrimental to the Project by the State Project Director and Contractor, State may assess to the Contractor liquidated damages in an amount not to exceed \$1,000 per day. The total liquidated damages shall not exceed \$30,000 in any month. Such sums shall be treated as liquidated damages in lieu of actual damages and not as a penalty. The State may deduct such liquidated damages from any sums due the Contractor under this Contract.

Critical Events may be mutually identified and agreed upon as set forth in the work plan and as defined below:

1. Detailed Requirements Specification Document (RSD) deliverable
2. Requirements Traceability Matrix (RTM) deliverable
3. Detailed Design Specification Document (DSD) deliverable
4. Deployments into productive use and/or Pilot
5. Meets entry and exit criteria for Construction, SIT and UAT as defined in the Phase Entry and Exit deliverable(s)
6. Delivery of training material
7. Completion of the Train the Trainer (TTT)

CHANGE NUMBER THREE

Change to Attachment VIII: Service Level Agreement, 2.2 System Uptime, Response Time, and Accuracy Metrics:

Current language:

Response Times	The System shall be scalable and capable of supporting all workers performing normal business activities concurrently as new workers, programs or agencies are added.	The System shall be capable of supporting all workers performing normal business activities concurrently, with the ability to increase the demand on the System to peak load without modification to the software while meeting the set SLA.	The system must support the following: <ul style="list-style-type: none"> • 600 Concurrent Worker Users, with a peak of 800 • 500 Concurrent External Users, with a peak of 2,000
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Original language amended as follows:

Response Times	The System shall be scalable and capable of supporting all workers performing normal business activities concurrently as new workers, programs or agencies are added.	The System shall be capable of supporting all workers performing normal business activities concurrently, with the ability to increase the demand on the System to peak load without modification to the software while meeting the set SLA.	<p><u>The LaMEDS system must support the following:</u></p> <ul style="list-style-type: none"> • <u>600 Concurrent Worker Users, with a peak of 800</u> • <u>500 Concurrent External Users, with a peak of 2,000</u> <p><u>The SNAP/TANF (IE) system must support the following:</u></p> <ul style="list-style-type: none"> • <u>1,200 Concurrent Worker Users, with a peak of 1,500</u> • <u>2,500 Concurrent External Users, with a peak of 7,000</u> <p><u>The DSNAP system must support the following:</u></p> <ul style="list-style-type: none"> • <u>2,000 Concurrent Worker Users, with a peak of 2,500</u> • <u>150 Concurrent External Users, with a peak of 450</u>
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CHANGE NUMBER FOUR

Change to Attachment XI: Warranty Services, 5. Post-Implementation Support, section 1, 2:

Current language:

1. In order to provide Post Implementation Support to the State for purposes of the production code (i.e., the Warranty), Contractor and the State agree to the following approach:
 - Defects for Release 1 and Release 2, as outlined in Attachment VIII (Service Level Agreements) will be logged by the State via the Issue Reporting System for 120 calendar days following Productive Use (the “Logged Defects”) for Release 1 and 90 calendar days following Productive use for Release 2.
 - The resolution (i.e., the corrected code) of the Logged Defects will be tested by Contractor in the System Test Environment only. The State has the right to test the resolution through User Acceptance Testing
 - Contractor will resolve the Logged Defects that are agreed to be Critical, High or Core Medium logged within the timeframes set forth in the Work Plan.

- Defects logged after the time period referenced above will be resolved by the State or will require a separate contract or Task Order, will not be corrected by Contractor, and are expressly excluded from Contractor's obligations under this Contract or any other existing contract between Contractor and the State.
2. For any Logged Defects, the State Staff must: (a) confirm Defects are valid and reproducible in a non- production environment (except where such Defects are dependent on production configuration, production data or production user load that are not available in the non-production environment to be reproduced); (b) confirm such logged Defects are not outside of Contractor's control, as described in Section 5.3 below; (c) log the steps and data required to reproduce the Defect (except where such Defects are dependent on production configuration, production data or production user load that are not available in the non-production environment to be reproduced); and, (d) identify the associated Specification Documentation Deliverable in the Defect ticket. A failure to identify the specification reference shall mean that the Defect will be deemed not a Logged Defect. The process described above is intended to allow the Contractor to test the resolution in a non-production environment, prior to deployment to production environment.

Original language amended as follows:

1. In order to provide Post Implementation Support to the State for purposes of the production code (i.e., the Warranty), Contractor and the State agree to the following approach:
 - For LaMEDS defects for Release 1 and Release 2, as outlined in Attachment VIII (Service Level Agreements) will be logged by the State via the Issue Reporting System for 120 calendar days following Productive Use (the "Logged Defects") for Release 1 and 90 calendar days following Productive use for Release 2.
 - For SNAP/TANF (IE) Solution defects as outlined in Attachment VIII (Service Level Agreements) will be logged by the State via the Issue Reporting System for 120 calendar days following Productive Use (the "Logged Defects") for Release 1.
 - For the DSNAP Solution defects for Release 1, as outlined in Attachment VIII (Service Level Agreements) will be logged by the State via the Issue Reporting System for 120 calendar days following the first Productive Use (the "Logged Defects") of the DSNAP solution as triggered by a declaration to support a disaster at any time during the contract term.
 - The resolution (i.e., the corrected code) of the Logged Defects will be tested by Contractor in the System Test Environment only. The State has the right to test the resolution through User Acceptance Testing
 - Contractor will resolve the Logged Defects that are agreed to be Critical, High or Core Medium logged within the timeframes set forth in the Work Plan.
 - Defects logged after the time period referenced above will be resolved by the State or will require a separate contract or Task Order, will not be corrected by Contractor, and are expressly excluded from Contractor's obligations under this Contract or any other existing contract between Contractor and the State.

2. For any Logged Defects, the State Staff must: (a) confirm Defects are valid and reproducible in a non- production environment (except where such Defects are dependent on production configuration, production data or production user load that are not available in the non-production environment to be reproduced); (b) confirm such logged Defects are not outside of Contractor's control, as described in Section 5.3 below; (c) log the steps and data required to reproduce the Defect (except where such Defects are dependent on production configuration, production data or production user load that are not available in the non-production environment to be reproduced); and, (d) identify the associated Specification Documentation Deliverable in the Defect ticket. A failure to identify the specification reference shall mean that the Defect will be deemed not a Logged Defect. Contractor must inform the State of the failure to identify the associated Specification Documentation Deliverable in the Defect ticket and to allow the State five (5) business days to provide such information prior to the defect being deemed not a Logged Defect. The process described above is intended to allow the Contractor to test the resolution in a non-production environment, prior to deployment to production environment.

CHANGE NUMBER FIVE

Change to *Attachment X: Information Security Requirements, Section 4. Secure Development:*

Original language:

- A. When agreed upon Services require Contractor to develop or configure systems or applications, the Contractor is responsible (unless otherwise expressly agreed to by the parties as to being out-of scope of the agreed upon Services, set out in the applicable SOW or authorized in writing by the State's Information Security Team) for:
 1. Working with the State's Information Security Team to require additional application or system specific Information Security requirements are captured and agreed upon prior to initiating development or technology implementation through the set requirement and design sessions. State's Information Security Team shall actively participate in applicable requirement and design sessions and review such deliverables.
 2. Performing an Application Risk Assessment that will be presented to the State's Information Security Team prior to production implementation.
 3. Embedding methods for testing and validating application and system security within the development process. Contractor shall provide methods for both static and dynamic security testing.
 4. Requiring and validating that all input or files provided by the target end user is validated and filtered via server side processes prior to processing in order to prevent code injection and improve data integrity.
 5. Requiring and validating all system to system or application to application communication requires authentication and agreed upon secure protocols.
 6. Requiring and validating passwords are not stored in clear text in any configuration file, source code (compiled or otherwise), or database.
 7. Requiring and validating web application user session state is dynamic and appropriately managed utilizing currently accepted industry standards, in order to

- successfully prevent an unauthorized individual the ability to bypass authentication controls by “hijacking” a valid session.
8. Requiring applications integrate with the State’s Microsoft Active Directory (AD) and Identity Management (IAM) solutions in such a way that internal State users seamlessly authenticate and are not presented with a logon form, if single-sign on is applicable to the scope of the agreed upon Services and/or set out in the applicable SOW.
 9. Requiring application or system roles and permissions are managed by the State’s AD and IAM solutions.
 10. Requiring and validating all applicable applications developed or implemented by the Contractor used in connection with the Services employ Transport Layer Security (TLS) when transmitting Restricted Information.

Original language amended as follows:

- A. When agreed upon Services require Contractor to develop or configure systems or applications, the Contractor is responsible (unless otherwise authorized in writing by the State’s Information Security Team) for:
 1. Working with the State’s Information Security Team to require additional application or system specific Information Security requirements are captured and agreed upon prior to initiating development or technology implementation through the set requirement and design sessions. State’s Information Security Team shall actively participate in applicable requirement and design sessions and review such deliverables.
 2. Performing an Application Risk Assessment that will be presented to the State’s Information Security Team prior to production implementation.
 3. Operationally embedding methods for testing and validating application security within the development process. Specific to the SNAP, TANF and D-SNAP project, Contractor shall provide methods to its team to perform static testing at regular interval cycles within development and testing phases. The state will perform dynamic testing for all the projects covered in this contract, and the Contractor application teams will support the State in this effort. The State and Contractor teams will document this approach and process for mutual review and agreement. The State will provide access to necessary infrastructure to assist in these testing approaches.
 4. Requiring and validating that all input or files provided by the target end user is validated and filtered via server side processes prior to processing in order to prevent code injection and improve data integrity.
 5. Requiring and validating all system to system or application to application communication requires authentication and agreed upon secure protocols.
 6. Requiring and validating passwords are not stored in clear text in any configuration file, source code (compiled or otherwise), or database.
 7. Requiring and validating web application user session state is dynamic and appropriately managed utilizing currently accepted industry standards, in order to successfully prevent an unauthorized individual the ability to bypass authentication controls by “hijacking” a valid session.
 8. Requiring applications integrate with the State’s Microsoft Active Directory (AD) and Identity Management (IAM) solutions in such a way that internal State users

seamlessly authenticate and are not presented with a logon form, if single-sign on is applicable to the scope of the agreed upon Services and/or set out in the applicable SOW.

9. Requiring application or system roles and permissions are managed by the State's AD and IAM solutions.
10. Requiring and validating all applicable applications developed or implemented by the Contractor used in connection with the Services employ Transport Layer Security (TLS) when transmitting Restricted Information.

CHANGE NUMBER SIX

Attachment 2(A): Revised Design, Development & Implementation Payment Schedule replaces Section 1 Design, Development & Implementation Payment Schedule of Attachment V: Payment Schedule, applicable to Release 1 and 2.

CHANGE NUMBER SEVEN

Attachment 3(A): Revised Design, Development & Implementation Deliverable Description replaces Section 2 Design, Development & Implementation Deliverable Description of Attachment V: Payment Schedule, applicable to Release 1 and 2.

CHANGE NUMBER EIGHT

Contract Attachment I: Statement of Work is hereby amended by adding Attachment 1(A) to this Amendment, revising the original scope of work in Release 1 and 2 and adding scope of work for Release 3.

CHANGE NUMBER NINE

The scope of services described in Attachment 1(A) to this Amendment will be added to the System, and referred to as "Release 3" (unless otherwise identified as Release 1 or 2 revisions herein).

CHANGE NUMBER TEN

Services will be provided pursuant to the timeline included in Section 2 of Attachment 1(A).

CHANGE NUMBER ELEVEN

Change to the introductory statement of *Terms and Conditions, Section 5 Compensation and Maximum Contract*:

Original language:

In consideration of the services required by this Contract, State hereby agrees to pay to Contractor a maximum fee of \$70,096,782 for the three (3) year term.

Original language amended as follows:

In consideration of the services required by this Contract, State hereby agrees to pay to Contractor a maximum fee of \$145,155,381 for the three (3) year term.

This Amendment contains or has attached hereto all revised terms and conditions agreed upon by the parties. With this amendment, DCFS becomes part of the current project governance structure. All other terms and conditions in the original Contract described above will remain the same.

IN WITNESS THEREOF, this Amendment is signed and entered into on the date indicated below.

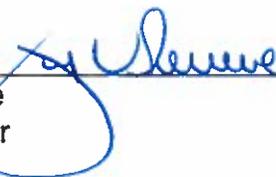
DELOITTE CONSULTING LLP



Scott Huntsman
Managing Director

Date 11-9-17

STATE OF LOUISIANA, DIVISION OF ADMINISTRATION



Jay Dardenne
Commissioner

Date 11/9/17

State of Louisiana, Department of Children and Family Services



Eric Horent
Undersecretary

Date 11-9-2017

State of Louisiana, Louisiana Department of Health



Jeff Reynolds
Undersecretary

Date 11-9-17

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1. Release 3 Functional Overview

Release 3 focuses on the modernization and automation of Medicaid for the State of Louisiana. The Eligibility & Enrollment (E&E) Worker Portal is leveraged to support the automation and full processing of the Louisiana Health Insurance Premium Payment (LaHIPP) program, Dual Eligible Beneficiaries (TBQ/MMA), and the Medicaid Buy-In programs. This should assist the State with retiring the following mainframe systems TBQ, BENDEX, MMA, and BUY-IN and for Louisiana Department of Health (LDH) eligibility staff to work in a single portal for Medicaid programs, reducing dual data entry, improving accuracy, automating determinations, and improving customer service.

Additionally, Release 3 extends the current Medicaid E&E System to support Emergency and Disaster functionality. This allows for the tracking and extension of Medicaid benefits during times of emergency so that citizens are able to receive the necessary coverage especially in situations where a citizen must temporarily relocate out of state.

Finally, Release 3 integrates the Department of Children and Family Services' (DCFS) Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) programs with the Medicaid E&E System through an integrated Application Architecture and the Enterprise Architecture (EA). For the purposes of this document, "SNAP/TANF" includes JOBS Automated System (JAS), Louisiana Automated Management Information (LAMI), web systems identified in Section 1.2, Disaster SNAP (DSNAP) functionality and Economic Stability (ES) functionality currently present in DCFS Common Access Front End (CAFÉ) system. In addition, mentions of the JAS and LAMI systems, when referring to Release 3 in its entirety, also include DCFS DSNAP system functionality currently implemented in CURAM. With the implementation of Release 3, the SNAP/TANF system would integrate with EA shared services including EA Security (IAM/SSO), EA Business Rules Engine (BRE), Master Data Management (MDM), Consumer Communications (CC), Data Warehouse (DWH) and Enterprise Document Management System (EDMS), but will not include the EA FileNet document imaging capability. Additionally, DSNAP functionality that is currently on the CURAM framework will be brought into a new system. An enhanced user experience of the Self Service Portal (SSP) and the DSNAP Worker Portal will also be accomplished by creating mobile responsive web pages for all screens.

1.1 Targeted Features and Benefits

Table 1 below is included for reference purposes only, and describes the features and benefits the State aims to achieve as a result of implementing Release 3. Section 4 of this Amendment outlines the Contractor's specific requirements and corresponding services for Release 3.

Release Feature	Cost Savings	Increase Customer Experience	Improved Worker Processing
1. Mobile	Responsive web pages for all Self Service Portal screens (including DSNAP). Will also provide capability for SSP users to choose a photo from their phone's photo library and upload through eViewer.	Enhanced user interaction via Mobile.	Improved user experience and provision of provider/location services.
2. LaHIPP	Retirement of legacy LaHIPP.	Ability to share information through single customer portal, reducing dual entry of data.	
3. Subsystem Replacement	Retirement on mainframe for TBQ, BENDEX, LIS, MMA, BUY-IN.		Workers will operate on single system.
4. SNAP/TANF	Replace legacy LAMI and JAS systems.	Ability to share information through single customer portal, reducing dual entry of data.	Workers will be able to better view cross program users, information and documents, improving accuracy and efficiency.
5. Disaster Incident Management	Increased efficiency of incident tracking and management.		Increased processing and access to care for citizens at their most vulnerable time.
6. Joint Notice Solution	Reduce management of forms.		Assist in automating notices, improving accuracy and efficiency.
7. Common Master Person Index (MPI)	SNAP/TANF Master Client Index (MCI) will be migrated onto Enterprise Architecture.	Enhanced knowledge and sharing of existing user information.	Workers will be able to better view cross program users, information and documents, improving accuracy and efficiency.

Table 1- Release 3 Features and Benefits

1.2 Module Summary

The below is a summary of the various modules included within this release. For further details, the corresponding requirements will be delivered as set forth in Section 4, and an analysis of legacy system functionality to NextGen functionality is captured in Section 5. NextGen is Deloitte's pre-packaged and production-proven Integrated Eligibility solution. The NextGen code set shall be deployed on a Java version and WebSphere Application Server version combination that does not have an End of Support date announced by IBM as of the Amendment signature date.

Functionality that exists in the State's LAMI, JAS, and DSNAP systems ("Legacy Systems") and CAFÉ ES as of the Amendment Signature Date will be included in scope for the affected SNAP/TANF systems. This also includes current functionality of the Activity Calendar & Deadline Calendar (ACDS), LAMI Ad hoc Reporting, LAMI Clearance Summary, LAMI Common Login, LAMI Case Review, Louisiana Workforce Commission (LWC) Inquiry, the DCFS worker portion of the TANF Partner Database System and Electronic Disqualified Recipient System (eDRS).

The scope of work for the DCFS TANF Partner Database System is as follows:

- Data in the TANF Partner database will be accessed directly by the NextGen Worker Portal and will not be part of the conversion process

- Current TANF Partner Database functionality for DCFS workers will be integrated into the NextGen Worker Portal utilizing the existing database
- External providers will continue to access the TANF Partner database using the existing system and associated security model;
- Only current internal DCFS worker functionality will be integrated with the NextGen solution

If there is code that currently exists in Legacy Systems that is not planned to be used or does not serve a purpose (as determined by DCFS), justification and details must be provided to the Contractor in order to be incorporated in the NextGen solution.

The Contractor will meet the end goals of the functionality, which, in all cases, may not be an exact one-to-one screen or field mapping between legacy and NextGen. In these instances, NextGen functionality will be used to achieve the business process goals.

In addition to the requirements listed out in Section 4 of this SOW, a list of open Business Requirement Documents (BRDs), User Requirement Documents (URDs) and CAFÉ defects has been provided to the Contractor by DCFS and are detailed in *Table 22, 23 and 24* of section “4.4 CAFÉ Defects, URDs and BRDs” of this SOW.

If any of these requirements are determined by both the Contractor and the State to have been missed in the list of requirements from the Legacy Systems, then they will be considered in scope if identified by the last design session, scheduled for October 20, 2017. All additional requirements identified after October 20, 2017 must be reviewed and mutually agreed upon before being considered in scope for this project.

DCFS M&O Services for IE may added through a Task Order executed by the parties.

In reference to the Contract – Attachment I Statement of Work, Section 3.1 Operations and Maintenance, the State and Deloitte will negotiate and finalize the first year of the LaMEDS Maintenance and Operations scope of services and reach agreement for Year 1 M&O no later than 4 months prior to LaMEDS Release 1 Go-Live.

1.2.1 LDH Modules

- **Mobile** – The current SSP functionality will be retained. Additional enhancements will be made to enable the use of native features of a device (ex. Taking a photo) so that SSP users have the ability to submit documents using their mobile devices. New features (ex. Resource Locator) added to SSP in Release 3 (not in current R1 or R2 scope) will be made responsive.
- **1095-B** – The ACA policy requires certain information to be reported to the IRS and to taxpayers about individuals who are covered by minimum essential coverage. The state agency that administers a Medicaid and CHIP program is required to file Form 1095-B for coverage under these programs. In Louisiana, Contractor’s Software as a Service (SAAS) solution will be utilized, sending up to 1.2 million of the 1095-B forms in tax year 2016 and up to 1.4 million in tax year 2017. The 1095-B form data source may also be changed to the E&E system, if required by LDH. If LDH goes over the amount of 1095-B forms that need to be generated as noted in this SOW, the additional cost will come out of the task order bucket hours. If tax year 2017 forms are no longer required by LDH, or are less than the allocated number of forms in a given year Deloitte will return the equivalent dollars into the task hour pool. This return of dollars to the task hour pool is only able to be triggered prior to the files being sent to the SaaS solution; after they have been sent to the SaaS solution, they are considered printed. Thus, notification of “cancellation” must be prior to each year’s run.
- **LaHIPP** – The Louisiana Health Insurance Premium Payment (LaHIPP) program is a Medicaid program that pays the employee’s (policyholder’s) share of the premium for their group health insurance program based on eligibility. The LaHIPP policyholder or someone in their family must be

Medicaid-eligible and enrolled in Employer Sponsored Insurance (ESI) or individual policies, to receive LaHIPP benefits. LaHIPP system is responsible for evaluating the cost-effectiveness of the potential policy and determining whether or not it is financially beneficial to the state to reimburse the insurance premium to the policyholder. LaHIPP system would have two portals. First, the Self Service Portal, which will be used by citizens to submit LaHIPP applications and Employer plans. Second, the Worker portal, which will be used by case workers to process paper applications and administer cost-effectiveness determination and premium payments to policy holders or individual plans. Self Service portal will be integrated with Medicaid to provide a comprehensive view to the citizen. However, the worker portal for LaHIPP will be standalone and linked to Louisiana Eligibility and Enrollment (E&E) through a daily interface. Additional details regarding the specific functionality to be included can be found in Section 4.1.3.

- **Subsystems** – The Release 3 implementation will assist with the replacement of several subsystems. After the completion of Release 3, the Medicaid system will include a BENDEX module. Additionally, the logic that is currently housed within LIS, TBQ, MMA and Buy-In will be captured by the system. The replacement of these systems will help to consolidate many processes into one solution. Release 3 will include reporting functionality that meets the existing legacy subsystem reporting functions. Additional subsystem data deemed as not business critical will be stored in the data warehouse in an unstructured manner for future access.
- **Incident Management** – In response to recent disasters, LDH has requested a method to capture the impact of disastrous events on Louisiana Medicaid Recipients. “Incident Code” is a four digit, alpha numeric code that will be created to track the disastrous event. Additional data needed for tracking a specific incident would be: effective date of incidence, zip code, parish, person number, whether person was eligible at time of incident or after incident, priority of event (in case of multiple events which overlap as in the Hurricane Katrina/Rita scenario), federal vs. state emergency, ability to select areas by zip codes, parishes and regions and ability to identify and track individuals who are temporarily out of state to prevent closure and individuals from another state if necessary--and whether or not the individual was enrolled in Medicaid in that state. For recipients already eligible at the time of the incident, a batch process would mark the recipients under the Incident code, based on Zip Code or Parish, and send the Person Incident record type to MMIS. For new recipients after incident, application intake process will mark the recipients under Incident code, based on Zip Code or Parish, and send the Person Incident record type to MMIS. Additional details regarding the specific functionality to be included can be found in Section 4.1.5.

1.2.2 SNAP & TANF Functional

- **Disaster SNAP (DSNAP)** – Release 3 will include a Disaster SNAP module that will allow completion of the “end-to-end” DSNAP process while abiding by the approved EA IAM security design. The DSNAP module provides the following functionality:
 - Enable clients to pre-register for DSNAP services using the IE SSP;
 - Enable call center workers to complete the pre-registration process for clients that do not wish to utilize the SSP;
 - Enable case workers to register clients in the DSNAP Worker Portal if they have not completed the pre-registration process;
 - Provide case workers with the ability to capture required information and determine eligibility for DSNAP benefits and payments;
- **Self-Service Portal (SSP)** – The implementation of Release 3 will establish the CAFÉ Self-Service Portal on the EA framework. The CAFÉ SSP will be enhanced with new functionality including a

common landing screen for both SNAP/TANF and Medicaid portals, the ability to direct users to apply for other benefits, the ability to pre-register for DSNAP, Responsive Web for compatibility with mobile devices, and shared data through a token process. These features allow for the pre-population of applications between the SNAP/TANF and Medicaid portals.

- **Worker Portal (WP)** – The implementation of Release 3 will include updating the Worker Portal onto the NextGen framework. This solution, which will cover mutually-agreed upon SNAP/TANF functionality, has been mapped to each module within the Release Schedule, to help mitigate against elimination of existing functionality. The NextGen WP has extensive functionality – as detailed in the requirements section of this Amendment – that will increase the ability to provide benefits to citizens. Some of the features include Workload and Case Management, Intake/Registration, Eligibility, Correspondence, Reports, Benefit Management, and Document Management which are presented and triggered via an intelligent driver flow, presenting case workers with the screens that are relevant to the in-progress task. Additionally, the Worker Portal will include general functionality such as a common landing page for both SNAP/TANF and Medicaid portals, integration with Federal and State Data Exchanges, and sharing of information to allow for prepopulating of applications between the SNAP/TANF and Medicaid portals. The Quality Control / Quality Review (QC/QR or also known as Case Review) functionality from existing legacy system will be implemented in the NextGen system.

1.2.3 DCFS Non-Functional

Additional functionality for non-functional items not included in the original list provided by OTS (but existing as a SNAP/TANF non-functional item as of the Amendment signature date) must be identified by the start of the first backlog phase in July 2017 or the start of the second backlog phase in October 2017 in order to be considered in scope.

- **Conversion** – Data for ongoing and closed cases currently stored in both the legacy SNAP/TANF systems will be converted into the NextGen solution by the Contractor. Converted ongoing and closed case data will be loaded into to the Data Warehouse by the Contractor. Conversion, if any, of closed case data that is not converted into the IE Worker Portal will be defined during conversion planning. Release 3 will integrate SNAP/TANF data with other data currently used by the State in the NextGen solution to mitigate duplicate data. Legacy data loaded into the data warehouse will be defined in conversion design. Mock conversions will take place to find data anomalies. DCFS will perform as much manual data cleanup as possible, when agreed upon, for the identified anomalies, prior to the Production conversion run. Data conversion details are provided in the Conversion Approach in Section 3.7 and further in Section 4.3.1.
- **Interfaces** – The NextGen solution comes with the capability to interact with several external systems. The completion of Release 3 will cover the existing SNAP/TANF interfaces that were provided by OTS (refer to *Table 30* and *Table 31* in *Section 5.3.1 Interfaces*) and will be discussed further during Joint Application Design Sessions. If it is an existing SNAP/TANF interface as of the Amendment signature date, even if not included in the documentation provided by the State, the interface is considered in scope. These interfaces would need to be identified by the start of the second backlog date as defined in the work plan. This includes the outbound and inbound interfaces necessary for interaction with external state and federal systems. The NextGen system will utilize a modern Enterprise Service Bus (ESB) to facilitate the inbound and outbound interfaces. This ESB will help to streamline several of the existing legacy processes and assist with the overall efficiency of the system. The system will also include the State Income and Eligibility Verification System - Public Assistance Reporting Information System (SIEVS - PARIS) Verification Request/Response Interface that will interface with the Administration for Children and Families (ACF) to provide information from:

- Interstate verification to identify members that are collecting public assistance in one or more states.
- Department of Veterans Affairs (VA) where members are collecting compensation and pension payments
- Department of Defense (DOD) / Office of Personnel Management (OPM) where members are active or retired civilian and military employees and are potentially receiving income

DCFS uses the SIEVS system to transmit the information from PARIS. The SIEVS-PARIS Verification Request interface will send a monthly file and the SIEVS-PARIS Verification Response Interface will receive the three files mentioned above. This information will then be used in both the DCFS system and LDH E&E system. DCFS and OTS will identify and coordinate with third-party agencies and other state agencies for modifications to their systems resulting from agreed upon design changes to the Integrated Eligibility System. If any of these modifications to such systems are essential for successful implementation of the project, then DCFS and OTS will ensure all required modifications to such systems are completed in accordance with the project schedule.

- **Forms** – The NextGen solution will enable form creation through Exstream. Standard forms will be developed in Exstream, in accordance with a list provided by the State, shown in Section 5.3.2, so that legacy forms used within CAFÉ ES, LAMI and JAS are available within NextGen. Exstream will also enable a user with authorized access to develop customized forms. NextGen will allow a user to view, print locally, send for printing/mailing, and consolidate (where appropriate) forms created by Exstream in mass or on a case-by-case basis.
- **Reports** – The NextGen solution will enable reporting functionality through Pentaho. Pentaho will extract updated information to be reported upon from the Data Warehouse, transform the data into a format to be agreed upon during Design Phase, and load the completed report so that it is viewable to a user in NextGen. This process will occur systematically at pre-defined intervals for the mutually-agreed upon list of standard reports provided by the State, so that the legacy reports from CAFÉ ES, Webfocus and the SNAP/TANF systems are carried over to NextGen. All Federally-mandated monthly, quarterly, and annual reports will be included with Release 3. Users with appropriate access will have the ability to create/view ad hoc and/or canned reports, by accessing Pentaho through the IE Worker Portal Reporting module. The creation of these reports by authorized users will utilize the agreed upon shared data elements which will be available in the Pentaho Data Warehouse. The ad-hoc reporting functionality in JAS will be replaced by Pentaho.
- **Batches** – The NextGen solution will include the functionality provided by the current batch jobs in the SNAP/TANF legacy systems in order to maintain legacy functionality. The completion of Release 3 will cover the functionality provided by the legacy batch jobs provided by OTS (*refer to Table 38 in Section 5.3.4 Batches*) and will be discussed further during Joint Application Design. Batches will support the functionality for the Benefit Management, Worker Portal, Correspondence, Support Functions, Eligibility, Interfaces and Reporting modules. Base NextGen batch jobs may be included in Release 3 to provide equivalent SNAP/TANF batch functionality and will be improved upon existing processing and performance where possible.
- **Security** – Existing EA approved IAM security design will be followed for the enhancements with Release 3. Economic Stability programs will be brought onto the EA framework, utilizing the shared EA components across the E&E platform.
- **Master Person Index (MPI)** – The DCFS MCI will be merged with Medicaid Data to form a consolidated Statewide Master Person Index (MPI). Child Support and Child Welfare will continue to use the current CAFÉ MCI/MPI instance. SNAP/TANF data from the EA MDM will be synchronized with the DCFS MCI. Medicaid and SNAP/TANF will utilize EA MDM. This MPI will contain information about citizens receiving benefits and will suggest potential person matches during the entry of

individual information by the user. The consolidated MPI will define these matches based on similarities in a variety of fields such as SSN and First/Last Names. During the Design phase, sessions will be held with DCFS, LDH, and OTS to confirm the merge logic, with final sign-off by the Chief Data Officer. The existing rules that are in place for the Statewide MPI will not change. During Design, DCFS will have the ability to alter the “application” level MPI matching criteria. This would include things such as the threshold percentage for labeling a person as an automatic match.

- **Enterprise Architecture (EA)** – As an extension to the existing E&E platform, Release 3 integrates with the core EA components. Specific attention and design focus is placed on the integration with existing components (e.g. the current DCFS MCI). Release 3 will utilize the common infrastructure components used on EA. The six EA components will utilize the same configurations for supporting Release 3 that are utilized for the LA E&E solution. OnBase will be an additional EA integration point for document imaging and content management for DCFS. EA changes will include capacity and volume considerations to integrate SNAP/TANF with the six EA components.

1.2.4 Task Order Pool

This amendment includes task order pools assigned to each agency as described below. These pools are in addition to the existing System Enhancement and Support hours, as described in section 3.2 of the existing Statement of Work document. Task order pool usage shall be governed by the terms set forth in section 3.2 of the existing Statement of Work document.

Task order pool hours will be paid based on mutually agreed upon and approved task orders.

- **LDH** – This amendment includes a task order pool of 28,000 hours, to be calculated at \$116.25 hourly rate to be used at the discretion of LDH. An additional 3,021 hours is provided, at no cost, to be used at the discretion of LDH for a total of 31,021 hours.
- **DCFS** – This amendment includes a task order pool of 68,818 hours (at \$116.25 hourly rate) to be used at the discretion of DCFS.
- **Task Order Bucket Roll Over** – Hours within the LDH and DCFS task order pools are able to be carried over until the end of the contract. This includes LDH’s current pool of 70,000 hours, as well as the additional task order pools that have been added as a part of this amendment.
- **E&E Task Order Hour Usage** - For a task order to be included and deployed with an E&E Release go-live, the task order design must be mutually agreed upon and approved no later than 12 weeks (unless mutually agreed upon to a different time period) prior to the end of the construction phase of the E&E Release.
- **IE Task Order Hour Usage** - To align with the hybrid-agile approach, two Backlog sprints are included to design, develop, and test items marked as desired enhancements on top of base functionality outlined in this SOW.

2. Timeline

2.1 High Level Estimated Schedule

This work plan covers multi-year Design, Develop, Implementation (DDI) phases of the work, some of which will occur in parallel with Release 1 and 2 related work. The table below shows the high level estimate of the schedule.

The work plan is based on the project start date of April 3, 2017, and any changes to that start date will impact the Deliverable due dates in this Amendment, to be finalized in the Microsoft Project Plan (MPP) deliverable, which will override the schedule in this SOW, and that MPP is the binding project plan. References in the work plan to timeframes beyond the Contract expiration date of November 30, 2018 are contingent upon the execution of the optional contract extension to the Contract. The State acknowledges and agrees that Contractor's services shall terminate on such expiration date and the State will work in good faith to execute a Contract extension prior to expiration of the initial Contract term.

The iterative Design, Configuration, and Functional Testing phases for Release 3 will follow the hybrid-agile approach. The Release Features outlined above in Section 1.1 provide an overview of the various threads that will guide Release 3 delivery. The subsequent System Integration and User Acceptance testing phases will follow the traditional waterfall approach at a release-wide level. A traditional waterfall approach is a sequential non-iterative process in which each phase from design to implementation flows steadily downwards (like a waterfall) through the software development lifecycle (SDLC). The new SDLC followed will be documented, reviewed and approved by the State. The below timeline provides phases and corresponding dates.

Phase	IE Release 3		EE Release 1		EE Release 2	
	Start Date	End Date	Start Date	End Date	Start Date	End Date
Design	4/10/2017	10/20/2017	4/3/2017	10/2/2017	8/28/2018	11/26/2018
Construction and Configuration	8/7/2017	2/23/2018	5/1/2017	12/4/2017	11/26/2018	3/4/2019
System Integration Testing	1/8/2018	5/18/2018	10/30/2017	3/2/2018	3/4/2019	4/29/2019
User Acceptance Testing	5/21/2018	9/21/2018	3/2/2018	6/29/2018	4/29/2019	6/28/2019
Training	10/22/2018	2/15/2019	4/29/2018	7/27/2018	6/3/2019	7/26/2019
Pilot	11/20/2018	2/19/2019	N/A	N/A	N/A	N/A
Statewide Go-Live	2/19/2019	2/19/2019	7/30/2018	7/30/2018	7/29/2019	7/29/2019

Figure 1 – Phase dates

3. Approach Introduction

3.1 Approach to Meeting the Requirements

The Contractor will design, implement, and provide on-going maintenance and operation of Release 3 of the Medicaid Eligibility and Enrollment solution (the "Project"). The goal of LDH and DCFS is to enhance the Medicaid Eligibility Determination and also to integrate SNAP and TANF into the existing E&E solution to

support eligibility and enrollment processes using modern technologies, and allow Louisiana to be more agile in responding to the changing needs of applicants, enrollees, and partners, while meeting applicable Federal and State requirements.

Release 3 provides many new features, adds new programs, and provides the State with integrated programs across a common database. This allows for better cross data and document sharing as well as improved service and access to benefits. SNAP/TANF along with Emergency and Disaster SNAP/Medicaid will be added to the existing E&E Solution, providing the ability for the State to retire the SNAP/TANF legacy systems as well as remove DSNAP from the CURAM framework.

Additional requirements mutually-agreed upon during design that are beyond the scope of those confirmed in this SOW will be subject for review to determine if included within scope of original agreement. If additional scope is needed, Contractor will provide an estimate of the hours and schedule impact required to make the change(s), detailing the modification(s) to be made and staff hours necessary to accomplish the task. Upon State approval of the change order, Contractor will begin work on the enhancement as mutually agreed to with the State once it receives the Task Order. Details of what constitutes a “change” are identified at the end of Section 3.1. This Amendment is based and conditioned on the assumption that any Federal/State regulatory changes resulting in additional or modified system requirements not covered within the scope of this Amendment should be identified, approved and be a State/Federal law prior to 9/10/2017 to be considered in the DCFS Release 3 scope. If identified, approved and is a State/Federal law after 9/10/2017, the additional or modified requirements will be incorporated via a mutually agreeable task order. Deloitte will provide a pool of 500 hours to be used only for the purpose of assessing the impacts to the solution and drafting a Task Order for changes that occur after 9/10/2017. Section 4 of this Amendment outlines the specific requirements and corresponding services for Release 3. The overall intent is that the functionality from the Legacy Systems will be included in the Release 3 Scope pursuant to Section 1.2 of this Amendment:

- LAMI
- JAS
- CURAM for DSNAP only
- CAFÉ for ES functionality

The below table lists guidelines to be used by the Change Control Board in regards to what constitutes a change to the system. Elements identified as a “change” according to the below table will be included in the backlog list, to be discussed for enhancement prioritization, as agreed upon and determined to meet backlog timelines.

#	Condition	Illustrative Example(s)
1.	If SNAP/TANF systems do it today for SNAP/TANF/DSNAP, Contractor will capture the same fields/data.	LAMI displays the months that count on their TANF time clock. No Change: Include that functionality as part of TANF time clock. Change: Information not currently collected in LAMI related to TANF time clock is requested.
2.	Extension of an existing NextGen business process (ex. Income Data Collection) or new business process defined in the SOW (ex. Application Center Payment Process).	The Income Module of the NextGen solution collects Earned Income, Unearned Income, and Self Employment income across multiple screens. No Change: Include seasonal income as a new type of earned income. Change: Creation of new screens within the Income Data Collection process to collect Seasonal Income.

#	Condition	Illustrative Example(s)
3.	Modification of existing NextGen screen(s) or creation of new screen(s) to support business process defined in the SOW.	<p>No Change: Renaming of a label on screen, changing a question from optional to mandatory, changing the max length of a field from 12 characters to 20 characters, modifying the values of a drop-down, adding a new validation that specifies field must be numeric, hiding additional questions based on response to parent question.</p> <p>Change: Instead of displaying error messages at the top of the screen upon submission of the page, display the error message in line with the field when the user tabs out of the field or modifying the screen to display content in Farsi.</p>
4.	Modification of underlying business logic of an existing NextGen screen or new screen defined in the SOW.	<p>No Change: Modify monthly income algorithm to incorporate Tips into the average calculation.</p> <p>Change: Creation of new referral based on data entered on a screen.</p>
5.	Modification of Eligibility Logic.	<p>No Change: Modifying residency rules associated to the SNAP program to be Louisiana specific.</p> <p>Change: Creation of a brand new eligibility category.</p>
6.	Modification to Interfaces.	<p>No Change: Modification/Definition of the standard schema to be used and processed by interface partners.</p> <p>Change: Adding a new interface outside of those clarified in the SOW.</p>
7.	Modification to Reports.	<p>No Change: Modifying the layout of a report.</p> <p>Change: Adding a new report outside of those clarified in the SOW.</p>
8.	Modification to Design Deliverables	<p>No Change: Modifying a previously approved design deliverable due to an inconsistency between it and a later design deliverable where the later item is in scope; identified gaps in previously approved designs that are required to be addressed to meet the scope of later designs.</p> <p>Change: Changes to approved designs to accommodate new or additional scope in subsequent designs.</p>

Table 2 – Guidelines for Change Control Board

3.2 Approach to Meeting Federal and State Conditions and Standards

Completion of the Deliverables described herein shall be implemented referencing the guidelines established by the Centers for Medicare and Medicaid Services (CMS) for ACA compliance, MITA compliance and the Seven Conditions and Standards requirements all as set forth and defined at the time of execution of the Contract. The Seven Conditions and Standards are:

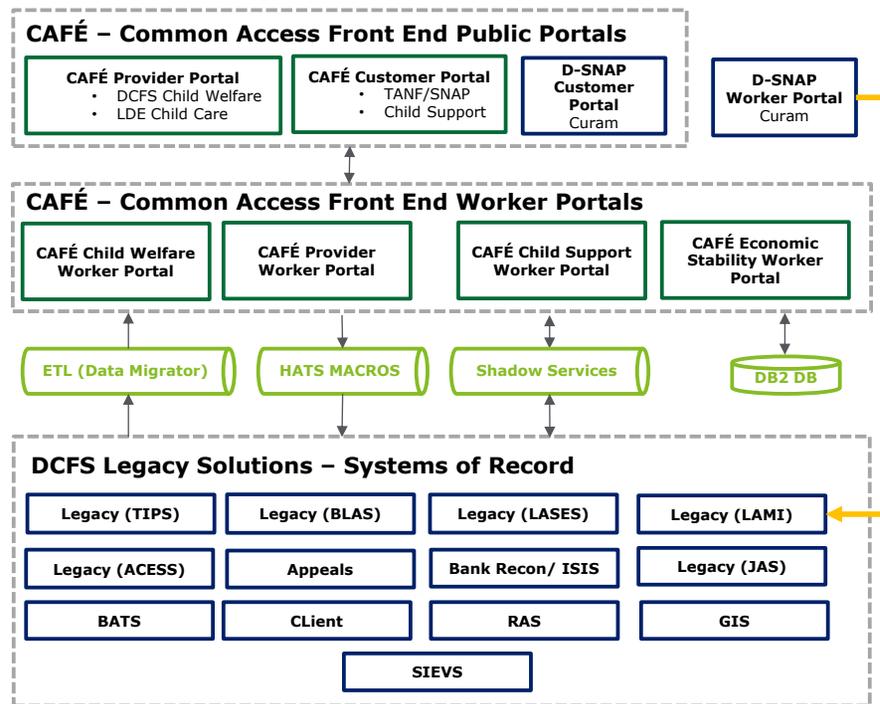
1. **Modularity Standard** — Use of a modular, flexible approach to system configuration.
2. **MITA Condition** — Requires states to align to and advance increasingly in MITA maturity for business, architecture, and data.
3. **Industry Standards Condition** — Ensures a state’s alignment with, and incorporation of, industry standards.
4. **Leverage Condition** — Promotes solution sharing, leverage, and reuse of Medicaid technologies and systems within and among states.
5. **Business Results Condition** — Supports accurate and timely processing of claims (including claims of eligibility), adjudications, and effective communications with providers, beneficiaries, and the public.

6. **Reporting Condition** — Requires states to produce transaction data, reports, and performance information.
7. **Interoperability Condition** — Ensures seamless coordination and integration with the Exchange (whether run by LDH or federal government), and allows interoperability.

3.3 Technical Implementation Approach

The below diagrams outline the as-is and to-be overall architecture components of the current- and future-state systems, within the Louisiana environment. The following diagram depicts these current solutions that are already in place and/or being developed to support LDH and DCFS.

Current DCFS Landscape



Current EA Landscape

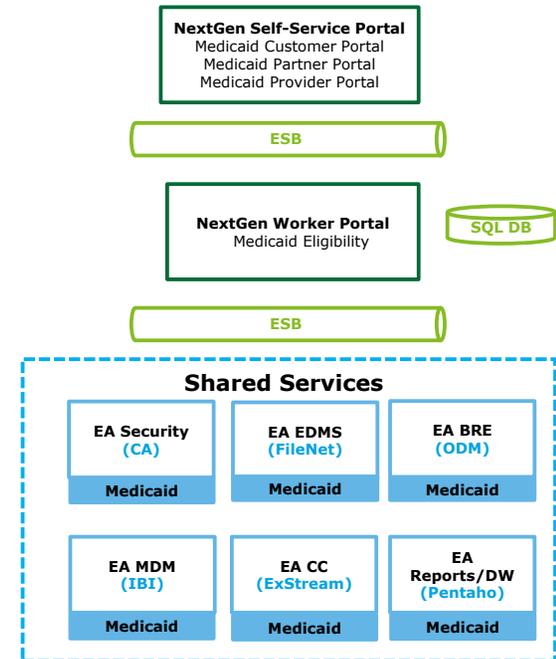
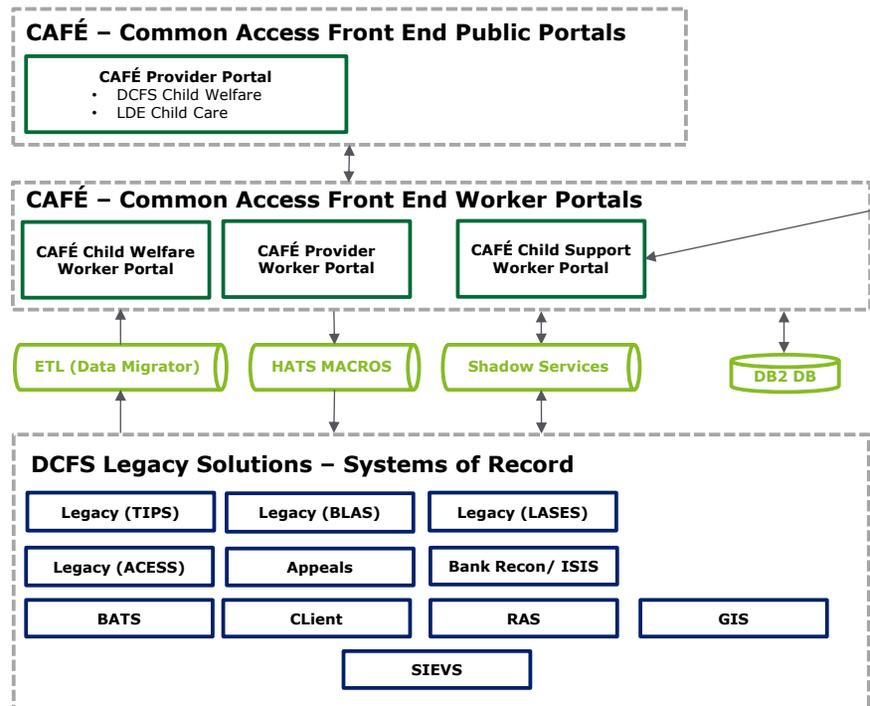


Figure 3 – Current DCFS and EA Landscape

To help achieve an enterprise approach and a consolidated architectural vision, the EA landscape is extended to include a shared Self-Service Landing Page, with functionality to route citizens to the appropriate portal based on program needs. A common database will be used across the DCFS, Medicaid, and DSNAP SSPs for integration and data sharing. The following diagram shows how enterprise services will be leveraged from the current Enterprise Architecture and expanded to provide further functionality. OnBase will continue to be utilized for Document Management for DCFS.

Future DCFS Landscape



Future EA-supported MEDS Solution

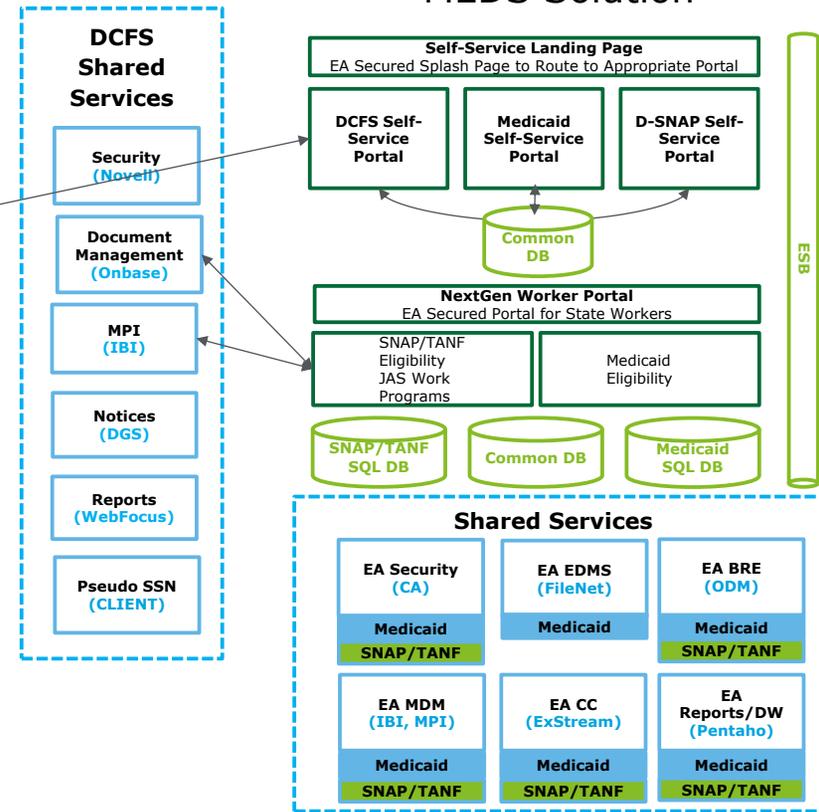


Figure 4- Future DCFS and EA Landscape

3.3.1 Data Sharing Approach

The SNAP/TANF and Medicaid systems will continue to operate as independent portals. However, collaboration across agencies is necessary to share data such that DCFS or LDH case workers can determine the subsequent eligibility updates. There are four different ways in which Data Sharing will occur:

1. Person Level Data Sharing (MPI)

Person Level Data Sharing will utilize MPI as the mechanism to perform the following functions in the IE and EE worker portals:

- Person Clearance
- Person Search
- Cross Program Case Search
- Add/Update
- Data Stewardship

MPI is centralized repository which uses a matching algorithm to link cross - agency person data. EA governance rules require systems integrated with MPI to synchronize their person information which will support MPI as a trustworthy and accurate source for the latest person data.

2. Transaction Data Sharing

The data sharing approach is based on identifying common data updates that impact SNAP/TANF or Medicaid cases. The specific list of shared data elements will be discussed and finalized during Data Sharing Design sessions. Updates to the identified data is made available to the agencies via a publish/subscribe model. When shared data is updated, the MPI will determine if an individual is linked to a SNAP/TANF case and a Medicaid case. Based on this determination, the data is published to a queue for the subscribing agency to consume and process. Each agency will develop its own business rules and processes to determine handling the data received from the other agency. The systems will provide the ability to automatically process updates to case information based on verification source, create a task for a worker to review, or allow the worker to ignore the change.

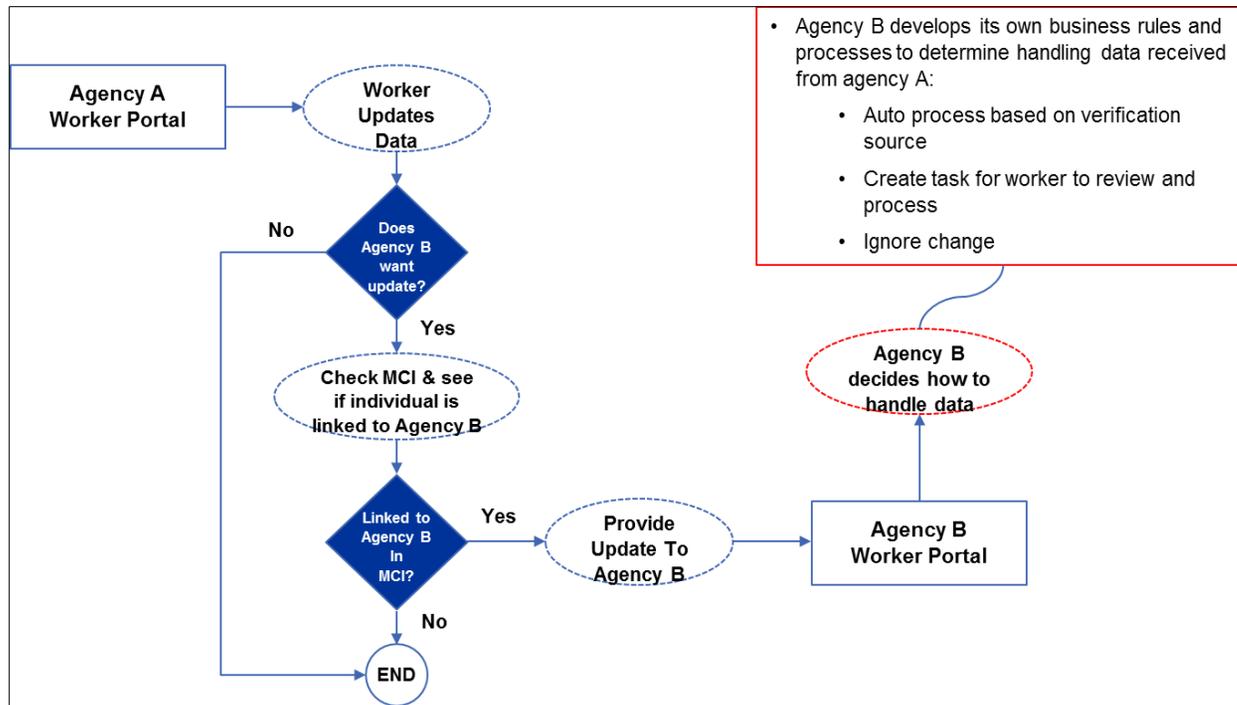


Figure 5 – Transaction Data Sharing Approach

3. Document Data Sharing

The LDH Worker Portal is integrated with the EA EDMS (FileNet) and uses eViewer to upload and retrieve LDH documents based on the LDH Person ID. The DCFS Worker Portal is integrated with OnBase and uses DocPop Viewer to upload and retrieve DCFS documents based on the DCFS Person ID. Document data sharing is achieved as EA MPI is used by both Worker Portals to get the other Agency’s Person ID if the individual is linked. MPI will return the other agency’s Person ID and DCFS will leverage the eViewer to view or save the LDH documents for that Person ID and LDH will leverage DocPop to view the DCFS documents for that Person ID. The LDH documents will be returned to the DCFS Worker Portal and the DCFS documents will be returned to the LDH Worker Portal to view. Workers can additionally download the documents locally, at which time they can be printed. All OnBase calls will be routed through the ESB. Any documents flagged as confidential will not be made available to the other agency or to internal users without appropriate access.

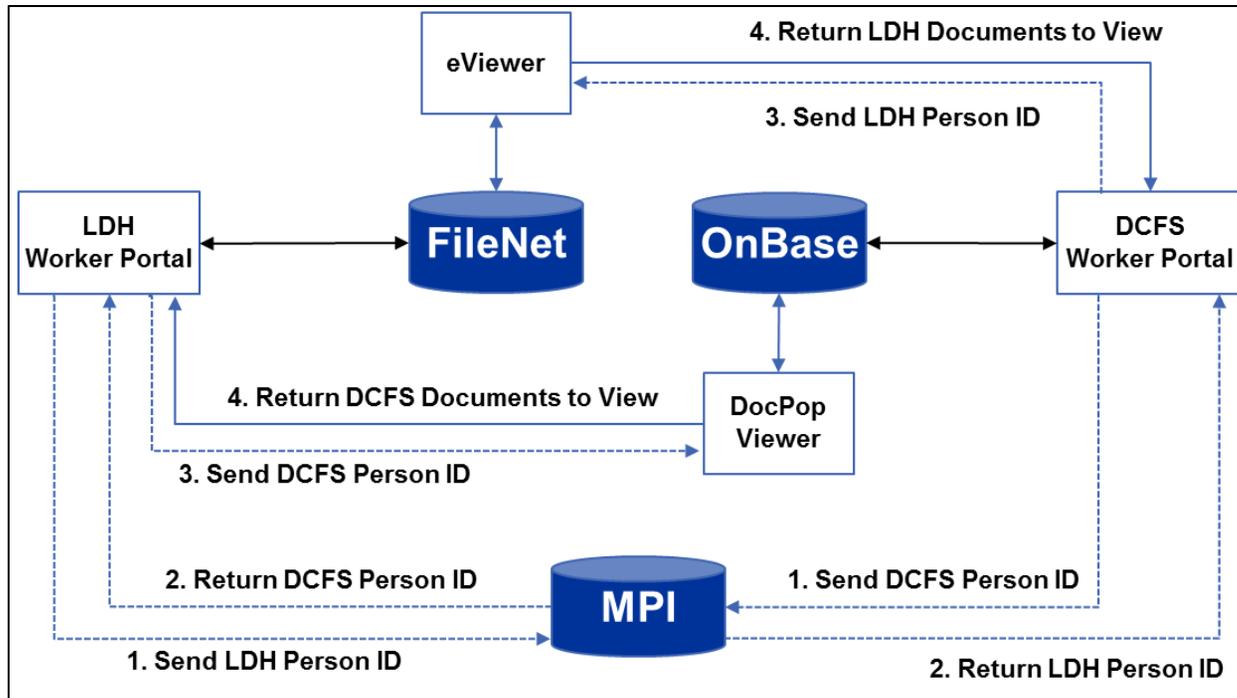


Figure 6 – Document Sharing between DCFS and LDH

4. Data Warehouse (Historical) Data Sharing:

LDH EE Worker Portal and DCFS IE Worker Portal currently maintain separate EA Data Warehouse data marts. Data from these EA data marts can be integrated into a shared data mart that can be used by authorized LDH and DCFS Business Intelligence users to generate ad-hoc and canned reports.

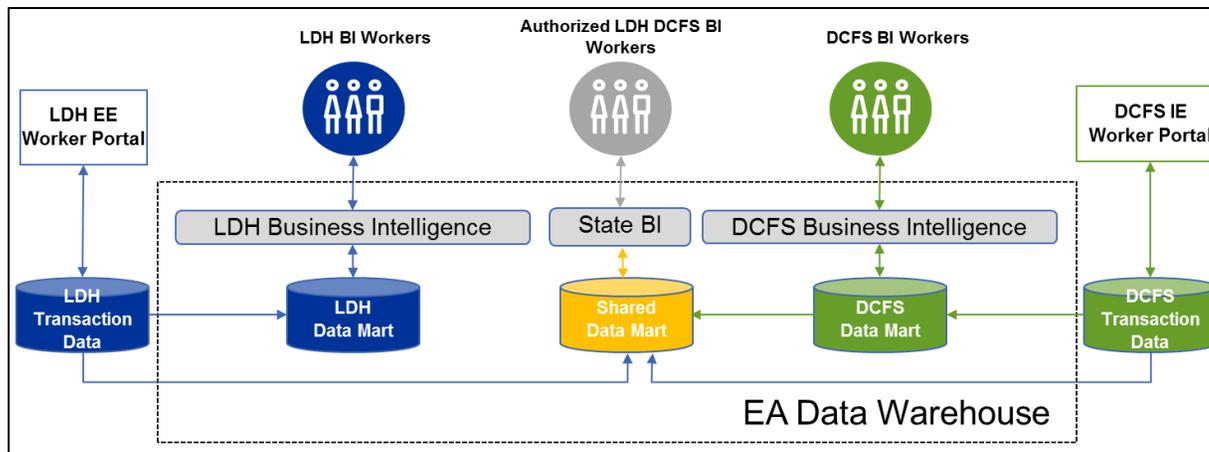


Figure 7 – Data Warehouse Consolidated Reporting Approach

3.4 Implementation Approach via Joint Application Design (JAD)

The objective of the Joint Application Design (JAD) phase is to plan and initiate the design, establishing a design solution and defining test plans. Design validation sessions – or JAD sessions – are completed through a series of working sessions with key stakeholders. These sessions are used to determine and validate the design as well as to validate the design specifications. The State identifies Subject Matter Experts (SMEs) across field operations, policy, training, and technology to assist in the validation of requirements. These sessions will be planned on Tuesday – Thursday. Monday and Friday will be used to prepare for JAD sessions planned for the week. There will be no more than 5 concurrent JAD sessions occurring unless there is a mutually agreed upon and documented change.

A simulation tool (currently iRise) will be used to facilitate functional design. Functional JAD sessions will utilize the simulation tool throughout design to simulate screen design. Additionally, prior LDH functional components for R1 will be built in the simulation tool prior to R1 Go-Live. We will add R1 LDH E&E design in the simulation tool by R1 go-live during UAT. LDH R2 and R3 components will utilize the simulation tool as well for design. The tool will be used to collaboratively design the future state system screens and mock ups, and identify potential gaps in functionality during the design phase. The Contractor will build, edit, and maintain functional screens, which the State will have access to. The Contractor will have functional simulation demos at the beginning of each functional module’s JAD sessions and use the demos to facilitate the sessions. Simulations created in the simulation tool will allow real-time interaction with the user-interface to imitate the real-world system process flow. The State will be able to access the simulation for future use, but must procure proper licensing to make edits within the simulation tool.

State reviewers will have the ability to review directly in the simulation and within the demo screens and screen elements during this phase of the project. iRise simulations will be updated prior to conducting cross functional JAD sessions for fields/functionality that the group has agreed to up to 2 business days prior to when the Cross functional JAD is scheduled. The tool itself is for simulation/ demonstration purposes only so any

limitations or deviations will be highlighted as part of the discussion. The DCFS program manager or designee will review and submit final comments in the simulation which will be reviewed by the Contractor track lead. Once required updates are made and mutually agreed upon, the simulation tool will produce documentation that will act as formal Detailed Design Specification Documents (DDSD) in order to develop the end product. One overall DDSD will be submitted to encompass tracks and functionality not covered by the simulation outputs, including Eligibility, Conversion, Interfaces, Reports, Correspondence, Sub-system Replacement, Mobile Upload, and the tracks within “DCFS Non-Functional” in this SOW. This DDSD will also include items (such as interface control documents, architecture diagram (integration, data and application), logical data model and the physical data model) in the DED.

SOW requirements will be loaded into JAMA. Once the design is agreed upon, any clarification to the requirements will be updated in JAMA. Contractor development team will utilize simulation demos during configuration activities to align the developed system to the agreed-upon demo functionality. The corresponding design document will also be linked to the SOW requirements in JAMA as defined in the RTM DED.

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.5 System Configuration Approach

The System Configuration Approach details the scope of the overall development effort primarily focusing on the software code being configured, constructed and unit tested. As software is configured, the development team performs testing of the individual software “units” or groups of related units, utilizing checklists to expedite the validation of application characteristics. Using the unit test checklist, the development team evaluates how well the “unit” meets predefined functional and technical requirements. The development team also uses the checklist to cross reference software functionality to detailed design specifications and/or defined requirements. This includes an analysis of actual results vs. expected results. When the build schedule is defined, it will be added to the project plan. Contractor will provide the build schedule to the State at the beginning of user acceptance testing phase, to outline when identified changes will migrate into the available testing environment(s), and to align with release timelines.

The Configuration Approach includes two activities: Environment Preparation and Development.

1. **Environment Preparation** – Fifteen environments (CNV, DEV (4), PERF, PRD, SIT (2), STG, TRN (2), UAT, SSC and DR) need to be created in order to facilitate the development and testing of code. Preparation of the environments includes installing and configuring the appropriate and identified hardware and software to support the environment. The configuration setup will be reviewed and approved by the state.
2. **Development** – Contractor develops source code, configuration data with respect to frameworks, rules for the rules engine, the batch schedule, applicable scripts required to migrate code through the various environments, and unit testing of the corresponding artifacts. The development team performs unit testing in the integrated development environment to ensure high quality of the code promoted to the SIT environment for system testing cycles.

The table below delineates specific responsibilities among the project stakeholders that are relevant to Configuration.

Responsibility	Contractor	State of Louisiana
Prepare Development Environments	Primary	
Prepare System Integration Test Environments	Primary	
Prepare UAT Application Environment	Primary	
Prepare Production Application Environment	Primary	
Prepare Training Environments	Primary	
Prepare SSC Environments	Primary	
Develop Software	Primary	
Conduct Unit Testing	Primary	
Perform Code Reviews	Primary	
Resolve Development Defects	Primary	
Consolidate Development Changes and Prepare Software Builds	Primary	
Develop System Integration Test Scenarios	Primary	
Update Requirements Traceability Matrix	Primary	
Prepare and Submit Technical Unit Test Results	Primary	
Review and Approve Technical Unit Test Results Deliverable		Primary

Table 3 – Configuration Responsibilities

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.6 Testing Approach

The Testing Approach outlines the scope of the overall testing effort, test case development, types of testing, and execution activities. The testing phase helps to validate functionality, verify that the system can sustain the anticipated load requirements, and verify that the changes to the system have not adversely affected any of the system’s other functionality. Based on the requirements gathered during the JAD sessions, a comprehensive test plan will be created by the Testing Manager. During this phase, the State resources (for UAT) and Contractor resources (for system integration and performance testing) will review the requirements for their respective tracks and create the scenarios that are needed to effectively test the system. The testing milestones will be documented in the project plan.

Each of the tracks will involve the following types of testing:

1. **Unit Testing** – The unit testing activities are a part of the construction (Configuration) phase of the project. Unit test cases are written and executed by the developers before the code is promoted to the integration environment.

- a. Test an individual unit of program code in an isolated environment. A “unit” may represent a screen (for example) and its related logic, objects, and procedure calls
 - b. Verify that the software components of the system meet the functional requirements defined in the design specifications
 - c. Test individual services and procedures to identify logic processing and single points of failure
2. **Integration Testing** – The integration test scenarios are written during Construction phase. Once code is released to the integration environment, the test track lead executes the integration test scenarios to validate the functionality against the requirements. The results of the execution are documented in the Integration Test Report and shared with the State for review.
 3. **User Acceptance Testing** – Release 3 will include a User Acceptance Testing Plan. The user acceptance test scenario creation is kicked off during construction and expected to be completed before kickoff of UAT during the transition phase.
 - Confirm that components and modules of a system included in a particular release are tested per the requirements
 4. **Performance Testing** – Release 3 will include a Performance Test Plan. The performance tests will be executed subsequent to, or in some cases, in parallel with UAT.
 - Understanding overall application performance objectives and service level standards
 - Test and validate performance effectiveness of application code
 - Provide an effectively configured and sized technical infrastructure
 - Test the module performance under expected business volumes
 - Test the batch components under expected business volumes
 - Enable a feedback process to the development team to revise application components that do not meet performance objectives
 5. **Vulnerability Testing:** Release 3 vulnerability testing will be conducted for the new functionality being introduced for this release. The testing includes exercising known attacks and verifying that the applicable counter measures have been implemented within the application.
 6. **Regression Testing:** Regression Testing will be performed to validate that previously working functionality is not negatively impacted by newer code or configuration changes. The process of selective retesting of systems and system components helps to verify that modifications have not caused unintended effects and that the system or component still complies with its specified requirements.

An exit criteria review meeting will be conducted with stakeholders and Deloitte to evaluate code and environment readiness at the end of SIT and UAT phases. If requested by Contractor, the State Project Director or designee may approve an override to particular conditions of the exit criteria at its discretion. Exit Criteria for SIT and UAT will be defined in the Test Plan deliverable.

The table below delineates specific responsibilities among the project stakeholders that are relevant to Testing.

Responsibility	State of Louisiana	Contractor
Procure and install hardware	Primary	

Responsibility	State of Louisiana	Contractor
Procure and install software	Primary	
Review and approve deliverables	Primary	
Conduct Unit Testing and Integration Testing		Primary
Conduct Vulnerability Testing		Primary
Conduct User Acceptance Testing	Primary	
Conduct Performance Testing		Primary
Facilitate Production deployment	Primary	

Table 4 – Testing Responsibilities

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.7 Conversion Approach

DCFS: Contractor will convert data contained in the legacy SNAP/TANF systems to the new system. Contractor will migrate data from the legacy system according to conversion mapping that is defined in collaboration with the State, to be outlined in the DDS and Conversion Plan. Contractor will be responsible for the planning, configuration, testing, and management of the data conversion process, including the logical and physical data architecture, and use of the data loading tools, and changes to current data values.

The State will be responsible for extraction and cleansing of legacy data (via legacy systems) for conversion. Contractor will plan for and execute mock conversions to find data anomalies. Contractor will utilize conversion programs and automated conversion tools. As mentioned in the Conversion summary in Section 1.2.3, DCFS will perform manual data cleanup.

Data conversion from the SNAP/TANF systems may require changes to these systems (to be identified in design) in order to track converted clients and prevent access to these records, and will be the responsibility of the State. LAMI is the system of record; therefore, any time there is an overlap, LAMI would take precedence. Benefits are issued based off what is in LAMI. In addition, decommissioning the legacy systems and archiving/deleting of data (as per the conversion plan) will be the responsibility of DCFS and OTS. Data Conversion requirements for LaHIPP are covered in Section 4.3.1

Data conversion will also include development of conversion software and/or manual procedures, testing of conversion programs and procedures, and preliminary conversion (for test purposes) of all data. The data conversion stage will demonstrate through testing of conversion processes, that data required to support processing will be available and accurate. The data conversion stage will have its own life cycle and be performed throughout the DDI phase. The conversion will occur in a State-hosted, secured environment (which will include PII) to perform mock conversions, data cleansing and conversion acceptance testing. The mock dry runs will not be deemed successful unless the State has reviewed and approved the results of each mock dry run. Legacy data will be provided by the State in the format and timing as defined in the project plan and conversion specifications. The State shall be responsible for data cleanup, manual conversions (manually updating worker portal via online screens; used in

rare situations where data quality issues prevent the conversion of the data entities even after extensive data cleansing), data cleansing, conversion rules, and post conversion validation of the data. Deloitte will provide the State with reports that will identify data that is required to be cleansed prior to the actual conversion. Details of the conversion approach and plan will be documented by Deloitte in the Data Conversion Plan.

Off-shore resources will not have access to the Conversion environment due to PII data. All EA components will be integrated with the Conversion environment to assist with the mock up runs. OTS shall develop and implement a security procedure for administering access to this environment to authorized persons at the discretion of the State. The following table lists the various conversion activities performed by Contractor and the State along with deliverables produced by Contractor.

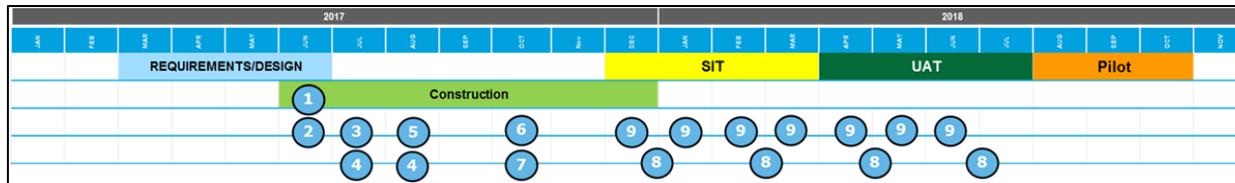
Activity	Tasks / Description	Owner
Define data conversion strategy and plan	Analyze and document the conversion scope, approach, validated requirements, and the strategy for how the conversion will be performed.	Contractor
Prepare conversion environment	Prepare the conversion environment for the development and testing of conversion programs.	EA Contractor/OTS
Perform conversion data mapping	Map legacy data files and elements to the new system table(s) and columns. This map will include a brief business definition, translation rules, foreign key rules, and default settings.	Contractor
Define manual conversion procedures	Define procedures for manually converting or loading applicable data, if any, via DB2 or other data loading tools.	Contractor
Design conversion programs	Design how the conversion programs should be coded using conventional programming techniques or built using an automated conversion tool.	Contractor
Prepare conversion test plan and scripts	Specify test procedures to be followed for performing conversion unit test and validation tests.	Contractor
Develop conversion programs	Develop conversion programs based on the conversion program design that have been coded or built using an automated conversion tool.	Contractor
Perform conversion unit tests	Test the performance of each of the individual conversion program modules.	Contractor
Perform conversion data object tests	Test how the converted data performs within the system.	Contractor
Perform conversion validation tests	Test how the converted data performs within the system application.	Contractor
Perform mock conversion(s)	Test full or select partial (based on the plan) end-to-end data conversion(s) to simulate the go-live scenario. This should be carried out in testing cycles until issues have been resolved.	Contractor
Perform data cleansing	Cleanse data that could not be converted due to erroneous data, duplicate data or other data anomalies in the legacy systems. Cleansing should take place in the legacy environment and performed by state staff. Cleansing activities are to be completed one month prior to pilot.	DCFS
Conversion validation and acceptance	Carry out validation of converted data using random samples of cases tested through the new system and compared against the legacy system. Provide acceptance of converted data. This activity should be performed by state staff.	DCFS
Migrate conversion programs	Install the conversion programs that have been coded and tested. If an automated conversion tool is being used, the tool should remain installed until the final conversion is performed.	Contractor
Convert and verify data	Convert data that has been verified by the users before commencement of production operations.	Contractor/DCFS

Activity	Tasks / Description	Owner
Deploy production solution	Complete all migration activities and deploy the tested solution in production with minimum impact to business.	OTS

Table 5 – Conversion Activities

The below schedule will be used to conduct project conversion activities.

1. Formal Conversion Plan submitted by July 31, 2017 – Contractor has full understanding of legacy and what they are converting (abstracts are part of the conversion plan).
2. Detailed Design for Conversion completed and approved per the approved work plan – Contractor to document what will be included in the conversion deliverable.
3. State provides legacy data according to the legacy extracts by June 30, 2017 in order to begin data profiling. State has 2 months to provide the initial extract and monthly extracts thereafter with cleansed data until a month before go-live. State is responsible for all manual data cleansing.
4. July, August and September 2017 – Contractor will conduct data profiling and provide reports while the State does manual data cleansing.
5. August 2017 – Contractor begins developing and unit testing the conversion ETL programs that take the raw files and move into staging tables and conduct data transformation.
6. Contractor and State conduct conversion testing (2 months before the start of SIT) with real application PII data converted to E&E/IE in the actual application/EA components in the Conversion Environment.
7. The SIT and Performance Test environments require converted data that has gone through the de-identification process. The following procedures and timeline will be followed by the State to provide de-identified data to the Contractor:
 - Contractor to provide a base data-model that shall define and implement the conversion staging schema, including staging (pre-landing) tables and input/output table structures for the State to use in the de-identification process 18 weeks prior to the System Integration Testing (SIT) start date.
 - State to provide de-identified data to the Contractor 6 weeks prior to the start of SIT.
 - Contractor to validate the provided data and provide feedback to the State.
 - State to correct any errors in the de-identified data based on a mutually agreed timeline.
 - Contractor to provide a consolidated set of data model changes to the State after the initial de-identified data has been provided.
 - State to update the de-identification process, incorporating the data model changes, and provide updated data files based on a mutually agreed timeline. When SIT starts, start mock conversions (4 total) – first 2 in Conversion environment, last 2 will be in PROD over 8 months total (full SIT and UAT timeline)
8. Conversion approach outlined in SOW: At least 4 dry runs, to bring over all designated SNAP/TANF data to data warehouse and Integrated Eligibility system.
9. Benefit matching will start at the start of SIT and run through 1 month prior to the end of UAT. This is the step where eligibility results are run in both the new and old system, and the eligibility results are compared and validated.



- Deloitte will have a dedicated conversion environment to execute conversion routines and ETL programs against PII Data
- Current conversion team for E&E is 11 staff (3 onshore), increased to 17 (5 onshore) staff for SNAP/TANF due to PII and secured environment controls administered by OTS
- Only pilot cases are converted during pilot and State will make these same cases "read-only" in legacy

Figure 8

LaHIPP: Data will be converted from the legacy LaHIPP system to the new standalone LaHIPP application. Contractor will migrate data from the legacy system according to conversion mapping that is defined in collaboration with the State, which will be outlined in the DDSD and Conversion Plan. Contractor will be responsible for the planning, configuration, testing, and management of the data conversion process, including the logical and physical data architecture, and use of the data loading tools, and changes to current data values. The system shall convert below details from the LaHIPP system.

- Conversion of Employer
- Conversion of Insurance Plan, Premium Deduction and frequency, Tier and Plan Periods
- Conversion of Policy (Active or Prototype)
- Conversion of Check, Financial Transaction and Remittance details of Premium Payment.
- Conversion of Carriers, Comments, Contact, Address, Parish
- Conversion of Active Case Member and their Special Condition Details
- Conversion of Cost Effective Determination for active policy or policy prototype
- Conversion of Reference Table and PMPS Stats.
- Conversion of documents and case notes from ECR for active recipients

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.8 Deployment Rollout Approach

A production pilot for the SNAP/TANF program will be used for a period of three (3) months to validate system functionality. Contractor will work with the State to deploy the system after completing the testing and pilot phases. The State will host the system in the state-owned production environment. During the implementation phase, Contractor will perform the final data conversion of the files necessary for the system to work in the production environment. A joint Go/No-Go decision will be made by all stakeholders and Deloitte to officially approve the implementation of the release in Production. The final step is to officially accept and cutover to the new system functionality.

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.9 Training Approach

Contractor will provide web-based and classroom training. Contractor will facilitate Train the Trainer (TTT) for LDH and DCFS trainers. Contractor will provide five days of instructor led training (ILT) and will use web based training (WBT) and hands-on exercises in the classroom. LDH and DCFS shall be responsible for planning, organizing, and conducting training for end users of the system in accordance with the project work plan. Additionally, Contractor will configure a training environment which can be used for the TTT sessions and ongoing training needs of the State.

The training will be supported by a training environment. The training environment data will be refreshed weekly during Train the Trainer and End User training. Contractor will work with LDH and DCFS to determine the schedule for the training environment creation as part of the training plan. Deloitte maintains a Training Environment that is used during and after on-site training that mirrors the final production environment. A separate Training 2 environment maintains the latest code which can be used for training purposes for the next release which is not in the Production environment. This schedule will also include a target 'freeze' date to accommodate a data preparation phase prior to the start of training. If for any reason there are changes in the overall project scheduled go-live date, the specific dates which training sessions are conducted also have the ability to be modified in accordance with those changes (including changes to the pilot and statewide go-live dates). Maintenance and support for the training environment will be completed in coordination with the Contractor application development team. Contractor will provide a point of contact who will provide support of the training environment during the TTT and End User training delivery.

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.10 Organizational Change Management Approach

Organizational readiness and change management activities shall be performed by LDH and DCFS in accordance with the project work plan. Contractor will provide off-site support at a remote command support center for implementation activities for four weeks. Two contractor resources to provide on-site support for four weeks in accordance with the project work plan.

Further details and responsibilities for this section can be found in the Responsibilities table in Section 6.

3.11 Knowledge Sharing

As part of Release 3, Deloitte will conduct Knowledge Sharing sessions with identified OTS staff. Knowledge Sharing is not training. It is encouraged that attendees meet pre-requisite skills before attending Deloitte Knowledge Sharing sessions. In instances where attendees do not meet the pre-requisite skills, their feedback on the session will not be factored into any review of the session, and the session will not slow down or be stopped for questions which they should know if they did meet the pre-requisites. The work product column in the figure below outlines the associated work products to each session. The State will determine in collaboration with Deloitte the appropriate environment for the Knowledge

Sharing sessions to be held. The environment will be provided at least 1 month prior to the sessions to enable the Deloitte team to prepare appropriately.

The State will be responsible for setting up and maintaining that environment. Deloitte will provide EA deliverables/documentation on setting up environments which are the same for Integrated Eligibility as they are for EA. Deloitte plans to deliver Knowledge Sharing sessions per the table below.

The figure below provides the Knowledge Sharing session details. This includes session topics, a description the approximate timing of the session and encouraged pre-requisite skills. Each session will be between 2-4 hours in length depending on the subject matter.

Session	Description	Timing	Pre-Requisites	Work Product
Simulation Tool	A demonstration of how the simulation tool was used to create the simulation.	3 months after Design Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path. Working Experience with Tools like Microsoft Visio. 	<ul style="list-style-type: none"> Vendor user guides where available IE developer quick start guide Recorded Demo
Code Structure	A discussion and visual demonstration regarding how the Deloitte code is structured and developed.	6 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path. 3+ years of experience with SQL scripting. 2 years working experience with GIT OR vendor certified training program in GIT. 2 years of working experience with JIRA. 	<ul style="list-style-type: none"> Deloitte Coding standards document Recorded Demo
Batch Processing	A discussion and visual demonstration regarding how the batch is structured and processed.	6 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path. 3+ years of experience with SQL scripting. 2 years working experience with GIT OR vendor certified training program in GIT. 2 years of working experience with JIRA. 	<ul style="list-style-type: none"> Batch Schedule Recorded Demo
Build Deployment (3 Demos: 1 for DEV and 2 for SIT)	A demonstration of how builds are deployed in Integrated Eligibility.	Both During SIT	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path. 2+ years of experience with SQL scripting. 2 years working experience with GIT OR vendor certified training program in GIT 2 years of working experience with Python Scripts. 2 years working experience with JIRA API or vendor provided training / certification program. Working experience with Bamboo Agent. 	<ul style="list-style-type: none"> Deloitte Build checklist Recorded demo
Reports	A demonstration of how the Integrated Eligibility Reporting tool is used to create reports.	7 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path. 2+ years of experience with SQL scripting. 	<ul style="list-style-type: none"> Vendor user guide/videos where available IE developer quick start guide for reports and ETL

Session	Description	Timing	Pre-Requisites	Work Product
			<ul style="list-style-type: none"> 2+ years of experience with or Vendor provided certification or training program in Pentaho Business Analysis Suite, including Interactive Reporting and BA User Console. 2+ years working experience with ETL In-depth understanding of Data Modelling Principles and Structures. 2+ years working experience with ErWin Tool. 	<ul style="list-style-type: none"> Recorded demo
Forms/Correspondence	A demonstration of how the Integrated Eligibility Forms tool is used to create client correspondence.	8 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path 2+ years of experience with SQL scripting 3+ years of experience with or Vendor provided certification or training program in HP Extreme Design Manager and Designer, including Database Designer, Design Objects and creating PDF from XML Schemas 	<ul style="list-style-type: none"> Vendor User Guide/videos where available IE developer quick start guide Recorded Demo
Business Rules	A demonstration of how the Integrated Eligibility Business Rules engine is used to create business rules.	9 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with enterprise Java development or Vendor Certification in the Java Enterprise Certification Path Experience with SOAP services and testing of SOAP services using SOAP UI or similar tools Working experience with Eclipse and IBM WebSphere Application Server. 	<ul style="list-style-type: none"> Vendor User Guide where available IE developer quick start guide Recorded Demo
Developer Desktop Setup	A demonstration of how a developer desktop is setup	1 month after Development Start	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Deloitte Developer Desktop Setup steps Recorded Demo
eViewer	A demonstration of how eViewer is used within IE	9 months after Development Start	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Vendor User Guide where available IE developer quick start guide Recorded Demo
IE SQL Data Model	A data model walk through with a SQL DBA	9 months after Development Start	<ul style="list-style-type: none"> 3+ years of experience with SQL scripting. 3 + years of experience with relational databases 	<ul style="list-style-type: none"> A one day walk through of the IE data structure

Table 6 – Knowledge Sharing Sessions

3.12 Process to Manage Project Scope Topics

In the situation that LDH/DCFS and Deloitte Consulting disagree on the scope of the project, the current process for escalating issues as described in the existing contract between Deloitte Consulting and OTS will continue to be adhered to with the following additional details. Section 7.4 of the approved deliverable “1.021 – Project Management Plan”, as well as the equivalent section in deliverable “3.021 Project Management Plan”, will be amended to fully document this process.

- The LDH/DCFS Project Director, or designee, will enter a Project Issue into JIRA with a subtype of “Scope” and will notify Deloitte Consulting
- Deloitte Consulting and LDH/DCFS will have 3 business days to come to a mutually agreed upon resolution to the issue
- If a resolution is not reached within the above 3 business days between Deloitte Consulting and LDH/DCFS, the Independent Verification and Validation (IV&V) vendor shall provide an independent evaluation of the issue and provide a recommended resolution based on the Contract, RFP and/or proposal within 3 business days

If either LDH/DCFS or Deloitte Consulting does not agree with the recommendation provided by the IV&V vendor, the issue shall be escalated to the State CIO (or designee), and/or the Medicaid Director (or designee), and/or the DCFS Deputy Assistant Secretary of the Division of Family Support (or designee) for final resolution. LDH/DCFS, Deloitte Consulting, and the State CIO or designee shall come to a final resolution within 3 business days of the completion of the IV&V independent evaluation

4. Requirements

4.1 LDH Requirements

Column Name	Description
#	This column contains a sequential and unique Requirement Number.
Module	This column contains the overall module the requirement fits into.
Requirement Description	This column contains the requirement description. It is assumed that each requirement is preceded by the statement, “The system shall” and is followed by the statement that describes a function that the system will perform or the function that a user will perform within the system.

4.1.1 Mobile

#	Module	Requirement Description
1.1	General	The system shall enable SSP users the ability to submit documents directly from their compatible mobile devices.
1.2	Analytics	The system shall allow Advanced Google Analytics Tagging on mobile.
1.3	Service Locator via GPS	The system shall allow location services enablement via GPS on mobile.
1.4	FAQ	The system shall be made responsive for the Benefit Information feature added to SSP.
1.5	Health Tips	The system shall be made responsive for the Health Tips feature added to SSP.
1.6	Phone Support Resources	The system shall be made responsive for the Phone Support Resources feature added to SSP.

Table 7 – Mobile Requirements

4.1.2 1095-B

#	Module	Requirement Description
2.1	1095-B Year 2	The system shall utilize Contractor's SAAS solution to send up to 1.2 million of the 1095-B forms in year 2, which will be put into EDMS, and interface with the IRS. The State will be responsible for postage.
2.2	1095-B Year 3	The system shall utilize Contractor's SAAS solution to send up to 1.4 million of the 1095-B forms in year 3, which will be put into EDMS, and interface with the IRS.
2.3	1095-B	The system shall utilize updated end points to send 1095-B Notices to EDMS.

Table 8 – 1095-B Requirements

4.1.3 LaHIPP

#	Module	Requirement Description
3.1	SSP - Account Management	The system shall allow citizens to create their account to link Medicaid Application, create LaHIPP application and submit Employer Plans.
3.2	SSP - My Account	The system shall display LaHIPP submitted applications, In-Progress applications, Employer plans, and notices.
3.3	SSP - Applications	The system shall allow citizens to link their LAHIPP applications to active Medicaid application and submit to worker portal for cost effective determination.
3.4	SSP - Renewals	The system shall allow citizens to report any changes during open enrollment through renewal module.

#	Module	Requirement Description
3.5	SSP - Real-time Eligibility	The system shall allow citizens to review potential policy prototype that are cost effective and provide capability to enroll on a policy.
3.6	SSP - Online Notice	The system shall allow citizen to manage notice, view notice and email/text notice alert.
3.7	SSP - Change Reporting	The system shall allow citizen to report changes to Medical conditions and enrollment plans.
3.8	SSP - Support Functions	The shall provide following support functions: <ul style="list-style-type: none"> • Online Help • Real Time Chat • Multiple Languages • Announcements
3.9	SSP – Employer Plans	The system shall allow citizen to enroll Employer Insurance plans and report changes to existing insurance plans.
3.10	WKP - Task Management	The system shall provide following capability to case workers: <ul style="list-style-type: none"> • Worker Dashboard • Calendar • Task Routing Rules • Case/Caseload Management • Workload Balancing • Teams/Staff Management
3.11	Index	The system shall create master Index to administer Employer Insurance Plans. The system shall integrate with Master Person Index for registering an individual to LAHIPP Policy.
3.12	WP – Document Management	The system shall integrate with EDMS to upload documents, view/modify documents, scan documents and maintain metadata for documents.
3.13	WP – State Data Exchange	The system shall integrate with LAE&E to receive new/updated Medicaid case details. The system shall integrate with TPL to send Policy and Policy member information. The system shall integrate with MARS to receive data in order to determine LaHIPP cost effectiveness.
3.14	WP – Data Collection	The system shall allow worker to view or capture the Medicaid Case details, Person details, Employer details, Employer Insurance plan details, Health Carrier details and Address.
3.15	WP – Eligibility	The system shall perform cost-effective determination based on Medicaid case details, employer insurance plans and projected medical costs.
3.16	WP – Notice	The system shall send automated request for information if employer insurance plans are not verified. The system shall send automated enrollment, certification and decision letter to recipient based on result of cost-effective determination.

#	Module	Requirement Description
		The system shall provide capability to generate manual application notice, Employer, Carrier, Client and Policy holder Through screen. The system shall send automated review notice, Remittance notice, Lost Check notice and Baby Bill notice.
3.17	WP- Content Management	The system shall provide capability to capture and display online help and reference table.
3.18	SSP - Quality Assurance/Check	The system shall allow supervisor to review sample cases and asses the accuracy of cost effective determination.
3.19	WP -Application Registration	The system shall allow worker to process paper application through worker portal.
3.20	WP - Fiscal Management	The system shall provide capability to generate Check/Remittance, Aged Balance Tracking, Fiscal Period Close process, Adjust Policy payments and payment tracking.
3.21	WP - Reports	The system shall provide ad-hoc reporting capability and provide canned report for following: <ul style="list-style-type: none"> • Check Write Report • Pan Change Analysis Report • Cost Payment Summary Report • Overpayment/Ineligible Payment Report • LAHIPP Statistics Report • Caseload Activity Report • Aggregate Cost Effectiveness Summary • Title XIX/XXI – (this report will also need to identify LaHIPP enrollees certified in Adult Group • PMPM report • Special Conditions Report • Outstanding Check Report • EFT/Check Summary Report • Policy Holder EFT Information • TPL Hospital Notification Summary Report • Medicaid Aid Category Type Case Report • Employer Summary/Detail Report • Carrier Summary/Detail Report • ESI/Individual Plan Summary/Detail Report
3.22	WP – Conversion	The system shall convert below details from LaHIPP system: <ul style="list-style-type: none"> • Conversion of Employer • Conversion of Insurance Plan, Premium Deduction and frequency, Tier and Plan Periods • Conversion of Policy (Active or Prototype) • Conversion of Check, Financial Transaction and Remittance details of Premium Payment. • Conversion of Carriers, Comments, Contact, Address, Parish • Conversion of Active Case Member and their Special Condition Details • Conversion of Cost Effective Determination for active policy or policy prototype

#	Module	Requirement Description
		<ul style="list-style-type: none"> • Conversion of Reference Table and PMPS Stats. • Conversion of documents and case notes from ECR for active recipients.
3.23	WP - Support Functions	<p>The system shall provide following capability to support LaHIPP system:</p> <ul style="list-style-type: none"> • Authentication and Authorization based on Roles • Audit Trail • History Maintenance • Exception Logs • Error Messages
3.24	LaHIPP Conversion	Conversion of Employer data.
3.25	LaHIPP Conversion	Conversion of Insurance Plan, Premium Deduction and frequency, Tier and Plan Periods.
3.26	LaHIPP Conversion	Conversion of Policy (Active or Prototype).
3.27	LaHIPP Conversion	Conversion of Check, Financial Transaction and Remittance details of Premium Payment.
3.28	LaHIPP Conversion	Conversion of Carriers, Comments, Contact, Address, Parish data.
3.29	LaHIPP Conversion	Conversion of Active Case Member and their Special Condition Details.
3.30	LaHIPP Conversion	Conversion of Cost Effective Determination for active policy or policy prototype.
3.31	LaHIPP Conversion	Conversion of Reference Table and PMPM Stats.

Table 9 – LaHIPP Requirements

4.1.4 Subsystems

#	Module	Requirement Description
4.1	BENDEX	The system shall store the Medicare Part A, Part B, Medicare Claim number, Railroad Claim number, and Social Security (RSDI) income.
4.2	BENDEX	The system shall provide an interface with SSA for BENDEX.
4.3	BENDEX	The system shall open communication between SSA and Louisiana via sending the initial record to SSA and continue communication until record closure.
4.4	MMA	The system shall store Part D drug plan data which is returned from CMS on the enrollment file.
4.5	MMA	The system shall store records for those individuals for whom the State has made an enrollment determination for the Part D low-income subsidy, and is used to convey information on that subsidy determination to CMS, including a record for each Part D low-income subsidy application processed.

#	Module	Requirement Description
4.6	MMA	The system shall send the monthly Part D information from CMS to MMIS, including the Plan start and end dates.
4.7	MMA	The system shall distinguish between a Pro record (records who are not yet enrolled but will receive Medicare in the next few months) and a Retro record (records who receive a full month of eligibility prior to the current reporting month).
4.8	LIS	The system shall contain determination information from SSA referrals in which citizens requested Extra Help.
4.9	LIS	The system shall display summary LIS information in Inquiry mode.
4.10	TBQ	The system shall send a daily file to CMS containing newly added Medicaid enrollees aged 18 and over to query for Medicare entitlement/coverage, receiving a CMS response within 24-72 hours.
4.11	TBQ	The system shall send a monthly file to CMS containing all adult enrollees active in the month.
4.12	TBQ	The system shall contain the TBQ DB within the LDH main menu, providing all Medicare information returned by CMS to field staff.
4.13	TBQ	The system shall contain information on the client's Medicare insurance, Part D prescription drug plans, and Buy-in premiums, serving as a master record for each client's SSN.
4.14	TBQ	The system shall receive a monthly file from CMS containing records of all who are in Buy-in.
4.15	TBQ	The system shall send the information from the monthly CMS Buy-in file to MMIS.
4.16	TBQ	The system shall receive Part A/B billing information from CMS.
4.17	TBQ	The system shall automatically add MSP eligibility for clients added by CMS.
4.18	TBQ	The system shall include new fields for Buy-in indicator (Y/N), Add, and Delete.
4.19	TBQ	The system shall include functionality for the user to perform online actions.
4.20	TBQ	The system shall store Actives and Closures files and determine which need to be opened and which need to be closed.
4.21	BUY-IN, MMA, TBQ, BENDEX, LIS	The system shall provide coverage for the existing subsystem reporting functionality.
4.22	BUY-IN, MMA, TBQ	The system shall contain request, response and Medicare screens for BUY-IN.

Table 10 – Subsystems Requirements

4.1.5 Incident Management

#	Module	Requirement Description
5.1	Incident Management – Record Incidence	The system shall generate “Incident Code” four digit, alpha numeric code. It should also capture effective date for incidence, zip code, parish, person number, whether person was eligible at time of incident or after incident, priority of event (in case of multiple events which overlap as in the Hurricane Katrina/Rita scenario), federal vs. state emergency, ability to select areas by zip codes, parishes and regions and ability to identify individuals from another state if necessary--and whether or not the individual was enrolled in Medicaid in that state.
5.2	Incident Management – Search/Summary Incidence	The system shall allow user to search the Incidence and view the summary of incidence recorded.
5.3	Incident Management – Person Incidence Summary	The system shall allow user to view all the recipients impacted by Incidence.
5.4	Incident Management – Person Incidence Link/Unlink Job	The system shall provide capability to mark persons who are impacted by incidence using zip code and parish of residence county.
5.5	Data Collection – Individual Address	The system shall have a capability to capture Transient address for household moved out due to incidence.
5.6	MMIS - Send	The system shall include new record layout of Person Incidence to send all the persons identified by Incidence code
5.7	Conversion	The system shall convert active incident code and people impacted by incidence during implementation.
5.8	Report	The system shall push Incidence and Person Incidence details to data mart for ad-hoc reporting.

Table 11 – Incident Management Requirements

4.2 DCFS Functional Requirements

Column Name	Description
#	This column contains a sequential and unique Requirement Number.
Module	This column contains the overall module the requirement fits into.
Requirement Description	This column contains the requirement description. It is assumed that each requirement is preceded by the statement, “The system shall” and is followed by the statement that describes a function that the system will perform or the function that a user will perform within the system.

4.2.1 DSNAP

#	Module	Requirement Description
1.1	Administration - Case Notes	The system shall include functionality for users to document case notes and associate with an individual or case.
1.2	Administration - Dashboard / Workload Management	The system shall include a 'Homepage' within the DSNAP module that will serve as the landing page for case workers processing DSNAP applications.
1.3	Administration - Dashboard / Workload Management	The system shall include a navigation panel allowing the user to select specific screens to view.
1.4	Administration - Dashboard / Workload Management	The system shall include a 'case-log' that will display the history of actions taken on a particular case / field.
1.5	Administration - Dashboard / Workload Management	Module should include a separate Disaster Admin section to set up disaster name, event ID, identity parishes/sites for specific disaster, allow for multiple disasters/benefit periods, updating of separate Disaster Max Income and Allotment tables.
1.6	Administration – Search	The system shall allow users to search for known SSNs that exist within the system. The system shall allow assignment of a Pseudo SSN, as needed.
1.7	Administration – Security	The system shall include administration functionality allowing users to define security roles / responsibilities.
1.8	Administration - Unified MPI	The system shall include a Master Person Index as defined in the respective MPI/Interfaces requirement section.
1.9	Application Registration	The system shall include an Application Registration module which will collect preliminary case information used to complete the application.
1.10	Benefit Management	The system shall have a benefit management module which will provide system users the ability to issue benefits via EBT card.
1.11	Data Collection - Disaster Impact	The system shall include a data collection module to collect disaster-impact information.
1.12	Data Collection - Household	The system shall include a data collection module that will collect household-level information including but not limited to: household members, contact information, interviewee, and other information to be defined during Design.
1.13	Data Collection - Household	The system shall include a Household Summary screen used to display an overview of the household information for DSNAP.
1.14	Data Collection - Household	The system shall include update/edit/deletion functionality for users to change household information on the DSNAP case.

#	Module	Requirement Description
1.15	Data Collection - Income / Resources	The system shall include a Household Income and Resources module, which will be used to collect income and resource details for the household.
1.16	Data Collection - Individual	The system shall include a data collection module that will collect individual-level information.
1.17	Data Collection - Individual	The system shall include update/edit/deletion functionality for users to change individual information on the DSNAP case.
1.18	Eligibility / Certification	The system shall include an eligibility module that will apply policy rules to individual/household information when determining eligibility.
1.19	Eligibility / Certification	The system shall allow system users the ability to reject the application if the case is ineligible.
1.20	Eligibility / Certification	The system shall allow system users the ability to re-open denied application to re-determine eligibility.
1.21	Pre-Registration	The system shall allow individuals to pre-register for benefits. The system shall then retain the applicant's information for expedited eligibility determination.
1.22	Pre-Registration	The system pre-registration shall be a separate set of screens, outside of SNAP/TANF client application screens that are available to public facing users.
1.23	Wrap-Up	The system shall include a Wrap-Up section that will capture the following information: applicant signature, worker signature, and program rights/responsibilities.

Table 12 – DSNAP Requirements

4.2.2 Self-Service Portal

#	Module	Requirement Description
2.1	Account Management	The system shall include CAFÉ self-service portal functionality, where clients are able to manage their accounts (including security roles, communication preferences, view e-notices, etc.).
2.2	Account Management	The system shall provide the capability to request a face-to-face appointment.
2.3	Account Management	The system shall have the ability for clients to email workers from the client portal.
2.4	Account Management	The system shall have the ability to display mass messages to clients in the client portal.
2.5	Account Management	The system shall provide clients the ability to upload and view documents in the client portal.
2.6	Account Management	The system shall provide functionality to display messages to clients during the application process based on defined rules.
2.7	Account Management	The system shall provide functionality for clients to receive notifications.
2.8	Apply for Benefits	The system shall provide clients the functionality to review application summary information.
2.9	Apply for Benefits	The system shall include a self-service portal, where clients are able to apply for SNAP/TANF/Child Support benefits.

#	Module	Requirement Description
2.10	Apply for Benefits	The system shall provide the ability for a client to submit an application at any point in time, with only the minimum application data elements required (Name, Address, E-Signature).
2.11	Apply for Benefits	The system shall generate and assign a unique application identifying number.
2.12	Apply for Benefits	The system shall provide the ability for the user to initiate and submit an application for benefits.
2.13	Apply for Benefits	The system shall provide the ability for a user to continue an incomplete application.
2.14	Apply for Benefits	The system shall provide the ability for a user to save and print their applications.
2.15	Apply for Benefits	The system shall provide functionality to prompt users when certain events in the application occur.
2.16	Check My Benefits	The system shall include a self-service portal, where clients are able to check their benefit information.
2.17	Check My Benefits	The system shall provide the ability for users to check the status of their applications.
2.18	Check My Benefits	The system shall provide functionality to link users to existing benefits.
2.19	General Functionality	The system shall have a single sign-on entry point with access to both self-service portals (DCFS/LDH), enabling users to access services from one homepage.
2.20	General Functionality	The system shall have the functionality to direct users to the self-service portal for other programs at the completion of the application process.
2.21	General Functionality	The system shall accept the client portal website applications and route them to appropriate workers for processing via an XML file web service call.
2.22	General Functionality	The system shall record, monitor, and track client processing events such as the number of electronic applications received.
2.23	General Functionality	The system shall bring CAFÉ's Customer Portal into the EA infrastructure to leverage shared benefits.
2.24	General Functionality	The system shall have the functionality to allow users to transfer between portals upon completion.
2.25	General Functionality	The system shall have the functionality to direct Child Support applications back to CAFÉ.
2.26	General Functionality	The system shall have the functionality to direct SNAP/TANF applications to the new worker portal.
2.27	General Functionality	The system will provide links to Louisiana sites and resources.
2.28	General Functionality	The system shall provide users with a unique application number.
2.29	General Functionality	The system shall provide online help and FAQ sections.
2.30	General Functionality	The system shall provide resources and contact information for users.
2.31	General Functionality	The system shall provide users the ability to enter voter registration information, if desired.
2.32	General Functionality	The system shall provide existing CAFÉ Customer Portal data collection screens and elements.
2.33	General Functionality	The system shall provide existing CAFÉ Customer Portal data collection driver flow.
2.34	Report My Changes/Renew My Benefits	The system shall include a self-service portal, where clients are able to submit simplified reports, online applications, change reports, and redetermination forms.
2.35	Report My Changes/Renew My Benefits	The system shall provide functionality to apply, for continued assistance (redeterminations).

#	Module	Requirement Description
2.36	Report My Changes/Renew My Benefits	The system shall provide users the ability to change and update their information.
2.37	Shared Data	The system shall reuse data (to be defined) that is collected in Medicaid applications for SNAP/TANF/CS pre-population.
2.38	Shared Data	The system shall make any SNAP/TANF/CS data collected during the application process available to be reused for Medicaid applications.
2.39	Responsive Web	All SSP pages will be built using mobile friendly responsive web.

Table 13 – Self-Service Portal Requirements

4.2.3 Worker Portal

#	Module	Requirement Description
3.1	Administration - Case Notes	The system shall include functionality for users to document case notes and associate with an individual or case.
3.2	Administration - Dashboard / Workload Management	The system shall include a worker dashboard for users to view and manage their daily assignments, task loads, and calendar. Supervisors will have additional functionality to be defined during Design.
3.3	Administration - Dashboard / Workload Management	The system shall include weighting capabilities within the dashboard module that can be modified, which influences the routing of certain applications.
3.4	Administration - Document Management	The system shall include an administration module that will allow users to search and manage various documents, notices, and forms.
3.5	Administration - Office Management	The system shall include an administration module allowing users to view/modify user profiles.
3.6	Administration - Search	The system shall include an administration module that will allow users to search based on various characteristics to be defined during Design.
3.7	Administration - Security	The system shall include administration functionality allowing users to define security roles / responsibilities with additional features to be discussed during Design.
3.8	Administration - Unified MPI	The system shall include a Master Person Index as defined in the respective MPI / Interfaces requirement section.
3.9	Alerts	The system shall allow for solution users the ability to create and manage alerts/reminders.
3.10	Alerts	The system shall include triggers for automatic generation of alerts and tasks as defined during Design.
3.11	Appeals	The worker portal solution will include an appeals module for tracking appeal information.
3.11	Application Registration	The system shall include an Application Registration module which will collect preliminary case information used to complete the application.

#	Module	Requirement Description
3.12	Application Registration	The system shall support paper, phone, online, and external system sources of applications, verifications, and other eligibility related forms and documents.
3.13	Application Registration	The system shall allow system users the ability to dispose of applications if deemed invalid.
3.14	Application Registration	The system shall include an initial "Expedited SNAP" determination as part of the Application Registration module.
3.15	Benefit Management	The system shall have a benefit management module which will provide system users the ability to issue and recover benefits.
3.16	Benefit Management	The system shall allow for configuring the benefit stagger (benefit availability dates) for SNAP and TANF as required by Federal / State policy.
3.17	Benefit Management	The system shall allow for systematic card issuance of benefits to EBT and SVC cards.
3.18	Benefit Management	The solution shall provide the capability for staff to initiate the overpayments request.
3.19	Benefit Management	The solution shall allow a worker to review, adjust and manage debts and claims.
3.20	Benefit Management	The system shall allow for configuration of various triggers to allow card issuance to meet federal timelines for receipt since cards are delivered by mail.
3.21	Benefit Management	The system shall allow the ability for same-day benefit issuance as required by policy / State needs.
3.22	Benefit Management	The system shall allow users – based on security profile – the ability to extend certifications as required by policy / FNS waivers
3.23	Conversion	The system shall include converted information from legacy solutions as defined in the conversion requirements list.
3.24	Correspondence	The system shall include a Correspondence Module, providing users the ability to generate, view, and print notices.
3.25	Correspondence	The system shall allow for generation of automatic notifications to appropriate case workers upon receipt of any documentation pertaining to their cases (e.g. phone, mail, online, etc.).
3.26	Correspondence	The system shall allow case workers the ability to view notices that have been generated for clients at a case level.
3.27	Correspondence	The system shall allow solution users to cancel pending notices prior to being sent to the client.
3.28	Correspondence	The system shall allow clients the ability to register to vote.
3.29	Dashboard	The system shall provide a worker dashboard that incorporates workload balancing and assignment logic to assign tasks to the appropriate workers.
3.30	Dashboard	The system shall include a calendar of events and important dates as to be defined during Design.
3.31	Dashboard	The system shall allow the ability to balance tasks/work between State staff based upon configurable rules defined during Design.
3.32	Dashboard	The system shall have the ability to automatically assign tasks that use workload balancing rules, task metadata, and case data to specific workers.

#	Module	Requirement Description
3.33	Dashboard	The system shall include ability to create automated alerts with the ability to establish triggers configurable by State staff.
3.34	Dashboard	The system shall have the ability to search for tasks assigned to various case workers.
3.35	Dashboard	The system shall create tasks to be automatically assigned to case workers and managed via the worker dashboard.
3.36	Data Collection - Compliance / Resource	The system shall include a data collection module that will collect specific compliance/sanction information.
3.37	Data Collection - Compliance / Resource	The system shall include a data collection module that will collect various resource information, including but not limited to: liquid resources, trusts, real estate, life insurance, burial contracts and other resources to be defined during Design.
3.38	Data Collection - Compliance / Resource	The system shall include the following modules: eligibility, benefit issuance, appeals, benefit recovery, correspondence, and reports.
3.39	Data Collection - Compliance / Resource	The system shall include links to policy references as needed.
3.40	Data Collection - Compliance / Resource	The system shall include specific redetermination-related information and collect, record, and automatically update certain redetermination dates/information to be defined during Design.
3.41	Data Collection - Expense	The system shall include a data collection module that will collect expense related information.
3.42	Data Collection - Household	The system shall include a data collection module that will collect household-level information including but not limited to: household information, program request, individuals in the household, head of household, relationship, interview, and additional details as defined during Design.
3.43	Data Collection - Household	As part of the data collection module, the system shall collect income related information - including earned income, unearned income, and self-employment income for all individuals in the household.
3.44	Data Collection - Household	As part of the data collection module, the system shall collect other non-financial information, including but not limited to: insurance policies, Time Limited SNAP, Work and Training information/exemptions, and Crisis Assistance for TANF.
3.45	Data Collection - Household	As part of the data collection module, the system shall collect Absent Parent information, including but not limited to Parent information, child support - non-cooperation, and child support good cause.
3.46	Data Collection - Individual	The system shall include a data collection module that will collect individual information including but not limited to: education, living arrangement, file clearance results/information, individual demographics, citizenship, aged/disabilities, out-of-state benefits, pregnancy, room and board, facility, and minor parent information.
3.47	Eligibility	The system shall have the ability for update/edit business rules as needed / policy and State regulations require.
3.48	Eligibility	The system shall first create Eligibility Determination Groups (EDGs), then perform a determination of eligibility / benefits without manual intervention as part of the eligibility determination.
3.49	Eligibility	The system shall have the ability for users to manually determine the eligibility result or override the EDBC as determined by NextGen solution.

#	Module	Requirement Description
3.50	Eligibility	The system shall cascade through various types of assistance to determine the best eligibility result for the EDG when running eligibility.
3.51	Eligibility	The system shall allow the ability for solution users to search for eligibility results based on case number.
3.52	Eligibility	The system shall allow the worker to certify the result. This action will trigger a notice to be generated upon completion of running eligibility.
3.53	Eligibility	The system shall budget all income/resource related information based on Federal / State policy rules.
3.54	Eligibility	The system shall allow users – based on security profile – the ability to extend certifications as required by policy / FNS waivers
3.55	Eligibility - Compliance, Verification, Closure, Authorization	The system shall include an eligibility module that will provide users the ability to: confirm individuals abide by program requirements (compliance), allow users to enter verifications (as needed), and allow users to close and authorize (certify) cases.
3.56	Eligibility - Compliance, Verification, Closure, Authorization	The system shall - as part of the eligibility module - include automatic generation of notices upon completion of run EDBC.
3.57	Eligibility - FFM, Renewal	The system shall refer individuals to the FFM if eligibility result/determination does not meet State of Louisiana policy requirements.
3.58	Eligibility - FFM, Renewal	The system shall process renewals through eligibility module in an expedited manner (where applicable).
3.59	Eligibility - Filing Unit	The system shall include an eligibility module that will automatically build the filing unit based on policy rules and regulations.
3.60	Eligibility - Financial	The system shall include an eligibility module that will collect financial information for each individual on the case and use this information when determining eligibility.
3.61	Eligibility - Hierarchy	The system shall include an eligibility module that will determine the benefits/type of assistance for each EDG based on a predetermined hierarchy to be defined during Design.
3.62	Eligibility - Non-Financial	The system shall include an eligibility module that will apply policy rules to individual/household information when determining eligibility.
3.63	Interfaces	The system shall connect with external interfaces as defined in the Interface requirements list.
3.64	Reports	The system shall include a reports module as defined in the reports requirements list and online searches (excluding those online searches covered in worker portal search).
3.65	Reports	The system shall have the ability to generate reports on a cyclical basis as defined during Design.
3.66	Reports	The system shall generate all necessary Federal and State reports as required by policy.
3.67	Reports	The system shall have the ability to create ad-hoc reports as needed by system users in data warehouse which will contain all legacy data necessary for historic reports.
3.68	Work Activity	The solution shall include an individualized plan showing how a given household can/will reach self-sufficiency.

#	Module	Requirement Description
3.69	Work Activity	The system shall include a work activity module that will allow users to create and modify work activity requirements for SNAP/TANF as defined in policy.
3.70	Work Activity	The solution shall capture an individual's work registration to factor into SNAP/TANF eligibility determinations.
3.71	Calendar	The system shall produce a static AC/DC calendar displaying activity logic controlled via reference tables. The calendar will reproduce the exact functionality of the AC/DC calendar currently in use.
3.72	Wrap-Up	The system shall include a Wrap-Up section including but not limited to the following information: applicant signature, worker signature, and program rights/responsibilities.

Table 14 – Worker Portal Requirements

4.3 DCFS Non-Functional Requirements

Column Name	Description
#	This column contains a sequential and unique Requirement Number.
Module	This column contains the overall module the requirement fits into.
Requirement Description	This column contains the requirement description. It is assumed that each requirement is preceded by the statement, “The system shall” and is followed by the statement that describes a function that the system will perform or the function that a user will perform within the system.

4.3.1 Conversion

#	Module	Requirement Description
1.1	Conversion	<p>For ongoing and closed cases (regardless of closure date), the data conversion process will transform and load from [legacy system] the following current and historical data into the IE Worker Portal:</p> <ul style="list-style-type: none"> • Sanctions and Good Cause • In state / out of state time clocks • Individual demographic • Benefit issuance • DSNAP related information (last 3 disasters)

#	Module	Requirement Description
1.2	Conversion	The data conversion process will transform and load all clients known to legacy MCI and client demographics from the legacy extracts to seed the EA MDM. A process will be defined as part of conversion planning that reconciles data exceptions through EA governance.
1.3	Conversion	The Data Conversion process will transform and load historical notices and forms and Document Links for Cases and Individuals from [legacy system] as defined in the Conversion extracts into the IE Worker Portal.
	Conversion	The Data Conversion process will transform and load historical verifications and Document Links for Cases and Individuals from [legacy system] as defined in the Conversion extracts into the IE Worker Portal.
1.4	Conversion	For ongoing cases and cases closed within a timeframe determined as a result of JAD discussions, the data conversion process will transform and load from [legacy system] the following current and historical (with changes within the timeframe that is determined as a result of JAD discussions) data into the IE Worker Portal: <ul style="list-style-type: none"> • Non-Financial Data • Employment and Training Program Data (including support service requests) • Outstanding appeal data
1.5	Conversion	For ongoing cases and cases closed within a timeframe determined as a result of JAD discussions, the data conversion process will transform and load from [legacy system] the following current and historical (with changes within the timeframe that is determined as a result of JAD discussions) data into the IE Worker Portal): <ul style="list-style-type: none"> • Income Data • Expense Data • Resources Data
1.6	Conversion	For ongoing cases and cases closed within a timeframe determined as a result of JAD discussions, the data conversion process will transform and load active Authorized Representative data into the IE Worker Portal.
1.7	Conversion	For ongoing cases and cases closed within a timeframe determined as a result of JAD discussions, the data conversion process will transform and load Case Notes Data from [legacy system] into the IE Worker Portal.
1.8	Conversion	The data conversion process will transform and load Outstanding Benefit Recovery Claims and Closed Claims (up to a timeframe determined as a result of JAD discussions) data from [legacy system] into the IE Worker Portal.
1.9	Conversion	The data conversion process to transform and load Eligibility Determination Results data for the Conversion Effective Month from [legacy system] into the IE Worker Portal will be determined in JAD sessions.
1.10	Conversion	The Data Conversion process related to applications or cases that have not been dispositioned at the time of conversion will be discussed during design sessions.
1.11	Conversion	The system will provide a Benefit Match (Benefit Match Detailed and Summary) report after conversion is executed and after each dry run.
1.12	Conversion	The system will provide Data Validation Results (Data Validation Detailed and Summary) exception reporting during the conversion process. The reports will be available after the conversion process and after each dry run.
1.13	Conversion	The system will provide screen(s) for authorized users to request interim conversions from the legacy data extracts previously provided.

#	Module	Requirement Description
1.14	Conversion	The Data Conversion process will produce a flagging extract identifying cases/individuals successfully converted. Legacy systems can use flag file to mark these clients/cases as Read-only, thus, preventing any further case-action in the legacy system.
1.15	Conversion	The data conversion process will provide capability to execute Interim conversions between Pilot and Go Live conversions, at a time to be defined, after pilot and statewide conversions. This will be provided if determined to be needed in JAD sessions (refer to Requirement 1.10).
1.16	Conversion	The system shall convert historical data in legacy systems into the Data Warehouse for ongoing and closed converted cases. Specifics will be defined in JADs.
1.17	Conversion	Production PII and PHI data is not to be loaded into any non-restricted environments.

Table 15 – Conversion Requirements

4.3.2 Interfaces

#	Module	Requirement Description
2.1	Interfaces	The system shall interface to send all outbound files as currently exists in the legacy system. Real-time interfaces will be considered where technically and functionally appropriate.
2.2	Interfaces	The system shall interface to receive all inbound files as currently exists in the SNAP/TANF system. Considerations will be given for frequency and type of processing where appropriate.
2.3	Interfaces	The system shall utilize the EA Enterprise Service Bus (ESB) to help organize and make visible integration points and processes between internal and external systems.
2.4	Interfaces	The system will also include the SIEVS-PARIS Verification Request/Response Interface that will interface with the Administration for Children and Families (ACF) to provide information from: <ul style="list-style-type: none"> Interstate where members are collecting public assistance in one or more states Department of Veterans Affairs (VA) where members are collecting compensation and pension payments (DOD)/Office of Personnel Management (OPM) where members are active or retired civilian and military employees and are potentially receiving income

Table 16 – Interfaces Requirements

4.3.3 Forms

#	Module	Requirement Description
3.1	Standard Forms	The system shall generate the below legacy forms (listed in section 5.3.2) provided by the State for R3.
3.2	Standard Forms	The system shall provide functionality available in Exstream for users to create new forms and notices, as well as edit and update existing forms and notices, via role-based security.

#	Module	Requirement Description
3.3	Standard Forms	The system shall provide the ability to view, save, and print (both centrally and locally) forms, as well as note the forms that have been previously issued.
3.4	Standard Forms	The system shall provide functionality to generate and send the appropriate forms to third party providers.
3.5	Standard Forms	There system shall have a provision to add barcodes on the front side of each page of correspondences generated for automated mailing.
3.6	Standard Forms	The system shall follow specifications for Type and Standard of a barcode as outlined in Section 5.3.2.
3.7	Standard Forms	The system shall provide functionality to generate and send voter registration forms.
3.8	Automated Triggering	The system shall have the ability to automatically trigger the creation and distribution of forms and notices based upon changes to applicant information.
3.9	Automated Triggering	The system shall use a notices engine to automatically generate forms and notices.
3.10	Suppression	The system shall provide the ability to suppress a pending form or notice prior to being sent to the client.
3.11	Mailing	The system shall allow for the mailing of forms to the appropriate citizen with or without other correspondence, attachments, or flyers.
3.12	Mailing	The system shall perform form rollup where possible, so that clients do not receive duplicate forms or notices from multiple government departments.

Table 17 – Forms Requirements

4.3.4 Reports

#	Module	Requirement Description
4.1	Standard Reporting	The system shall generate the below legacy reports and online searches (listed in section 5.3.3) provided by the State for R3.
4.2	Standard Reporting	The system shall allow reports generated in Pentaho to be searched, viewed, saved, printed, and configured via role-based security.
4.3	Standard Reporting	The system shall allow reporting on data relating to voter registration completed during the application process.
4.4	Standard Reporting	The system shall provide one report for each program with Case and Name information on the converted data.
4.5	Predetermined Data Marts	The system shall store all information used to create both standardized and ad hoc reports within the Data Mart.
4.6	Predetermined Data Marts	The system shall use Pentaho, which will interface with the Data Mart to extract, transform, and load standard and ad hoc reports in the system, and make reports viewable to users in NextGen.
4.7	Reports	A link in IE will direct users to the reporting functions available in data warehouse to perform necessary historic or ad-hoc reporting.

Table 18 – Reports Requirements

4.3.5 Batches

#	Module	Requirement Description
5.1	Batches	The system shall include the batch jobs found in the JAS/LAMI legacy systems needed to maintain full legacy functionality. The jobs, based on functions and as discussed and agreed upon in technical design sessions, may be consolidated into adequate units to implement the legacy functionality. The appropriate NextGen base batch jobs may be included in Release 3 to satisfy corresponding LAMI/JAS batch job functionality.
5.2	Benefit Management	The system shall include batch jobs for the Benefit Management submodule which supports benefit management functionality through updating, issuing, merging, and staging files.
5.3	Correspondence	The system shall include batch jobs for the Correspondence submodule which supports correspondence functionality through creating and issuing notices.
5.4	Eligibility	The system shall include batch jobs for the Eligibility submodule which supports the eligibility functionality through adjustments, updates and triggers.
5.5	Worker Portal	The system shall include batch jobs for the Worker Portal submodule which creates tasks, alerts and uploads files in support of Worker Portal functions.
5.6	Interfaces	The system shall include batch jobs for the Interfaces submodule which sends/receives files to external systems.
5.7	Reporting	The system shall include batch jobs for the Reporting submodule which generates reports.
5.8	Support Functions	The system shall include batch jobs for the Support Functions submodule which shows exceptions occurred in batch.

Table 19 – Batches Requirements

4.3.6 Security

#	Module	Requirement Description
6.1	Overall Infrastructure	The system shall utilize existing EA approved IAM design to govern the solution.
6.2	SSP: Sign-On	The system shall allow a citizen to use the same user ID and password across the Medicaid and DCFS SSPs to log-in to either system.
6.3	SSP: Sign-On	The system shall require citizen to authenticate one time through either the Medicaid or DCFS SSP to access either system.
6.4	SSP: Sign-On	The system shall use Active Directory LDS to manage Self Service Portal citizen security accounts.
6.5	SSP: Conversion	The system shall not convert historical data relating to citizen account information from the legacy SSP, including usernames and passwords, due to the change from eDirectory to Active Directory.
6.6	SSP: Conversion	The system shall require that citizens logging in to the updated DCFS SSP must re-register within the system, unless they have previously registered through the updated Medicaid SSP. In the latter case, their credentials for the Medicaid system shall allow access to the DCFS system.

#	Module	Requirement Description
6.7	SSP: Conversion	The system shall not preserve applications, change reports, renewals, or any other documents within citizen accounts that are not fully submitted and completed by a date to be agreed upon during design.
6.8	SSP: IVR	The IVR authentication process shall be changed from requiring entry of UID and PIN to entry of SSN and Date of Birth by the Call Center Vendor.
6.9	SSP: IVR	IVR shall be changed to integrate with NextGen rather than LAMI. Case, Member and Worker files will be sent to the IVR for processing from Nextgen rather than from L'AMI.
6.10	WP: Sign-On	The system shall use Active Directory to manage Worker Portal user accounts. User accounts shall therefore be managed separately across the DCFS WP and legacy WPs using eDirectory.
6.11	WP: Sign-On	The system shall require that user accounts and passwords be newly created.
6.12	WP: Sign-On	The system shall use Identity Access Management (IAM) to authenticate user credentials, and the IAM shall not integrate with pre-existing DCFS security processes.
6.13	WP: Sign-On	Once user credentials have been authenticated during the log in process, the IAM shall return the user's role from AD to validate the appropriate level of security access.
6.14	WP: User Roles	The State shall maintain the user role rules, and requests for role changes shall be governed by the State.
6.15	WP: User Roles	The system shall utilize existing Release 1 approved IAM design for role management.
6.16	WP: User Roles	The system shall defer to highest ranking security role when conflicting roles are assigned to one user.

Table 20 – Security Requirements

4.3.7 MPI

#	Module	Requirement Description
7.1	MPI	The Master Person Index (MPI) shall function as it currently does within E&E and will not change.
7.2	Clearance	The current DCFS MCI shall merge with the existing Medicaid MPI which will include a comprehensive clearance module. This clearance module will perform a clearance match of all new persons entered into the system and display potential matches for the worker to review.
7.3	Data Profiling	The system shall extract person information and profile it based off of a set of data governance rules.
7.4	Search	The system shall allow for workers to search a person and retrieve potential search matches.
7.5	Security	The system shall restrict portal access to a specific set of people according to specified user roles.
7.6	Technical	The system shall have the capability to accept data from external systems.
7.7	Worker Portal	The system shall allow workers to overwrite data with data the case worker selects in the clearance results.

#	Module	Requirement Description
7.8	Data Quality	The system shall provide a specific set of user's access to review data quality issues, and will provide the capability to take action on issues which are found.

Table 21 – MPI Requirements

4.4 CAFÉ Defects, URDs and BRDs

The following table contains a list of existing CAFÉ defects that will be resolved as part of Release 3. The list will be reviewed as the expectation is that Defects, BRDs and URDs will be resolved with the SNAP/TANF implementation.

Defect ID	Sub-system
DEFECT00020497	WP-ES
DEFECT00020538	WP-ES
DEFECT00020940	WP-ES
DEFECT00022460	WP-ES
DEFECT00022462	CP
DEFECT00022674	CAFÉ
DEFECT00022678	WP-ES
DEFECT00022697	WP-ES
DEFECT00022943	CP
DEFECT00023146	WP-ES
DEFECT00023487	WP-ES
DEFECT00024377	WP-ES
DEFECT00024565	WP-ES
DEFECT00024696	WP-ES
DEFECT00025156	WP-ES
DEFECT00025356	WP-ES
DEFECT00025894	WP-ES

Defect ID	Sub-system
DEFECT00025897	WP-ES
DEFECT00026011	WP-ES
DEFECT00026111	WP-ES
DEFECT00026748	CP
DEFECT00026768	CAFÉ
DEFECT00026793	WP-ES
DEFECT00026896	CP
DEFECT00026920	WP-ES
DEFECT00026925	WP-ES
DEFECT00026926	WP-ES
DEFECT00026937	WP-ES
DEFECT00026945	WP-ES
DEFECT00027373	WP-ES
DEFECT00027376	WP-ES
DEFECT00027455	CAFÉ
DEFECT00027521	CAFÉ
DEFECT00028289	WP-ES
DEFECT00028561	WP-ES
DEFECT00028787	WP-ES
DEFECT00028845	WP-ES
DEFECT00028846	WP-ES
DEFECT00029638	CAFÉ
DEFECT00029687	WP-ES
DEFECT00029825	WP-ES

Defect ID	Sub-system
DEFECT00030076	WP-ES
DEFECT00030105	WP-ES
DEFECT00030332	WP-ES
DEFECT00030372	CP
DEFECT00030961	WP-ES
DEFECT00031797	WP-ES
DEFECT00031804	WP-ES
DEFECT00031946	CAFÉ
DEFECT00032076	WP-ES
DEFECT00032082	WP-ES
DEFECT00032183	WP-ES
DEFECT00032746	WP-ES
DEFECT00032834	WP-ES
DEFECT00033213	WP-ES
DEFECT00033230	WP-ES
DEFECT00033237	CAFÉ
DEFECT00033435	WP-ES
DEFECT00033467	WP-ES
DEFECT00033520	WP-ES
DEFECT00033526	WP-ES
DEFECT00033991	CAFÉ
DEFECT00034450	WP-ES
DEFECT00034859	WP-ES
DEFECT00035122	WP-ES

Defect ID	Sub-system
DEFECT00035662	WP-ES
DEFECT00035670	CAFÉ
DEFECT00035846	WP-ES
DEFECT00036855	WP-ES
DEFECT00037048	WP-ES
DEFECT00037072	WP-ES
DEFECT00037145	WP-ES
DEFECT00037313	WP-ES
DEFECT00020497	WP-ES
DEFECT00020538	WP-ES
DEFECT00020940	WP-ES
DEFECT00022460	WP-ES
DEFECT00022462	CP
DEFECT00022674	CAFÉ
DEFECT00022678	WP-ES
DEFECT00022697	WP-ES
DEFECT00022943	CP
DEFECT00023146	WP-ES
DEFECT00023487	WP-ES
DEFECT00024377	WP-ES
DEFECT00024565	WP-ES
DEFECT00024696	WP-ES
DEFECT00025156	WP-ES
DEFECT00025356	WP-ES

Defect ID	Sub-system
DEFECT00025894	WP-ES
DEFECT00025897	WP-ES
DEFECT00026011	WP-ES
DEFECT00026111	WP-ES
DEFECT00026748	CP
DEFECT00026768	CAFÉ
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DEFECT00026937	WP-ES
DEFECT00026945	WP-ES
DEFECT00027373	WP-ES
DEFECT00027376	WP-ES
DEFECT00027455	CAFÉ
DEFECT00027521	CAFÉ
DEFECT00028289	WP-ES
DEFECT00028561	WP-ES
DEFECT00028787	WP-ES
DEFECT00028845	WP-ES
DEFECT00028846	WP-ES
DEFECT00029638	CAFÉ
DEFECT00029687	WP-ES

Defect ID	Sub-system
DEFECT00029825	WP-ES
DEFECT00030076	WP-ES
DEFECT00030105	WP-ES
DEFECT00030332	WP-ES
DEFECT00030372	CP
DEFECT00030961	WP-ES
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DEFECT00032082	WP-ES
DEFECT00032183	WP-ES
DEFECT00032746	WP-ES
DEFECT00032834	WP-ES
DEFECT00033213	WP-ES
DEFECT00033230	WP-ES
DEFECT00033237	CAFÉ
DEFECT00033435	WP-ES
DEFECT00033467	WP-ES
DEFECT00033520	WP-ES
DEFECT00033526	WP-ES
DEFECT00033991	CAFÉ
DEFECT00034450	WP-ES

Defect ID	Sub-system
DEFECT00034859	WP-ES
DEFECT00035122	WP-ES
DEFECT00035662	WP-ES
DEFECT00035670	CAFÉ
DEFECT00035846	WP-ES
DEFECT00036855	WP-ES
DEFECT00037048	WP-ES
DEFECT00037072	WP-ES
DEFECT00037145	WP-ES
DEFECT00037313	WP-ES

Table 22 - Defects

The following table contains a list of URDs to be included as part of Release 3:

System	URF #	Headline
CAFÉ	EECF-U-0344	CAFE -LAMI New Verification Web Service
WP-ES	EECF-U-0279	CAFE Interface With New Medicaid System
CAFÉ	EECF-U-0345	MCI One-Time/Ongoing Loads from LDH MDM to DCFS
CAFÉ	EECF-U-0346	MCI One-Time and Ongoing Loads from DCFS to LDH
WP-ES	MDCF-U-9980	CAFE ES Expedited Determination in the Wizard
CP	MDCF-U-0276	CAFE Mass On-Demand Text and Email Notifications
WP-ES	MDCF-U-0292	CAFE Waived Interview Update
CP	MDCF-U-9880	CAFE SAME SEX MARRIAGE
JAS	FSJB-U-0023	SVC BATCH SCHEDULE CHANGE

System	URF #	Headline
LAMI	EELA-U-0336	ELE CHILDREN FROM LAMI
LAMI	EELA-U-0337	FITAP MEMBERS FROM LAMI
LAMI	EELA-U-0338	SNAP-ASSISTED ENROLLMENT
LAMI	FSLA-U-0460	LWC Inquiry Audit
LAMI	FSLA-U-9282	Worker Office Number INFOPAC Reports #1
LAMI	FSLA-U-9845	DHH Death Match Notices Fix
LAMI	FSLA-U-9971	DOC MATCH REMAINING TASKS
Food Stamp	FSLF-U-0139	LAJET - Fix the 12 month Re-referral process
LAMI	FSLA-U-9349	LAMR08P Research & Analysis
Food Stamp	FSLF-U-0140	LAJET - Fix the LAJET Closure process
LAMI	FSLA-U-9772	DHH Death Match Exception Report
DSNAP	FSDF-U-9674	DSNAP INTERFACE WITH NAC
LAMI	FSLF-U-9824	Non-Discrimination LAMI Notices
LAMI	FSLF-U-0122	FIX FS NOTICE PROBLEMS
Food Stamp	FSLF-U-0141	LAJET - Fix the LAJET Exclusion process
Food Stamp	FSLF-U-0142	LAJET - Fix the Lajet Manual re-referral process
LAMI	FSLF-U-0245	SNAP BENE SAME DAY CERT
Complaint System	FSLA-U-9154	SNAP-FITAP COMPLAINT SYSTEM
Food Stamp	FSLF-U-0477	Fix LWC ABAWD Issues
DSNAP	FSDF-U-0322	DSNAP CP Text Option
LAMI	FSLA-U-0469	Add Abend Steps to LAMI JCL
DSNAP	FSDF-U-0237	DSNAP CP/WP Enhance
DSNAP	FSDF-U-0320	DSNAP DB2 upgrade V11 - Target date April 2017

System	URF #	Headline
LAMI	FSLA-U-0269	DEATH FILE RESEARCH & FIX
LAMI	FSLA-U-0475	LWC Interface Fix
LAMI	FSLA-U-0489	LAMI-ES-IPV Sanctions
LAMI	FSLA-U-0500	Research LAMI Packets
LAMI	FSLF-U-0452	LAMI-PRODUCTION BUDGETING FIX
LAMI	FSLF-U-0496	UPDAE TO NDNH REPORT
LAMI	FSLF-U-0502	MINIMUM SNAP ALLOTMENT FIX
LAMI	FSLT-U-0533	Absent Parent SSN Fix

Table 23 - URDs

The following table contains a list of BRDs to be included as part of Release 3:

BRD ID	Headline
BRD00031237	DCFS – LAMI – Certification Extensions
BRD00031384	DCFS – ES INFOPAC Report – LAMR418
BRD00031677	STEP System User IDs
BRD00032150	DCFS - LAMI - INFOPAC REPORT - OFFICE NUMBER GROUP #3
BRD00033509	CAFE Changes to the Customer Portal Redets
BRD00035947	DSNAP-Requirements for research
BRD00035952	CAFE-WP Detailed Search
BRD00035954	CAFE - CASE SEARCH ERROR
BRD00035957	CAFE - ADDRESS ERROR
BRD00035960	DCFS - CAFE - MATCHING REDET/SR WORK ITEMS
BRD00035966	CAFE - AC STATUS POP UP BOX
BRD00035967	CAFE - Disposition Suppression Code Error
BRD00035991	OFS FA WEB - WTPY & CLEARANCE SUMMARY

BRD ID	Headline
BRD00036138	CAFE - CP & WP Changes in Language for R&R and Penalties
BRD00036347	CAFE - FITAP EXPEDITE DATE
BRD00036351	CAFE - POTENTIAL MATCH
BRD00036352	CAFE - WP WORK ITEM DISPLAY
BRD00036532	CAFE - WIZARD INCOME PAGES
BRD00036572	LAMI - TRANSITION RESOURCE LETTER
BRD00036580	LAMI - LAIN94P1 Revisions
BRD00036723	CAFE - NOT ABLE TO PEND
BRD00036724	CAFE - NOT PEND IN LAMI
BRD00036860	CAFE - START WIZARD
BRD00037049	CAFE - WP NOTES POP-UP BOX
BRD00037053	CAFE - START WIZARD BLANK
BRD00037056	CAFE - CONFIDENTIAL ASSIGNMENT LOGIC
BRD00037134	CAFE WP - RACE & ETHNICITY QUESTION ORDER
BRD00037314	DCFS - LAMI - IPV SANCTIONS
BRD00037316	LAMI - SANCTIONED ABAWDS
BRD00037389	DGS - OFS18C Error
BRD00037522	DCFS - NDNH - CAFE_LAMI_CLEARANCE SUMMARY_NEW REPORT
BRD00037628	CAFE - REASSIGN CSLD BY BATCH
BRD00037629	CAFE - INTERVIEW RESCHEDULED
BRD00037631	CAFE - CREATING A LaCAP CASE
BRD00037632	CAFE - APPLICATION DELAY FROM CP TO WP
BRD00037633	ES - LAMI - LaCAP Cost Neutrality Report
BRD00037634	CAFE - DOC ICON

BRD ID	Headline
BRD00037672	DGS-FITAP Notices
BRD00037679	CAFE - CP & WP for FITAP_KCSP Applications
BRD00037685	DCFS - JAS - STEP 18C
BRD00037695	SIMPLIFIED REPORTING CHANGES
BRD00037703	CAFE - Unassigned Apps Maintenance Table

Table 24 - BRDs

4.5 Integration with EA

As an extension to the existing E&E platform, Release 3 integrates with the core EA components using integration patterns similar to those employed by E&E Releases 1 and 2. The specific integration points between the E&E platform and the EA components will be defined during Release 3 design sessions that are based upon input from LDH, DCFS, and OTS. The changes to the integration patterns are expected to be minimal and are highlighted in table 25, by component. Unless otherwise noted, the EA components are expected to follow the configuration, usage patterns, and requirements specified and implemented in support of the initial E&E releases.

4.5.1 Core EA Components

#	Component	Integration
1.	Enterprise Service Bus	The service bus integration patterns employed for EA component and enterprise application integration in E&E Releases 1 and 2 will continue to be employed for Release 3.
2.	Security (IAM / SSO)	The Single Sign-On, authentication and authorization patterns employed for customer facing and worker facing portals in E&E Releases 1 and 2 will be employed for Release 3 utilizing separate user stores for internal and external users.
3.	Security (IAM / SSO)	Additional user store i.e. Active Directory capacity shall be procured and provisioned to support the additional DCFS user base that will access the E&E system as part of Release 3.
4.	Master Data Management (MDM)	EE and IE Release 3 SNAP and TANF functionality will integrate with the Master Person Index using the same mechanism as Releases 1 and 2 – secure web services.
5.	Master Data Management (MDM)	The hourly batch job over to DCFS will need to send both Medicaid and SNAP/TANF members over to DCFS MCI.
6.	Master Data Management (MDM)	The batch job to process DCFS MCI updates will be updated to only accept added / updated members from LASES.

#	Component	Integration
7.	Master Data Management (MDM)	Additional MDM capacity will be procured and provisioned to support the case and member increases that arise from the addition of the SNAP and TANF programs.
8.	Business Rules Engine (BRE)	E&E Release 3 will integrate with the BRE in the same manner as previous releases, using services invoked via the ESB.
9.	Business Rules Engine (BRE)	Additional BRE capacity will be procured and provisioned to handle the increased size and complexity of SNAP and TANF business rule sets.
10.	Consumer Communications (CC)	E&E Release 3 will integrate with the CC function in the same manner as previous releases, using services invoked via the ESB.
11.	Data Warehouse (DWH)	A separate schema within the existing EA Data Warehouse will be used to store DCFS content. Role based access will be used to segregate DCFS reports from access by other agencies.
12.	Enterprise Document Management System (EDMS)	The EDMS solution is not expected to be used as part of E&E Release 3. SNAP and TANF documents will continue to be stored in the existing OnBase document management solution.

Table 25 – Core EA Component Integration

4.5.2 EA Component Support Functions

In addition to the core EA platform, the EA component support functions that were built to support Releases 1 and 2 will be used to support Release 3 as well. These EA Component functions and their Release 3 specific integrations are specified in table 26.

#	Support Function	Integration
1.	Splunk Search	Additional Splunk capacity will be procured and provisioned to support the capture and indexing of log files specific to the additional system volume generated through E&E Release 3.
2.	NewRelic APM	Both production and non-production capacity for NewRelic will be procured and provisioned to support monitoring for the additional E&E Release 3 technical architecture.
3.	Nagios Monitoring	Nagios monitoring coverage will be expanded under the existing enterprise license to cover the current E&E metrics across the new Release 3 infrastructure elements.
4.	ALM – JIRA and Jama	JIRA and Jama will continue to be used to support the Release 3 SDLC. The existing DCFS/OTS process flows and configurations will be considered when designing for Release 3.
5.	ALM – JIRA and Jama	Additional capacity for Jama will be procured and provisioned to support the new users specific to the Release 3 programs.
6.	Intel SIEM	Additional Intel SIEM capacity will be procured and provisioned to support the capture and reporting of log files and events for security reporting purposes.

#	Support Function	Integration
7.	Nutanix Compute and Storage	Additional storage and compute capacity will be procured and provisioned to support the requirements of Release 3.

Table 26 – EA Component Function Integration

5. Legacy to NextGen Analysis

5.1 LDH Modules

5.1.1 LaHIPP

The LaHIPP system will consist of two portals. Self Service Portal, which will be used by citizens to submit LaHIPP applications and Employer plans. Second, the Worker Portal, which will be used by case workers to process paper applications, administer cost-effectiveness determination and premium payment to policy holder or individual plan. The Self Service portal will be integrated with Medicaid to provide a comprehensive view to citizens. However, Worker Portal for LaHIPP will be standalone and linked to LA E&E through a daily interface. The following major changes will occur in the proposed system:

- SSP “Apply For Benefits” module that captures Medical Condition and Health Insurance Coverage information to allow clients the ability to submit the LaHIPP application online.
- SSP “Report My Changes” module that allows clients the ability to report their changes to Medical condition and Health Insurance Plan.
- Creation of a new module ‘Employer Insurance Plan’ that gives Employers the ability to register with the State system and also report on all the plan options provided by Employer.
- Real Time integration of ‘Apply for Benefits’ that allows clients the ability to review policy prototype in real time.
- Automatic changes to policy prototype and premium payments based upon changes reported by clients using the ‘Report My Changes’ module or ‘Employer Insurance Plan’ module.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	LaHIPP	LaHIPP: Batches	These functionalities are covered in the Batches NextGen module.	<p>The following functionalities are covered in the current LaHIPP system:</p> <ul style="list-style-type: none"> • A “Premium Payment Generation” process to generate a premium payment financial transaction for each active LaHIPP policy that warrants a payment for the month. • A “Fiscal Period Close” process that generates checks, remittances as part of checks, and records for these items. • An “Annual Review and Renewal Notification” process, which processes all active cases that will begin open enrollment within one month, or are within one month of their next review date. • A “Check-Write Extract” batch process to create the file of check records and remittance data to be sent to the fiscal check printing system. 	These five batch processes unique to LaHIPP will be included in the E&E solution.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
				<ul style="list-style-type: none"> An "Apply Incoming Fiscal Transactions" batch process, which applies the incoming Fiscal to LaHIPP Interface transactions to the LaHIPP system. 	
2.	LaHIPP	LaHIPP: Benefit Management	<p>This functionality is covered within the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> Benefit Management Benefit Issuance Benefit Recovery 	<p>Benefit Management functionality is covered by the following screens within LaHIPP:</p> <ul style="list-style-type: none"> Case Maintenance Person Maintenance Policy Holder Policy Prototype Maintenance Policy Holder Policy Maintenance Premium Payment Override Maintenance Add Adjustment Adjust Policy Lifetime Premium Payments 	The E&E solution will allow a user to carry out the full list of items listed within this module per standalone LaHIPP functionality.
3.	LaHIPP	LaHIPP: Data Collection	<p>This functionality is covered within the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> Worker Portal: Data Collection – Compliance/Resource Worker Portal: Data Collection – Expense Worker Portal: Data Collection – Household Worker Portal: Data Collection - Individual 	<p>Standalone LaHIPP collects data relating to cases from MEDS on a daily basis. The LaHIPP system then creates a LaHIPP Case object, and a Person record for each Client, each IU Member, and each AU Member. Each of the Person records is linked to the LaHIPP Case as a "Case Member". The Medicaid eligibility information of the AU Members is recorded.</p> <p>If it is not possible to make an immediate determination on LaHIPP eligibility from LA MEDS data, the system will generate several notices, including an application notice to the potential Policy Holder and a form to the Employer to be completed and returned.</p> <p>The following screens cover Data Collection functionality in LaHIPP:</p> <ul style="list-style-type: none"> Case Search Case Maintenance Person Search Person Maintenance Policy Holder Policy Prototype Maintenance Policy Holder Policy Maintenance Employer Search Employer Maintenance Plan Maintenance Tier Maintenance Plan Period Maintenance 	The integrated LaHIPP must interface with the E&E solution in such a way that case data is automatically imported for a user to begin processing in LaHIPP.
4.	LaHIPP	LaHIPP: Data Management	LaHIPP will be fully integrated into the E&E solution so that Data management and necessary data	<p>Data management for LaHIPP is currently done on a standalone basis.</p> <p>The following functionalities relating to data management are also covered in the current LaHIPP system:</p>	Standalone LaHIPP will be integrated into and fully shared with the E&E solution such that

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
			components are shared across these systems.	<ul style="list-style-type: none"> Ability to provide an audit trail for all updates to LaHIPP data Ability to view all prior versions of a database record Capability to add and maintain user-configurable reference data 	data management is common across these systems.
5.	LaHIPP	LaHIPP: Eligibility - Compliance	<p>This functionality is covered within the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> Worker Portal: Eligibility - Compliance, Verification, Closure, Authorization 	<p>The following functionalities are covered in the current LaHIPP system:</p> <ul style="list-style-type: none"> Case Maintenance Policy Holder Policy Prototype Maintenance Premium Payment Override Maintenance Plan Maintenance Plan Period Maintenance 	The E&E solution will incorporate the ability to suspend a premium payment to a citizen per standalone LaHIPP functionality.
6.	LaHIPP	LaHIPP: Eligibility - Finance	<p>This functionality is covered within the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> Worker Portal: Eligibility - FFM, Renewal Worker Portal: Eligibility - Filing Unit Worker Portal: Eligibility – Financial Worker Portal: Eligibility - Hierarchy Worker Portal: Eligibility Summary 	<p>LaHIPP automatically calculates the cost-effectiveness of reimbursing an applicant and their family members for their insurance instead of Medicaid being the primary payer by using LaHIPP Policy Prototypes on the Policy Holder Policy Prototype Maintenance screen. These calculations include the following figures:</p> <ul style="list-style-type: none"> Total Cost Medicaid-only coverage Total Billed to primary insurer for Included Services Wraparound (e.g. the uncovered costs of the primary insurer) State's Cost of paying insurance for either ESI participation or individual coverage Annual Cost Savings (Loss) 	The E&E solution will conduct these cost effectiveness calculations and present them in grid form, as standalone LaHIPP does.
7.	LaHIPP	LaHIPP: Eligibility – Policy Prototypes	The E&E solution will incorporate the functionality to develop Policy Prototypes in accordance with standalone LaHIPP functionality.	<p>Policy Prototype functionality is covered by the following screens in LaHIPP:</p> <ul style="list-style-type: none"> List Policy Prototypes Generate Policy Prototypes Policy Holder Policy Prototype Maintenance Policy Holder Policy Maintenance 	The E&E solution will allow a user to conduct all tasks relating to Policy Prototypes as listed within this module per standalone LaHIPP functionality.
8.	LaHIPP	LaHIPP: Interfaces	NextGen OOTB Interfaces are discussed in Section 5.3.1	<p>The following interfaces exist in the current LaHIPP system:</p> <ul style="list-style-type: none"> MARS - LaHIPP Interface of PMPM LaHIPP - TPL Interface LaHIPP - Fiscal Interface Fiscal - LaHIPP interface LaHIPP - Unisys Notices System 	The E&E solution will maintain the 5 unique interfaces from standalone LaHIPP as necessary to achieve full program functionality.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
9.	LaHIPP	LaHIPP: MPI	This functionality is covered by the NextGen MPI module discussed below in Section 5.3.6.	Standalone LaHIPP receives person information from MEDS. The LaHIPP system then creates a LaHIPP Case object, and a Person record for each Client, each IU Member, and each AU (Medicaid-eligible) Member. Each of the Person records is linked to the LaHIPP Case as a "Case Member."	Standalone LaHIPP will share a common MPI with the E&E solution.
10.	LaHIPP	LaHIPP: Notices	The E&E solution will use Exstream for the creation of standard forms and notices, as per the NextGen Forms module discussed below in Section 5.3.2. These functionalities are also covered in the following modules/screens within NextGen in Section 5.2.3 (SNAP/TANF Worker Portal): <ul style="list-style-type: none"> • Correspondence 	Notice functionality is covered by the following screens in LaHIPP: Notice Search. Whenever a notice is triggered, either automatically, or by a user, the notice becomes available from this screen. Create Case Notice. This screen allows a user to manually generate a notice attached to a case. The following list of 24 notices are available in standalone LaHIPP: <ul style="list-style-type: none"> • Application Notice • Carrier Health Insurance Information Form • Certification Letter • Custom Notice to Carrier • Custom Notice to Client • Custom Notice to Employer • Custom Notice to Policyholder • Decision Notice • Employer Health Insurance Information Form • Failure to Cooperate Memo • Lost Check Affidavit Notice • Lost Check Affidavit Form • Pending Enrollment Notice • Prototype Selection Notice • Re-Certification Letter • Remittance Notice • Review Notice • Lost Check Affidavit Form • Application notice + Employer HI Info Form • Baby Bill Notice Not Reimburse • Baby Bill Notice Reimburse • Employer Change Notification • Employer Health Insurance Information Renewal Form • Lost Check Affidavit + Lost Check Affidavit Form • Review Notice + Employer and Carrier HI Info Forms 	Exstream will generate the list of 24 notices from standalone LaHIPP.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
11.	LaHIPP	LaHIPP: Reports	The E&E solution will use Pentaho for the creation of standard reports, as well as for ad hoc reports that can be generated by users with proper access, as per the LaMEDS framework. Both types of reports will be able to be viewed, saved, and printed by users assigned to the applicable cases.	Report functionality is covered by the following screens in LaHIPP: <ul style="list-style-type: none"> Request Report Plan Maintenance Policy Holder Policy Prototype Maintenance LaHIPP reports, which are generated as PDF documents that are displayed on the user's computers and can be printed, include: <ul style="list-style-type: none"> Plan change analysis report Check write report Cost payment summary report Overpayment / ineligible premium report LaHIPP Statistics report Caseload activity report Aggregate cost-effectiveness summary 	Pentaho will generate the list of 7 reports from standalone LaHIPP.
12.	LaHIPP	LaHIPP: Security	The E&E solution offers login verification and role-based access to effectively control user access by role.	The current standalone LaHIPP has the following functionalities: <ul style="list-style-type: none"> Login screen and password verification User authentication using a user ID and password User Authorization that limits the functionality of users depending on their role Screen-based CRUD controls when required by business process 	N/A
13.	LaHIPP	LaHIPP: Self Service Portal	The E&E solution will provide the following functionalities: <ul style="list-style-type: none"> Allow clients to apply for LaHIPP program, report changes, and view their policy benefits from the Self Service Portal. Allows employers to manage plans from the Self Service Portal. 	N/A	N/A
14.	LaHIPP	LaHIPP: Worker Portal - Admin Screens	This functionality is covered within the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Portal: Administration - Case Notes 	The use of the LaHIPP Worker Portal allows an administrative user to manage LaHIPP in the following ways: <ul style="list-style-type: none"> Add and maintain system wide bulletins within LaHIPP from the Bulletin Maintenance screen. Find carriers and access their associated comments and contacts from the Carrier Search screen. 	The E&E solution will add the functionality for an administrative LaHIPP user to conduct: <ul style="list-style-type: none"> Carrier Search Code Search

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
			<ul style="list-style-type: none"> Worker Portal: Administration - Dashboard / Workload Management Worker Portal: Administration - Document Management Worker Portal: Administration - Office Management Worker Portal: Administration – Search Worker Portal: Administration – Security 	<ul style="list-style-type: none"> View and maintain lists of system values from the Code Search screen. Maintain individual system values from the Code Maintenance screen. Find users that have been created by Unisys from the User Search screen. Once the desired user has been found, they can be assigned or un-assigned LaHIPP roles. Display the LaHIPP roles associated with a user and remove roles from the User Maintenance screen. Associate a new role with a user from the Add User Role screen. Find caseloads defined within the LaHIPP system from the Caseload Search screen. Add and maintain caseloads within the LaHIPP system from the Caseload Maintenance screen. View the results of LaHIPP batch jobs from the Batch Results Search screen. The execution of batch process and interfaces are all reported here. View all comments associated to either a case, an employer, a carrier, a parish, or a plan from the List Comments screen. Add a comment, and associate to either a case, an employer, a carrier, a parish, or a plan from the Comment Maintenance screen. View all the contacts associated to a case, an employer, a carrier, a parish, or a plan from the List Contacts screen. Add and maintain contact information for a case, an employer, a plan, a parish, or a carrier from the Contact Maintenance screen. View information for all parishes defined within the system from the List Parishes screen. Display the history of changes to a specific screen's data from the View Audit Trail screen. Request the creation of one of the LaHIPP reports from the Request Report screen. 	<ul style="list-style-type: none"> Code Maintenance Caseload Search Caseload Maintenance Batch results Search List Comments Comment Maintenance List Contacts Contact Maintenance List Parishes
15.	LaHIPP	LaHIPP: Worker Portal - Alerts	<p>This functionality is covered within the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> Worker Portal: Alerts 	N/A	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
16.	LaHIPP	LaHIPP: Worker Portal - Application Registration	This functionality is covered within the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Portal: Application Registration 	The following functionalities are covered in the current LaHIPP system: <ul style="list-style-type: none"> Capability to automatically assign newly referred cases (e.g. "Potential Referral") to a case worker Allows a user to determine whether a case person may be eligible for LaHIPP based upon an initial overview of case data. Allows a user to print required application material to be completed by and sent to the potentially eligible LaHIPP applicant for enrollment. 	N/A
17.	LaHIPP	LaHIPP: Worker Portal - Case Management	LaHIPP will be developed to meet the existing business requirements, using the LaMEDS framework as a base solution.	The use of the LaHIPP Worker Portal allows a user to manage LaHIPP cases in the following ways: <ul style="list-style-type: none"> Find cases using different combinations of search criteria from the Case Search screen. Searches done from this screen display results in grid form. View and maintain cases via the Case Maintenance screen. View, save, manually generate, and print notices from the Notice Search screen. Manually trigger the creation of a case notice in the Create Case Notice screen. Find LaHIPP persons according to specified criteria from the Person Search screen. Searches one from this screen display results in grid form. View and manage the records of LaHIPP persons from the Person Maintenance screen. View all the Policy Prototypes that exist for a given case from the List Policy Prototypes screen. Generate a new set of Policy Prototypes for a given case or re-calculate the cost-effectiveness of a case from the Generate Policy Prototypes screen. View detailed information on a particular Policy Prototype, change the status of a Policy Prototype, or associate a Policy Prototype with a new or existing Policy on the case from the Policy Holder Policy Prototype Maintenance screen. Add and maintain information about a Policy from the Policy Holder Policy Maintenance screen. Maintain Premium Payment Overrides for a particular Policy from the Premium Payment Override Maintenance screen. View the LaHIPP program's realized savings/loss and projected savings/loss with and without specific Policy 	The E&E solution will allow a user to carry out the full list of items listed within this module per standalone LaHIPP functionality.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
				Prototypes from the Aggregate Year-to-Date Cost-Effectiveness Summary screen. <ul style="list-style-type: none"> Trigger a task to wrap-up a case when all verifications are entered. 	
18.	LaHIPP	LaHIPP: Worker Portal - Dashboard	These functionalities are covered by the following modules/screens in NextGen: <ul style="list-style-type: none"> Worker Portal: Dashboard 	The LaHIPP Menu appears above all LaHIPP screens. Only screens that a user has access to appear in menu. Menu sections include "LaHIPP", "Case", "Plan", "General", and "Administration". Clicking on the LaHIPP logo in the top left hand portion of the menu returns a user to the Homepage. Hovering over the remaining four sections reveals additional options that allow a user to navigate to other screens they have access to. <p>The worker portal Homepage screen allows for case workers to:</p> <ul style="list-style-type: none"> View bulletins listed by administrators Access a shortcut to newly referred cases Access a shortcut to cases requiring attention Access a shortcut to cases approaching next review date Access a shortcut to cases approaching open enrollment Access a shortcut to newly created notices Access a shortcut to overdue correspondence 	The E&E solution will provide shortcuts to newly referred cases, cases requiring attention, case approaching next review date, cases approaching open enrollment, newly created notices, and overdue correspondence.
19.	LaHIPP	LaHIPP: Worker Portal - Employers and Insurance Plan Management	The E&E solution will have the ability to collect information relating to employers and the insurance plans offered by those employers.	The use of the LaHIPP Worker Portal allows a user to manage LaHIPP employers and Plans in the following ways: <ul style="list-style-type: none"> Find employers who match certain criteria from the Employer Search screen. Add and maintain information about employers, and to view a list of the Plans associated with each employer from the Employer Maintenance screen. Add new Plans and maintain existing Plans from the Plan Maintenance screen. This screen serves as the center from which a user manages all aspects of a Plan associated to an employer. Add a Tier to a Plan, or change the description of an existing Tier from the Tier Maintenance screen. Add a Plan Period to a Plan, or to change the description of an existing Plan Period from the Plan Period Maintenance screen. Provides a means for users to calculate the annual premium of a Plan, based on a deduction frequency and deduction amount, with an Annual Premium Calculator Pop-up screen. This screen is displayed as a pop-up in a separate browser window. 	The E&E solution will accommodate the unique functionalities surrounding LaHIPP Employers and Insurance Plan Management as necessary to achieve full program functionality.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
21.	LaHIPP	LaHIPP: Worker Portal - Financial Management	This functionality is covered within the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Portal: Eligibility – Financial 	The use of the LaHIPP Worker Portal allows a user to manage LaHIPP financial activities in the following ways: <ul style="list-style-type: none"> Find checks that have been created in the system from the Check Search screen. Display the details of a check and remittance that has been created by the system from the Check/Remittance Details screen. Find financial transactions that relate to a given case from the Financial Transaction Search screen. Transactions associated with all policies associated with the case can be viewed. Add manual adjustments to payments in the LaHIPP system from the Add Adjustment screen. Examine the entire history of a policy and compare the premium payment transactions created with the premium payment transactions that should have been created based on the information in the system from the Adjust Policy Lifetime Premium Payments screen. 	The E&E solution will allow a user to conduct the 5 Financial Management activities (Check Search, Check/remittance details, Financial Transaction search, Add adjustment, Adjust Policy Lifetime Premium Payments) per standalone LaHIPP functionality.

Table 27 – LaHIPP Sub-Modules

5.1.2 Subsystems

The implementation of Release 3 will allow for several subsystem functionalities to be replaced. The E&E Worker Portal will be extended and will allow for the retirement of the TBQ, BENDEX, LIS, MMA, and BUY-IN mainframe systems. After this release, the LDH eligibility case workers will have the ability to work in a single portal for all Medicaid programs as well as these subsystem modules. This will help reduce repetitive processes, improve efficiency, and improve overall customer service. The existing subsystem reporting functionality will be provided by the NextGen system. The following table specifies the functionalities that will be replaced by the implementation of Release 3.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Subsystem	BENDEX	The NextGen system will provide the following capabilities: <ul style="list-style-type: none"> Communication between the SSA and the state system to transmit information. Capacity to store information provided from SSA including Medicare Part A, Medicare Part B, Medicare Claim Number, Railroad Claim Number and Social Security Income information. 	The interface with BENDEX provides the following capabilities: <ul style="list-style-type: none"> Open communication between the SSA and the State via sending the initial record to the SSA continue communication until record closure. System shall store the Medicare Part A, Part B, Medicare Claim number, Railroad Claim number and Social Security (RSDI) Income. 	N/A
2.	Subsystem	MMA	The NextGen system will provide the following capabilities:	The system will replace the following MMA functionalities:	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
			<ul style="list-style-type: none"> Data management system that will store all necessary data previously stores in MMA including Part D information. Includes the capability to send Part D information to MMIS. Include reporting that covers existing legacy subsystem functionality. 	<ul style="list-style-type: none"> Store Part D drug plan data which is returned form CMS on the enrolment file. Store records for those citizens for whom the State has made an enrollment determination for the Part D low-income subsidy. Conveys information on that subsidy. determination to come, including a record for each Part D low-income subsidy application processed. Send monthly Part D information from CMS to MMIS, including Plan start and end dates. Distinguish between a pro record (records who are not yet enrolled but will receive Medicare in the next few months) and a Retro record (records who receive a full month of eligibility prior to the current reporting month). 	
3.	Subsystem	TBQ	<p>The NextGen system will provide the following capabilities:</p> <ul style="list-style-type: none"> Include an interface with CMS in order to fully replace existing TBQ functionalities. Send a file to CMS that contains all enrollees active in the month. Data management system that allows for information regarding client insurance, drug plans and premiums to be stored Include reporting that covers existing legacy subsystem functionality. 	<p>The system will replace the following TBQ functionalities:</p> <ul style="list-style-type: none"> Send a daily file to CMS containing newly added Medicaid enrollees aged 18 and over to query for Medicare entitlement/coverage, receiving a CMS response within 24-72 hours. Send a monthly file to CMS containing all adult enrollees active in the month. Contain the TBQ DB within the LDH main menu, providing all Medicare information returned by CMS to field staff. Contain information on the client's Medicare insurance, Part D prescription drug plans, and Buy-in premiums, serving as a master record for each client's SSN. Receive a monthly file from CMS containing records of all who are in Buy-in. Send the information from the monthly CMS Buy-in file to MMIS. Receive Part A/B billing information from CMS. Automatically add MSP eligibility for clients added by CMS. Include new fields for Buy-in indicator (Y/N), Add, and Delete. Store Actives and Closures files and determine which need to be opened and which need to be closed. 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
4.	Subsystem	LIS	<p>The NextGen system will provide the following capabilities:</p> <ul style="list-style-type: none"> • Store information from SSA referrals from citizens who requested help. • Display summary LIS information in Inquiry mode. 	<p>The system will replace the following TBQ functionalities:</p> <ul style="list-style-type: none"> • Interface with SSA to receive and contain determination information from SSA referrals where citizens requested Extra Help. • Display summary LIS information in Inquiry mode. 	N/A

Table 28 – LDH Subsystems

5.1.3 Incident Management

Per request by LDH, Release 3 will include an Incident Management module to expedite the application and eligibility determination processes should a disaster occur in the future. This module – which is an entirely new feature for LDH – will include a new 'Incident Management' screen within the Incident Management module to capture specific information required for determining linkage between Person and Incidence. The specific modules and their respective screens/functionality are detailed in the below table:

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Incident Management	Record Incidence	NextGen system does not cover this functionality.	<p>Following screens within MEDS capture this information</p> <ul style="list-style-type: none"> • ME-Person-Incident 	N/A
2.	Incident Management	Search/Summary Incidence	NextGen system does not cover this functionality.	<p>Following screens within MEDS capture this information</p> <ul style="list-style-type: none"> • ME-Person-Incident 	N/A
3.	Incident Management	Link/Unlink Incidence	NextGen system does not cover this functionality.	<p>Following screens within MEDS capture this information</p> <ul style="list-style-type: none"> • MMIS-Extract-Person-Incident Selection 	N/A
4.	MMIS	MMIS Send	NextGen system does not cover this functionality.	<p>Following screens within MEDS capture this information</p> <ul style="list-style-type: none"> • MMIS-Extract-Person-Incident Selection 	N/A

Table 29 – LDH Incident Management

5.2 SNAP & TANF Functional

5.2.1 DSNAP

Release 3 will include a Disaster SNAP (DSNAP) module and will include responsive web client and worker facing screens for pre-registration and processing. Developed utilizing the SalesForce framework, the DSNAP Worker Portal will operate independently, allowing case workers the ability to register clients, create an application/case, run eligibility, and issue DSNAP benefits. High-level State Office staff will use the DSNAP Worker Portal Disaster Admin component to create disaster events, define benefit period, identify parishes/sites for specific disaster events, update maximum allotment amounts and maximum income tables. The DSNAP Worker Portal will also integrate with the Master Person Index (MPI), providing case workers with pre-population of known individual information, ultimately expediting the ‘end-to-end’ data collection processes. Inclusion of the DSNAP module will allow DCFS to retire CURAM – their existing legacy DSNAP framework – without loss of existing functionality. The specific modules and their respective screens/functionality are detailed in the below table.

#	Module	Sub-Module	DSNAP Module Flows	Associated Legacy Widget	Additional Request
1.	DSNAP	DSNAP: Administration - Case Notes	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> Case Search / Summary Worker Dashboard 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> Notes Create Note View Note Modify Note 	N/A
2.	DSNAP	DSNAP: Administration - Dashboard / Workload Management	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> DSNAP Case Search Navigation Panel Case Log Change Log 	N/A
3.	DSNAP	DSNAP: Administration - Search	This functionality is covered in the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> Case Search/Summary Individual Inquiry File Clearance 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> Notes Case Log Change Log Search Person Search SSN Search 	N/A
4.	DSNAP	DSNAP: Administration - Security	This functionality is covered in the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> Case Summary 	N/A

#	Module	Sub-Module	DSNAP Module Flows	Associated Legacy Widget	Additional Request
5.	DSNAP	DSNAP: Application Registration	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Application Registration 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • Household Members • Household Contact Information • Household Other Information • Programs • Created DSNAP Disaster Case 	N/A
6.	DSNAP	DSNAP: Benefit Management	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Benefit Management 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • Certify Benefit • Issue EBT Card 	N/A
7.	DSNAP	DSNAP: Data Collection - Disaster Impact	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Data Collection 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • DSNAP Disaster Impact Details 	N/A
8.	DSNAP	DSNAP: Data Collection - Household	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Data Collection - Household Information • Case Summary 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • DSNAP Case Search • Household Summary • Interviewee • Modify Parish of Origin • Modify Address • History Tab • New/Modify Phone Number • Create/Modify Email Address • SNAP Details 	N/A
9.	DSNAP	DSNAP: Data Collection - Income / Resources	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Data Collection – Income • Data Collection – Resources 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • Household Income • Household Resources 	N/A
10.	DSNAP	DSNAP: Data Collection - Individual	This functionality is covered within the following modules/screens of the DSNAP Worker Portal: <ul style="list-style-type: none"> • Data Collection - Individual Information • Case Summary 	The following screens within the CURAM system are covered within this module: <ul style="list-style-type: none"> • New Household Member Details • Add Household Member Details • New Household Member Details • Member Home 	N/A

#	Module	Sub-Module	DSNAP Module Flows	Associated Legacy Widget	Additional Request
				<ul style="list-style-type: none"> • Modify Household Member Details • History Tab • New / Modify Income Details • New / Modify Resource Details • Exclude Member 	
11.	DSNAP	DSNAP: Eligibility / Certification	<p>This functionality is covered in the following modules/screens of the DSNAP Worker Portal:</p> <ul style="list-style-type: none"> • Eligibility Summary • Run Eligibility • Eligibility Search • Benefit Management 	<p>The following screens within the CURAM system are covered within this module:</p> <ul style="list-style-type: none"> • Duplicate Participation • Case Summary • DSNAP Disaster Eligibility Summary • Certify Benefit • Deny Benefit • Reopen 	N/A
12.	DSNAP	DSNAP: Pre-Register	<p>This functionality is covered within the following modules/screens of the Self Service Portal and the DSNAP Worker Portal:</p> <ul style="list-style-type: none"> • Master Person Index • File Clearance • Individual Search / Inquiry • Application Registration • Client Pre-Registration 	<p>The following screens within the CURAM system are covered within this module:</p> <ul style="list-style-type: none"> • DSNAP Case Search • Disaster Site Setting 	<p>The DSNAP Worker Portal will include the existing CURAM 'swipe' feature, which allows case workers to swipe the Driver's License or State ID as a method of identifying the applicant.</p>
13.	DSNAP	DSNAP: Wrap-Up	<p>This functionality is covered within the following modules/screens of the DSNAP Worker Portal:</p> <ul style="list-style-type: none"> • Data Collection - Wrap Up 	<p>The following screens within the CURAM system are covered within this module:</p> <ul style="list-style-type: none"> • Rights and Responsibilities • Applicants Signature • Worker Signature 	N/A
14.	DSNAP	DSNAP: Disaster Card Inventory Tracking System	<p>This functionality is covered within the Admin modules/screens of the DSNAP Worker Portal:</p> <ul style="list-style-type: none"> • Card Inventory • Card Movement Transactions • Card Issuance Functions • Card Inventory Tracking Reports 	<p>The following screens within the L'AMI system are covered within this module:</p> <ul style="list-style-type: none"> • Card Inventory Tracking System • L'AMI to DSNAP Interface 	

Table 30 – DSNAP Sub-Modules

5.2.2 Self-Service Portal

The Self-Service (Customer) Portal is a web-based solution that encompasses a suite of functionality to streamline the benefit application processes. The Self-Service Portal will support the legacy CAFÉ Self-Service functionality and DSNAP Pre-Registration, in addition to upgraded requirements. Customers using the Self-Service portal will have the ability to leverage existing functionality to manage their accounts, apply for benefits, check existing benefits, report changes and renew their benefits. Furthermore, data from other portals will be prepopulated and customers will be able to submit applications with minimal information. The following table details additional functionality within the Self-Service Portal solution.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Self-Service Portal	Account Management / General Functionality	<p>This functionality is covered in the following modules/screens of the SSP:</p> <ul style="list-style-type: none"> • Customer Registration • Customer Account • User ID recovery • Case/Account Linkage • Document Imaging • Common Landing Screen for SNAP/TANF and Medicaid programs • Customer Account • Online Applications • Case/Account Linkage • Document Upload via WebTwain 	Will contain existing functionality from the current CAFÉ Self-Service Portal and is being upgraded to include new functionality.	<ul style="list-style-type: none"> • Provide text message notifications to users. • Routing of applications • Web service call for XML file
2.	Self-Service Portal	General Functionality	<p>This functionality is covered in the following modules/screens of the SSP:</p> <ul style="list-style-type: none"> • Common Landing Screen for SNAP/TANF and Medicaid programs • Customer Account • Online Applications • Case/Account Linkage • Document Upload via WebTwain 	Will contain existing functionality from the current CAFÉ Self-Service Portal and is being upgraded to include new functionality.	<ul style="list-style-type: none"> • Web service call for XML file
3.	Self-Service Portal	Apply For Benefits	<p>The solution supports the CAFÉ functionality and is covered in the following modules/screens of the SSP:</p> <ul style="list-style-type: none"> • Online Application • Notifications • DSNAP Pre-Registration 	Will contain existing functionality from the current CAFÉ Self-Service Portal and DSNAP Pre-Registration.	<ul style="list-style-type: none"> • Early submission of applications • Transfer of Child Support applications

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
4.	Self-Service Portal	Check My Benefits	This functionality is covered in the following modules/screens of the SSP: <ul style="list-style-type: none"> • Application Status Check • Check My Cases • Notifications 	Will contain existing functionality from the current CAFÉ Self-Service Portal.	N/A
5.	Self-Service Portal	Report My Change / Renew My Benefits	This functionality is covered in the following modules/screens of the SSP: <ul style="list-style-type: none"> • Change Reporting • Redeterminations • Online Application • Simplified Reports 	Will contain existing functionality from the current CAFÉ Self-Service Portal	N/A
6.	Self-Service Portal	Shared Data	This functionality is covered in the following modules/screens of the SSP: <ul style="list-style-type: none"> • Common Database used between SNAP/TANF and Medicaid • Pre-population of Online Application screens 	Is being upgraded to include data sharing functionality.	<ul style="list-style-type: none"> • Allow for token to be used to share data across DCFS and LDH portals.

Table 31 – Self-Service Portal Sub-Modules

5.2.3 Worker Portal

The NextGen Worker Portal is a web-based solution that encompasses a suite of functionality to streamline the daily ‘end-to-end’ business processes for case workers. The NextGen Worker Portal supports application processing and case maintenance functions through the use of automation, task dashboards, and guided workflows. When electronic information is received in the Worker Portal from the Self-Service Portal, automation functionality attempts to complete the application and create a case for the applicant. When situations occur that cannot be automated, application tasks are generated for worker intervention and processing. The Worker Portal will also pre-populate case information reported from the Self-Service application and/or indicate when changes to existing information have been reported. To streamline workflows initiated by staff, the Worker Portal integrates key modules of the solution to trigger downstream events such as integration to external verification sources for expedited screening. The system also includes a Worker Dashboard, which provides a consolidated location for case workers and supervisors to view their workload, assignments and outstanding tasks. The following table details additional functionality within the NextGen Worker Portal solution with screenshots of each module’s summary screen as well. All screenshots include ‘dummy data.’

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Worker Portal	Worker Portal: Administration - Case Notes	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Case Search / Summary Worker Dashboard 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Case Summary The following screens within JAS are covered within this module: <ul style="list-style-type: none"> History 	N/A
2.	Worker Portal	Worker Portal: Administration - Dashboard / Workload Management	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> LAMI Main Menu 	N/A
3.	Worker Portal	Worker Portal: Administration - Document Management	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard Correspondence Reports 	The following screens within JAS are covered within this module: <ul style="list-style-type: none"> Ad Hoc System (Reports) 	N/A
4.	Worker Portal	Worker Portal: Administration - Office Management	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Register / Maintain Case The following screens within JAS are covered within this module: <ul style="list-style-type: none"> FIND Work Case Data 	N/A
5.	Worker Portal	Worker Portal: Administration - Search	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Case Search/Summary Individual Inquiry 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Register / Maintain Case Member Case Participation Inquiry Benefit Summary Selection 	N/A
6.	Worker Portal	Worker Portal: Administration - Security	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within JAS are covered within this module: <ul style="list-style-type: none"> JAS Payment System Direct Deposit 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
7.	Worker Portal	Worker Portal: Administration - Unified MPI	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Application Registration Data Collection - Individual File Clearance 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Member Non-Financial Data 	N/A
8.	Worker Portal	Worker Portal: Alerts	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Register / Maintain Case Pending a Reapplication 	N/A
9.	Worker Portal	Worker Portal: Application Registration	This functionality is covered in the following modules of NextGen: <ul style="list-style-type: none"> Application Registration (App Reg) 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Register / Maintain Case Pending a Reapplication Member Non-Financial Data The following screens within JAS are covered within this module: <ul style="list-style-type: none"> FIND Work Case Data 	N/A
10.	Worker Portal	Worker Portal: Benefit Management	This functionality is covered in the following modules of NextGen: <ul style="list-style-type: none"> Benefit Management Benefit Issuance Benefit Recovery 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Case Summary Disposition Food Stamps Benefit Summary Benefit History Issuance Special/Manual Issuance The following screens within JAS are covered within this module: <ul style="list-style-type: none"> JAS Payment System Service Period Transportation Stipend Direct Deposit 	N/A
11.	Worker Portal	Worker Portal: Correspondence	This functionality is covered in the following modules of NextGen: <ul style="list-style-type: none"> Correspondence 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Disposition 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
				The following screens within JAS are covered within this module: <ul style="list-style-type: none"> Forms 	
12.	Worker Portal	Worker Portal: Dashboard	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Worker Dashboard 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> LAMI Main Menu 	N/A
13.	Worker Portal	Worker Portal: Data Collection - Compliance / Resource	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Data Collection – Sanctions Data Collection – Resources Data Collection - TANF Work Activity 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Member Non-Financial Data Register / Maintain Case Register / Maintain Members by Case Member Assets / Resources Member Sanctions 	N/A
14.	Worker Portal	Worker Portal: Data Collection - Expense	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Data Collection - Expenses 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Member Non-Financial Data Register / Maintain Case Member Expenses 	N/A
15.	Worker Portal	Worker Portal: Data Collection - Household	This functionality is covered in the following modules/screens of NextGen: <ul style="list-style-type: none"> Data Collection - Household Information Data Collection - Program Request Data Collection - Individuals in the household Data Collection - Head of household Data Collection – Relationship Data Collection – Interview Data Collection - Additional details Data Collection - Earned Income Data Collection - Unearned Income Data Collection - Self-Employment Data Collection - Non-Financial Data Collection - Absent Parent 	The following screens within LAMI are covered within this module: <ul style="list-style-type: none"> Register / Maintain Case Pending a Reapplication Member Non-Financial Data Register / Maintain Members by Case Member Non-Financial Data Disposition (Interview Information) <p>The following screens within JAS are covered within this module:</p> <ul style="list-style-type: none"> FIND Work Case Data 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
16.	Worker Portal	Worker Portal: Data Collection - Individual	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Data Collection – Education • Data Collection - Living Arrangement • Data Collection - Individual Demographics • Data Collection – Citizenship • Data Collection - Aged/Disabilities • Data Collection - Out-of-state benefits, • Data Collection – Pregnancy • Data Collection - Room and Board • Data Collection – Facility • Data Collection - Minor Parent 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Register / Maintain Case • Pending a Reapplication • Member Non-Financial Data • Register / Maintain Members by Case <p>The following screens within JAS are covered within this module:</p> <ul style="list-style-type: none"> • FIND Work Case Data 	N/A
17.	Worker Portal	Worker Portal: Eligibility - Compliance, Verification, Closure, Authorization	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Eligibility – Summary • Run Eligibility • Eligibility – Search • Wrap Up – Certification • Data Collection – Sanctions • Data Collection - Pending Casework 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Register / Maintain Case • Member Sanctions • Select Case-Program for Disposition • Disposition • Benefit Summary Selection 	N/A
18.	Worker Portal	Worker Portal: Eligibility - FFM, Renewal	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Eligibility Summary - Notice Reason • Data Collection – Redetermination • Review Summary • Data Collection - Initiate Review • Eligibility – Summary • Worker Dashboard 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Register / Maintain Case • Select Case-Program for Disposition • Disposition 	N/A
19.	Worker Portal	Worker Portal: Eligibility - Filing Unit	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Data Collection – Individual • Data Collection – Household • Run Eligibility 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Case Summary • Benefit Summary Selection 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
20.	Worker Portal	Worker Portal: Eligibility - Financial	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Data Collection - Earned Income • Data Collection - Unearned Income • Data Collection - Self-Employment • Data Collection – Expenses • Data Collection – Resources • Run Eligibility 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Member Assets / Resources • Member Earned Income • Member Unearned Income • Member Special Income • Member Expenses 	N/A
21.	Worker Portal	Worker Portal: Eligibility - Hierarchy	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Run Eligibility • Business Rules Engine (BRE) 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Disposition 	N/A
22.	Worker Portal	Worker Portal: Eligibility - Non-Financial	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Run Eligibility • Data Collection - Non-Financial 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Member Non-Financial Data <p>The following screens within JAS are covered within this module:</p> <ul style="list-style-type: none"> • FIND Work Case Data 	N/A
23.	Worker Portal	Worker Portal: Eligibility Summary	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Eligibility Summary 	<p>The following screens within LAMI are covered within this module:</p> <ul style="list-style-type: none"> • Benefit Summary Selection • Case Summary • Select Case-Program for Disposition • Disposition • Benefit Summary Selection • Food Stamp Benefit Summary 	N/A
24.	Worker Portal	Worker Portal: Interfaces	<p>This functionality will be covered within the Interfaces module of this document.</p>	<p>This functionality will be covered within the Interfaces module of this document.</p>	N/A
25.	Worker Portal	Worker Portal: Reports	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • Reporting 	<p>The following screens within JAS are covered within this module:</p> <ul style="list-style-type: none"> • Ad Hoc System (Reports) 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
26.	Worker Portal	Worker Portal: Work Activity	<p>This functionality is covered in the following modules/screens of NextGen:</p> <ul style="list-style-type: none"> • TANF Time Clock • SNAP Time Clock • Data Collection - Work Activity • Data Collection - Work Activity Exemption • Data Collection - Sanctions 	<p>The following screens within JAS are covered within this module:</p> <ul style="list-style-type: none"> • Work Activity Screens – Parent • Skills Class Tracker - Member File • Excused Absence Tracking • Job Search / Readiness 	N/A

Table 32 – Worker Portal Sub-Modules

QUICK JUMP

Case or Application #:

Action:

- Intake
- Case change
- Add Person
- Add program
- Redetermination-Recertification
- Continue previously selected action
- Revert to Open
- View data collection screens (read-only)

CASELOAD STATISTICS (AS OF 27-DEC-16)

Caseload count : 0 Pending Case Changes : 0

Pending Intake Cases : 0 Pending Redeterminations Recertifications : 0

Pending Verification Checklist : 0 Others : 0

100					
75					
50					
25					
0	0.00%	0.00%	0.00%	0.00%	0.00%
	Pending Intake Cases	Pending Verification Checklist	Pending Case Changes	Pending Redeterminations Recertifications	Others

ANNOUNCEMENTS

Date	Description
01/01/2014	New Policy on Income Information: New Policy has been issued regarding the verification of earned ... Read More
01/20/2014	Johnson County Office delayed Opening: The Johnson County will open this morning at noon due to ... Read More
05/26/2014	System Availability: All child support applications will be unavailable from 6:00PM on ... Read More

Change Office

Fallon DHS(13)

[Add Case Notes](#)

[View Case Notes](#)

[Page Help](#)

[Print Preview](#)

[Search Documents](#)

SEARCH

APPLICATION

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

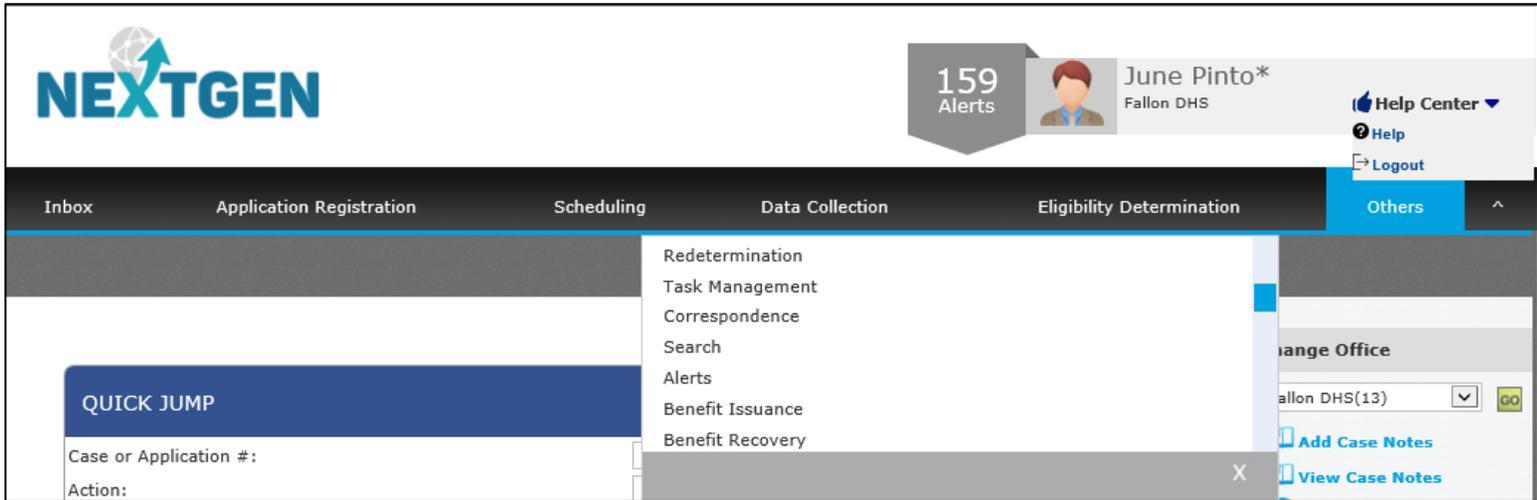
Day View **Week View**

9:45 AM - 10:30 AM Group

9:45 AM - 10:30 AM Rodgers, Rod

Tue December 27, 2016

WP Screenshot 1: The above image displays the 'Worker Dashboard' which includes: caseload statistics and assignments, announcements, a 'quick-jump' section – which allows case workers to enter a case or application number and indicate the desired action – as well as a 'right-hand' navigation. The 'right-hand navigation' includes the following features: a calendar of events – viewable by day or week – search feature, case notes, page help, print preview, document searching, and ability to change offices. Case notes, page help, print preview and document searching are displayed in the 'right-hand navigation' on nearly every screen of the NextGen Worker Portal solution for case worker assistance.



WP Screenshot 2: The above image displays the heading of the 'Worker Dashboard' which includes the main navigation for selecting various modules within the solution. Additionally, a user-profile is displayed for the individual currently logged in to the system, which includes a help center, display of alerts, profile settings, and history of recent applications/cases that have been viewed.

Register Application

APPLICATION INFORMATION

Date and Time Registered: 12/27/2016 01:18 PM

Application Received Date:* MM / DD / YYYY

Application Signed: [Dropdown]

Source:* [Dropdown]

PRIMARY INDIVIDUAL

First: [Text Field]

Middle: [Text Field]

Last:* [Text Field]

Suffix: [Dropdown]

[reset form](#)

NEXT

APPLICATION INFO

STATUS:

APPLICATION RECEIVED DATE:

[Add Case Notes](#)

[View Case Notes](#)

[Page Help](#)

[Print Preview](#)

[Search Documents](#)

SEARCH

APPLICATION [Dropdown]

[Text Field] **GO**

Tue December 27, 2016

WP Screenshot 3: The above image displays the 'Application Registration' module, which includes registering and maintaining applications. Case workers can search for applications, complete, withdraw and dispose applications within this module. The purpose of this module is to collect preliminary case information.

Inbox Application Registration Scheduling Data Collection Eligibility Determination **Benefit Issuance** ^

Issuance Search Summary Manual Issuance Add/Update Vendor

Summary

- Emergency Assistance Issuance Details
- Supportive Service Issuance Details
- CASH/SNAP Issuance Details
- Child Support Issuance Details

Issuance Summary/Search

SEARCH CRITERIA

Case #: 🔍

Person Id#: 🔍

Benefit Type: ▼

Issuance Method: ▼

Issuance Type: ▼

Issuance #:

FEIN:

Voucher #:

EFFECTIVE DATE RANGE

Begin Date: / / 📅

End Date: / / 📅

[reset form](#)

SEARCH

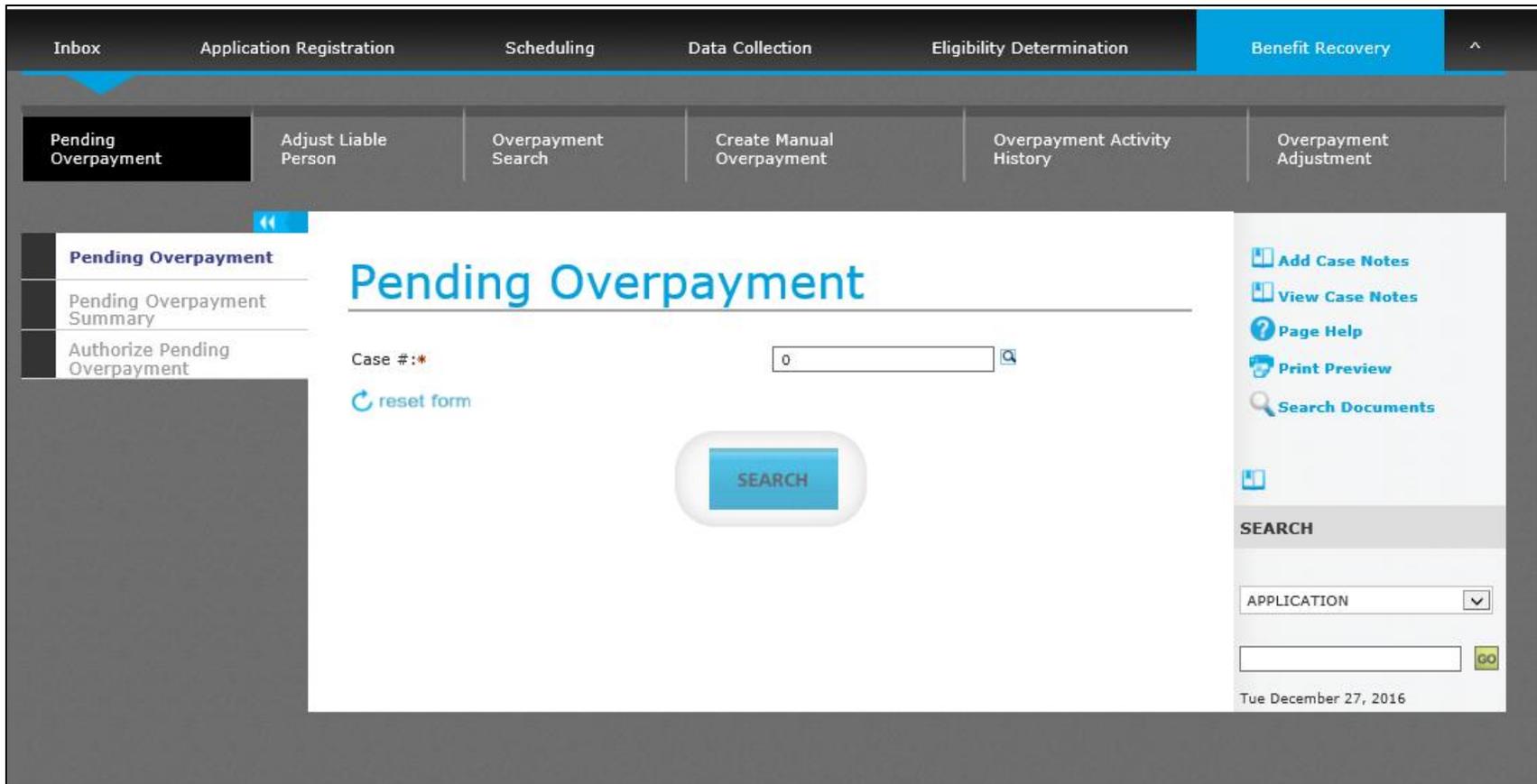
APPLICATION ▼

GO

Tue December 27, 2016

- Add Case Notes
- View Case Notes
- Page Help
- Print Preview
- Search Documents

WP Screenshot 4: See caption on next page for details.



WP Screenshots 4 and 5: The above images display the 'Benefit Management' module, which includes Benefit Issuance and Benefit Recovery functionality. Within these modules are the following functions/screens: Cash/SNAP issuance details, child support issuance details, manual issuance, issuance search / summary, vendor issuance add/edit/search, pending overpayments, adjust liable individuals, overpayment search, create manual overpayments, overpayment history, overpayment adjustment, overpayment summary and authorization. The purpose of this module is to aid case workers in the issuance and recovery of client benefits.

Inbox Application Registration Scheduling **Data Collection** Eligibility Determination Others ^

Initiate Data Collection Individual Information Household Information Non Financial Compliance ^

+ Questions
+ Non-Compliance
+ IPV Referral

Initiate Data Collection

INITIATE DATA COLLECTION

PI Name:
Assigned To:
Application Received Date:
Office Name:
Case or Application #:*

What action do you want to perform?*:

To view historical and replaced/voided records:

Between: MM / DD / YYYY and MM / DD / YYYY

[reset form](#)

NEXT

[Add Case Notes](#)
[View Case Notes](#)
[Page Help](#)
[Print Preview](#)
[Search Documents](#)

SEARCH

APPLICATION

Tue December 27, 2016

WP Screenshot 6: The above image displays the 'Correspondence' module, which includes Pending, History and Manual Generation of Notices. Within this module, case workers have the ability to: generate manual notices, view/delete pending notices, view historical notices, and search for various notices. The purpose of this module is to allow case workers to view notice information for each case.

WP Screenshot 7: The above image displays the 'Data Collection - Compliance' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Compliance' module, the case worker has questions specific to the program requirements, a non-compliance, and IPV referral screens. The purpose of this module is to allow case workers to quickly confirm the individual is abiding to program requirements.

The screenshot displays the 'Data Collection – Individual' module. The top navigation bar includes 'Inbox', 'Application Registration', 'Scheduling', 'Data Collection', 'Eligibility Determination', and 'Others'. The secondary navigation bar shows 'Initiate Data Collection', 'Individual Information', 'Household Information', 'Non Financial', and 'Others'. The main content area is titled 'Initiate Data Collection' and contains the following form fields and elements:

- PI Name:
- Assigned To:
- Application Received Date:
- Office Name:
- Case or Application # :*
- What action do you want to perform?*
- To view historical and replaced/voided records:
- Between: MM / DD / YYYY and MM / DD / YYYY
- [reset form](#)
- [NEXT](#) button

The right sidebar contains utility links: 'Add Case Notes', 'View Case Notes', 'Page Help', 'Print Preview', and 'Search Documents'. Below these is a 'SEARCH' section with a dropdown menu labeled 'APPLICATION' and a search button. The date 'Tue December 27, 2016' is displayed at the bottom of the sidebar.

WP Screenshot 8: The above image displays the 'Data Collection – Individual' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Individual' module, the case worker has a large number of screens including: individual, authorized representatives, head of household, program requests, interview and appointment information, relationship, education, living arrangements, individual demographics, alien, and emergency assistance information. The purpose of this module is to collect the necessary individual information.

WP Screenshot 9: The above image displays the 'Data Collection – Household' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Household' module, the case worker has a large number of screens including: disability, out of state benefits, pregnancy, room/board, SSI, facility, and foster care information. The purpose of this module is to collect the necessary household information.

Inbox Application Registration Scheduling **Data Collection** Eligibility Determination Others ^

Initiate Data Collection Individual Information Household Information Non Financial **Income ^**

[+ Questions](#)
[+ Unearned Income](#)
[+ Unearned Income Average](#)
[+ Earned Income](#)
[+ Earned Income Average](#)
[+ Self Employment Income](#)
[+ Self-Employment Average](#)
[+ MAGI Income/Expenses](#)
[+ Family Income Maintenance Allowance](#)

Initiate Data Collection

INITIATE DATA COLLECTION

PI Name:

Assigned To:

Application Received Date:

Office Name:

Case or Application #:*

What action do you want to perform?*

To view historical and replaced/voided records:

Between: MM / DD / YYYY and MM / DD / YYYY

[reset form](#)

NEXT

[Add Case Notes](#)
[View Case Notes](#)
[Page Help](#)
[Print Preview](#)
[Search Documents](#)

SEARCH

APPLICATION

GO

Tue December 27, 2016

WP Screenshot 10: The above image displays the 'Data Collection – Income' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Income' module, the case worker has a large number of screens including: income-related questions, unearned income, earned income, self-employment income, and budgeting income information. The purpose of this module is to collect the necessary income information.

The screenshot displays the 'Data Collection – Resource' module. The top navigation bar includes 'Inbox', 'Application Registration', 'Scheduling', 'Data Collection', 'Eligibility Determination', and 'Others'. The secondary navigation bar includes 'Initiate Data Collection', 'Individual Information', 'Household Information', 'Non Financial', and 'Resources'. The main content area is titled 'Initiate Data Collection' and contains the following form fields and elements:

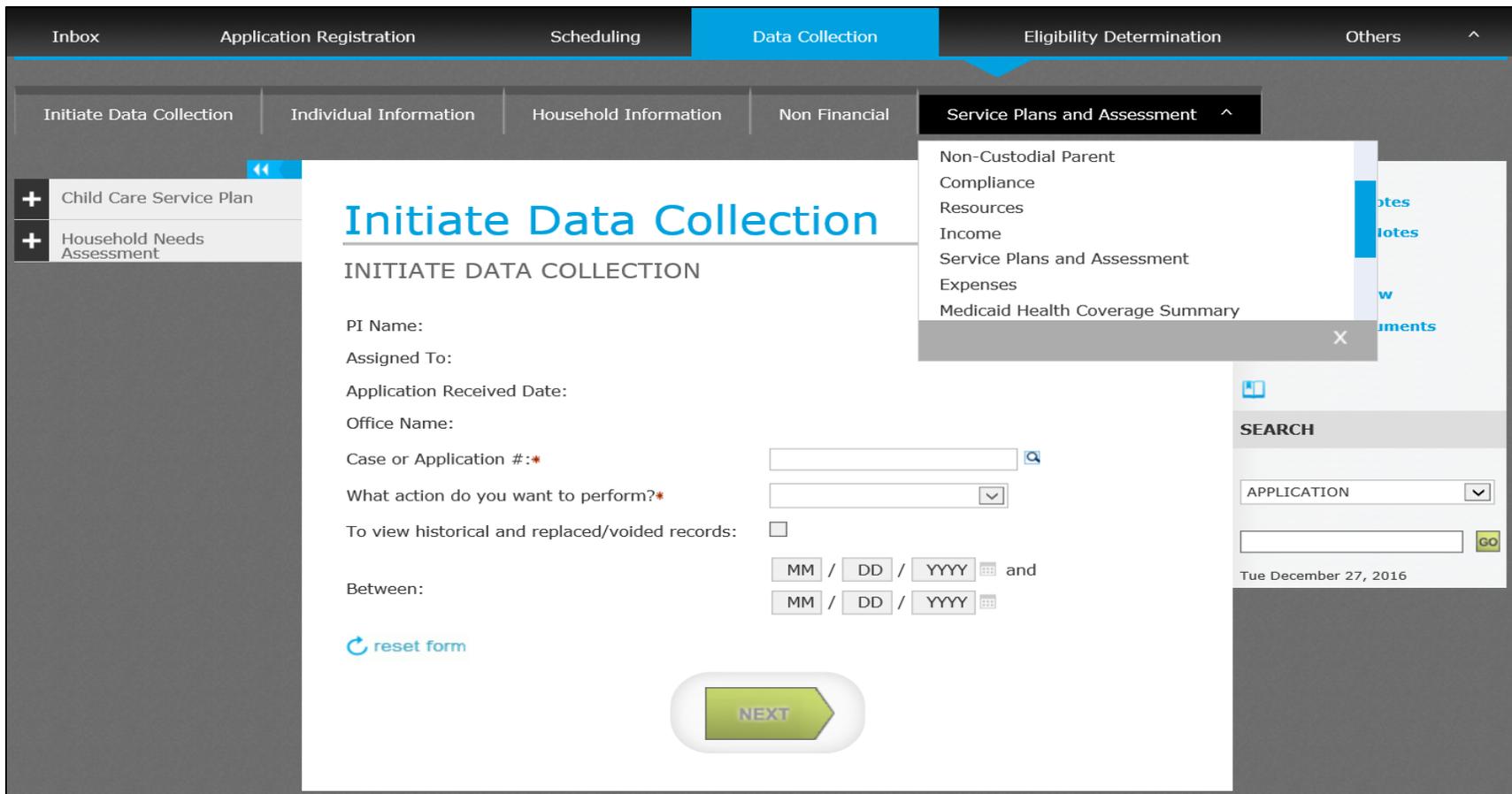
- PI Name:
- Assigned To:
- Application Received Date:
- Office Name:
- Case or Application #:*
- What action do you want to perform?*
- To view historical and replaced/voided records:
- Between: MM / DD / YYYY and MM / DD / YYYY
- reset form
- NEXT

The right sidebar contains the following elements:

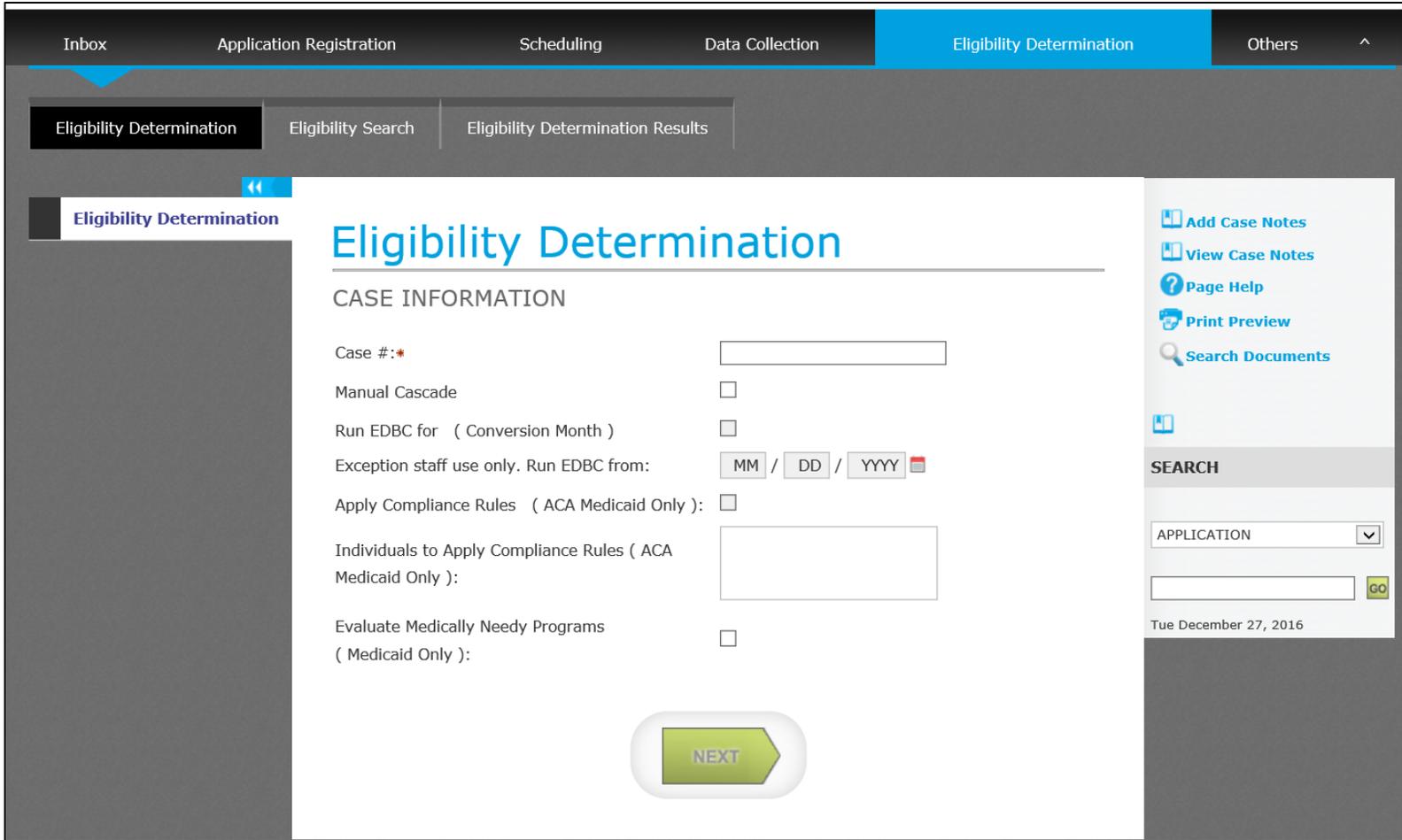
- Add Case Notes
- View Case Notes
- Page Help
- Print Preview
- Search Documents
- SEARCH
- APPLICATION
- GO
- Tue December 27, 2016

WP Screenshot 11: The above image displays the 'Data Collection – Resource' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Resource' module, the case worker has a large number of screens including: resource-related questions, liquid resources, trusts, property, life insurance, burial contracts, livestock, oil/mineral rights, vehicle, and resource transfer information. The purpose of this module is to collect the necessary resource information.

WP Screenshot 12: The above image displays the 'Data Collection – Non-Financial' module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. Within the 'Data Collection – Non-Financial' module are the following screens: non-financial related questions, ABAWD, immunization and work registration information. The purpose of this module is to collect the necessary non-financial information.



WP Screenshot 13: The above image displays several miscellaneous screens within the Data Collection module. All Data Collection modules (also called Logical Unit of Work – or LUW) contain a Summary, Detail(s), and Wrap-Up screens for each respective section. This miscellaneous feature also includes: non-custodial parent information, service plans/assessments, and child care service plan information. These modules collect miscellaneous information based on program requirements.



WP Screenshot 14: The above image displays the 'Eligibility' module. There are several screens/features within the 'Eligibility' module that aid in determining applicant's program eligibility including: eligibility search, eligibility determination, and eligibility determination results. Leveraging the BRE, this module is used for determining whether the applicant is eligible for the program for which they have applied.

Inbox Application Registration Scheduling Data Collection Eligibility Determination **Interfaces** ^

Level of Care LIEAP Bendex Inquiry Document Search **Unemployment Benefit Information** ^

Unemployment Benefit Information Search

Unemployment Benefit Information

SEARCH CRITERIA

Person ID:

SSN:* - -

Request Date:* / / 

[reset form](#)

PERSON INFORMATION

Name

DOB:

CLAIM INFORMATION

Claim Effective Date:

Claim Filing Date:

Claim Status:

Add Case Notes

View Case Notes

Page Help

Print Preview

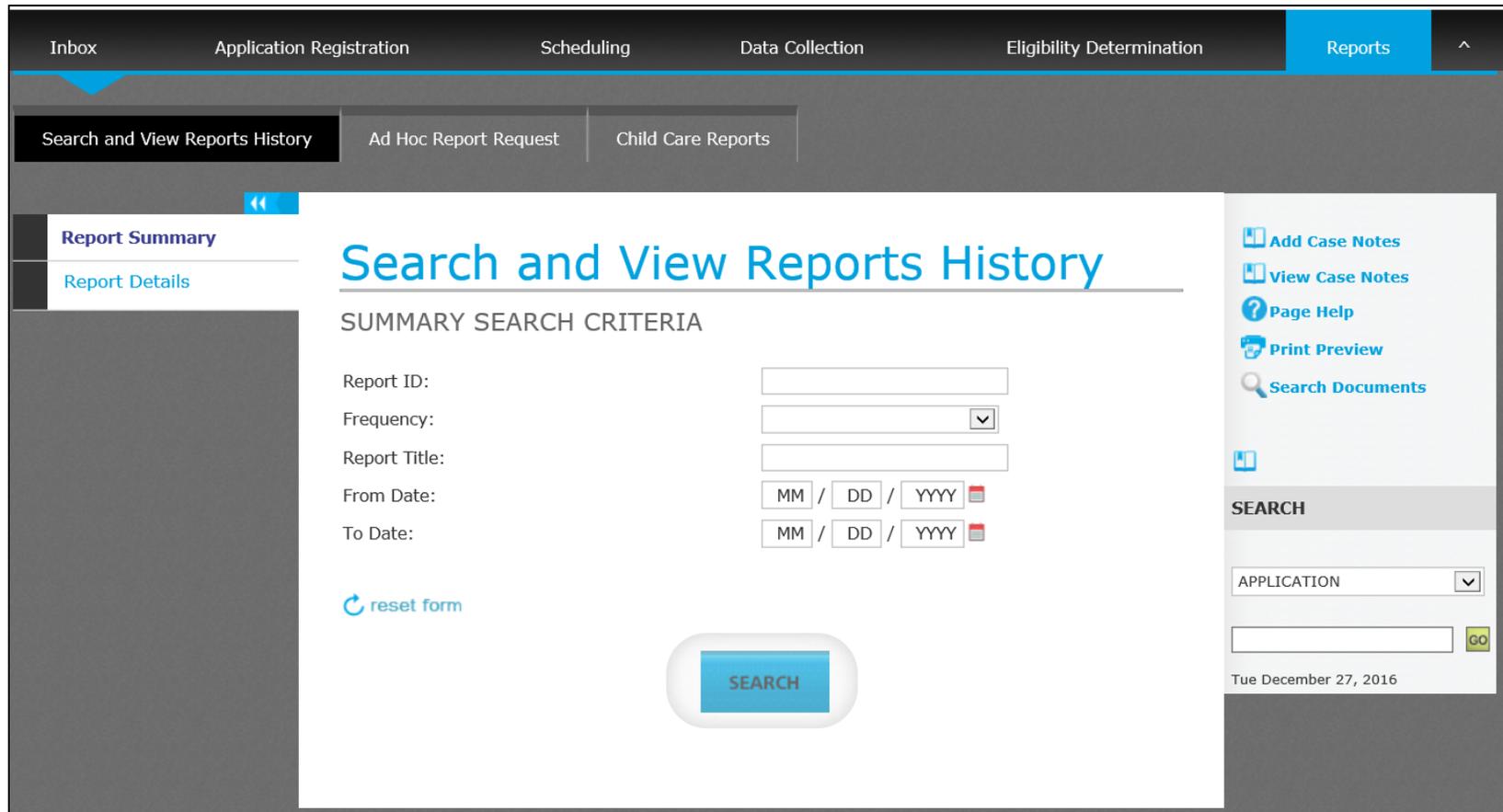
Search Documents

SEARCH

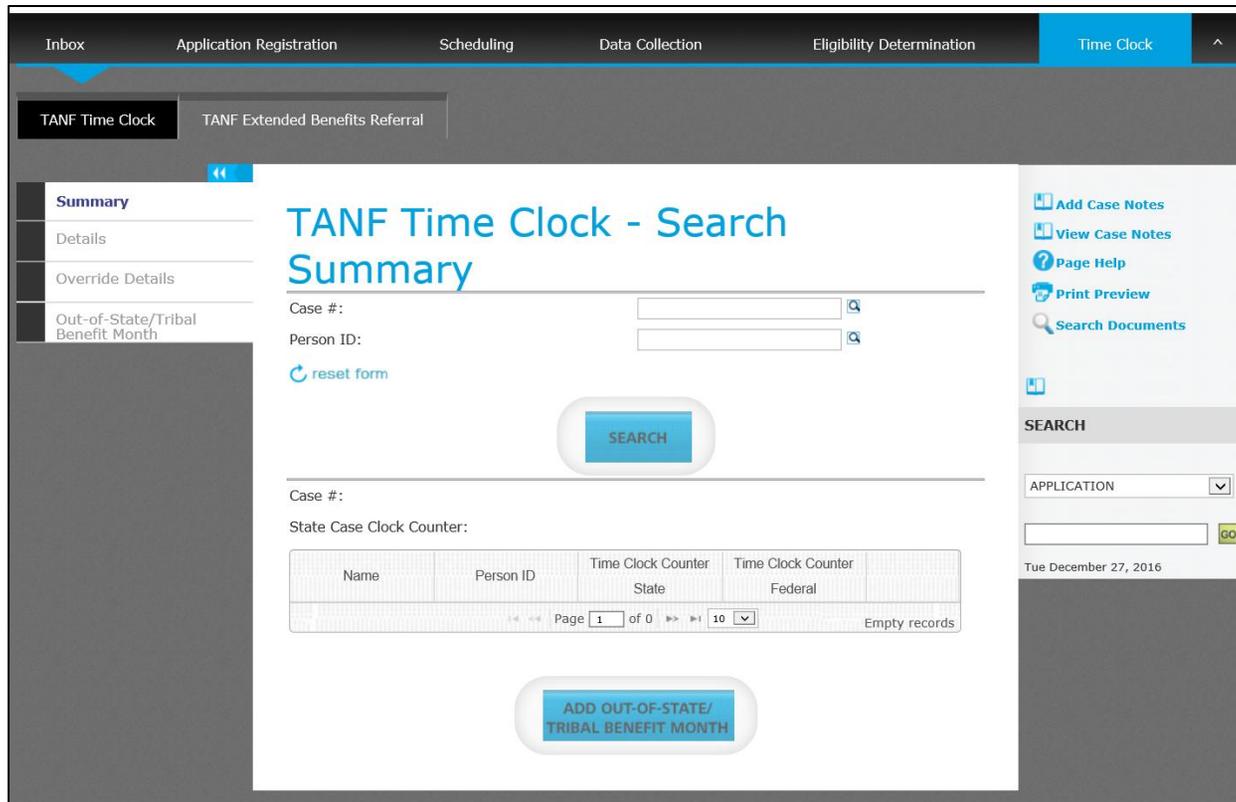
APPLICATION

Tue December 27, 2016

WP Screenshot 15: The above image displays one of the 'Interfaces' utilized within the NextGen Worker Portal solution. The Interface module is used to electronically verify various information as reported by the client. More information on Interfaces is included in Section 5.3.1.



WP Screenshot 16: The above image displays the 'Reports' module. Within the 'Reports' module, case workers are able to search/view various reports and the history, generate ad-hoc reports, view a reports summary and details. The purpose of this module is to allow case workers to generate reports as needed.



WP Screenshot 17: The above image displays the 'TANF / SNAP Time Clock' module. Within the 'TANF/SNAP Time Clock' module, the case worker can initiate/update the time clock, override details, out of state benefits, and excluded benefit referrals. The purpose of this module is to allow case workers to update and view the TANF/SNAP Time Clock.

5.3 DCFS Non-Functional

5.3.1 Interfaces

The existing SNAP and TANF systems interact with a variety of external systems in order to verify citizen information, communicate with external government agencies and confirm the timely reception of the proper benefits. The NextGen interfaces module is structured so that the existing

processes are not only covered by the system, but are covered in an efficient and streamlined manner. The interfaces module interacts with external agencies in order to send and receive vital information for verification such as SSN or address validation. In order to assist with accurate and timely benefit issuance, the module will interface for EBT and Stored Value Card (SVC) benefit issuance. The NextGen solution will include all existing interfaces needed to retain the full legacy interface functionality in Release 3. All interfaces in the list below or existing SNAP/TANF interfaces not on this list will be included in the NextGen system. A total of one net new interface will be accommodated in addition to the existing interfaces, if identified before the end of the Design phase. SOLQI will also be considered in scope pending approval from SSA. The interface ICDs will be part of the Detailed Design Specification Document (DDSD). The following table details specific interfaces included in the NextGen solution and associated legacy interfaces.

#	Module	Sub-Module	NextGen Flows	Additional Request
1.	Interfaces	Outbound Interfaces	<p>The NextGen Interface Module Includes:</p> <ul style="list-style-type: none"> • BENDEX/BENDEX Benefits Earning Exchange Record (BEER) • Disqualified Recipient System (DRS) • Center for Family Services (CFS) Emergency Assistance • Department of Workforce Wages File • Unemployment Benefit Information • National Directory for New Hires (NDNH) • PARIS File Transfer • SIEVS Interface • Prisoner Verification • Electronic Death Registration (eDRS) Verification • Real-Time integration with Client Assistance Program (CAPS) • FDSH SSA Composite Web/Batch Service • FDSH - Verify Lawful Presence Web Service • FDSH Household Income and Family Size Web Service and Batch • FDSH - Close Case Web Service • FDSH TALX • FFM Account Transfer • FDSH Remote Identity Proofing • FDSH Multi Factor Authentication • IRS Unearned Income • IRS Match Request • IRS Death Match • SOLQ Request • Child Support Payments • SDX/SDX COLA • EBT Issuance/Inquiry • USCIS Citizenship Verification • Department of Revenue Tax Interface • Department of Workforce Unemployment Match • Department of Education Children Records • Department of Employment Security 	N/A

#	Module	Sub-Module	NextGen Flows	Additional Request
			<ul style="list-style-type: none"> • Administration for Children and Families Interface • Department of the Treasury • TINA-BI 	
2.	Interfaces	Inbound Interfaces	<p>The NextGen Interface Module Includes:</p> <ul style="list-style-type: none"> • BENDEX/BENDEX Benefits Earning Exchange Record (BEER) • Disqualified Recipient System (DRS) • Center for Family Services (CFS) Emergency Assistance • Department of Workforce Wages File • Unemployment Benefit Information • National Directory for New Hires (NDNH) • PARIS interface to receive files for Interstate Matches for members collecting in greater than one state • PARIS interface to receive files from the Department of Veterans (VA) • PARIS interface to receive files from the DOD Office of Personnel Management (OPM) • SIEVS Interface • Prisoner Verification • Electronic Death Registration (eDRS) Verification • Interface with Client Assistance Program (CAPS) • FDSH SSA Composite Web/Batch Service • FDSH - Verify Lawful Presence Web Service • FDSH Household Income and Family Size Web Service and Batch • FDSH - Close Case Web Service • FDSH TALX • FFM Account Transfer • FDSH Remote Identity Proofing • FDSH Multi Factor Authentication • IRS Unearned Income • IRS Match Request • IRS Death Match • SOLQ Request • Child Support Payments • SDX/SDX COLA • EBT Issuance/Inquiry • USCIS Citizenship Verification • Department of Revenue Tax Interface • Department of Workforce Unemployment Match • Department of Education Children Records • Department of Employment Security • Administration for Children and Families Interface • Department of the Treasury 	N/A

#	Module	Sub-Module	NextGen Flows	Additional Request
3.	Interfaces	ESB	The NextGen Solution will utilize the EA ESB for all SNAP/TANF real time interfaces.	N/A
4.	Interfaces	Internal		
5.	Interfaces	External		
6.	Interfaces	Web Application		

Table 30 – NextGen Interfaces

The following list of legacy interfaces has been provided by OTS. NextGen interfaces will cover the functionality provided by the legacy list below and consistent with Section 1.2 insofar as these legacy interfaces are still currently functional:

#	System	Interface	Internal / External	Incoming / Outgoing	Frequency	Interface Category	Other Notes
1.	LAMI / JAS	Integrated Statewide Information System (ISIS)	Internal	Outgoing	Daily	Financial	
2.	LAMI / JAS	Centralized Bank Recon	Internal	Obsolete	Daily / Monthly	Obsolete	Work files are empty since LAMI stopped cutting checks.
3.	LAMI / JAS	CLIENT	Internal	Outgoing	Daily	Person Information	
4.	LAMI / JAS	Louisiana Automated Support Enforcement System (LASES)	Internal	Incoming / Outgoing	Daily / Weekly / Monthly	Case Mgmt. / Financial / Referral	
5.	LAMI	LDOL	Internal	Outgoing	Weekly	Referral	LaJET Referral
6.	LAMI	Statewide Accounts System (SIEVS)	Internal	Outgoing	Daily	Case Mgmt.	
7.	LAMI	Recovery Accounts System (RAS)	Internal	Incoming / Outgoing	Daily / Weekly	Case Mgmt. / Financial / Referral	
8.	LAMI	Random Moment Sampling (RMS)	Internal			Obsolete	
9.	LAMI	WEBFOCUS	Internal	Outgoing	Monthly / Quarterly	Reporting	
10.	LAMI	Business Intelligence Reporting Office (BIRO)	Internal	Outgoing		Reporting	
11.	LAMI	DSNAP	Internal	Incoming / Outgoing	Daily		Web Interface
12.	LAMI	LAMI Ad-Hoc	Internal	Outgoing	Daily	Reporting	Web Interface

#	System	Interface	Internal / External	Incoming / Outgoing	Frequency	Interface Category	Other Notes
13.	LAMI	Web Case Inquiry	Internal	Outgoing	Real Time		Web Interface
14.	LAMI	Case Review	Internal	Outgoing	Real Time	Quality Assurance	Web Interface
15.	LAMI	Clearance Summary	Internal			Quality Assurance	Web Interface
16.	LAMI	CAFÉ	Internal	Incoming / Outgoing			Web Interface
17.	LAMI	Bureau of Appeals	Internal				
18.	LAMI	MEDS	External	Incoming / Outgoing	Daily / Monthly	Case Mgmt.	
19.	LAMI	Louisiana Workforce Commission (LWC)	External			Jobs Data	
20.	LAMI	Department of Education (ED)	External				
21.	LAMI	ACS	External	Outgoing	Daily	Case Mgmt.	EBT Vendor, Call Center, IVR System
22.	LAMI	Administration for Children and Families (ACF)	External	Outgoing	Quarterly	Reporting	TANF Data Collection Reporting
23.	LAMI	State of Alabama	External	Incoming / Outgoing	Monthly	Case Mgmt. / Fraud Detection	SNAP Participants
24.	LAMI	State of Florida	External	Incoming / Outgoing	Monthly	Case Mgmt. / Fraud Detection	SNAP Participants
25.	LAMI	State of Georgia	External	Incoming / Outgoing	Monthly	Case Mgmt. / Fraud Detection	SNAP Participants
26.	LAMI	State of Mississippi	External	Incoming / Outgoing	Monthly	Case Mgmt. / Fraud Detection	SNAP Participants
27.	LAMI	Federally Facilitated Marketplace	External		Daily	Case Mgmt.	
28.	LAMI	Social Security Administration (SSA)	External	Incoming	Daily / Annually		
29.	JAS	Stored Value Card (SVC) System	Internal	Incoming / Outgoing	Daily	Send Cards	
30.	JAS	Childcare Assistance Programs (CAPS)	Internal			Obsolete	
31.	JAS	Tracking Information Payment System (TIPS)	Internal	Outgoing	Monthly	Reporting	

#	System	Interface	Internal / External	Incoming / Outgoing	Frequency	Interface Category	Other Notes
32.	JAS	State Contract System	Internal				
33.	JAS	Generalized System Reporting	Internal				
34.	JAS	Data Warehouse	Internal	Outgoing	Daily	Reporting / Case and Person Data	
35.	JAS	Internal Revenue Service (IRS)	External		Annually	Reporting	
36.	JAS	Legislative Auditors	External	Outgoing	As Needed	Quality Assurance	
37.	JAS	JP Morgan Chase	External	Incoming / Outgoing	As Needed	Financial	

Table 31 – Legacy Interfaces

5.3.2 Forms

NextGen will contain the existing forms and notices used in legacy systems, as well as newly created forms, all as listed below. Within the NextGen solution, forms and notices will be developed using a tool called Exstream. Barcodes can be added to forms in order to properly sort the mail. Once the logic for the sorting/bundling is established for the barcodes, it can be used against all forms. Scanning the barcode can give the user the details listed within the Barcode Composition. The barcode placement and functionality will be discussed further in Design session.

Exstream allows for the development of customizable forms, while also providing the State with the capacity to continue using legacy forms. This tool will provide identified users with the ability to add, modify, and maintain existing forms and notices on an ongoing basis.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Forms	Standard Forms	<p>NextGen will come with the ability to generate the list of 547 legacy forms and notices provided by the State through the use of Exstream.</p> <p>Exstream will allow users with sufficient access to generate and customize forms and notices.</p> <p>Users assigned to cases will have access to view, save, manage, print the forms applicable to those cases, as well as forms that have been previously issued.</p>	<p>The State currently uses a list of 547 legacy forms (insofar as what has been shared with Contractor) between LAMI and JAS.</p> <p>In JAS, the system allows the case worker to select, complete, and print STEP forms. Users may print STEP forms in the local office or have selected forms print in a nightly batch process and mailed the next business day. Users have the option to print multiple cases for one form, or multiple forms for one case, each of which auto-populates appropriate data. Alternatively, JAS users also have the option to print blank forms. A list is generated of previously issued forms for viewers to note.</p>	<p>The forms list provided by the State will be included in NextGen.</p> <p>New forms and notices generated by Exstream will become viewable to users in NextGen.</p>

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
2.	Forms	Automated Triggering	NextGen will have the ability to automatically trigger the creation of certain notices based upon updates to case information. Exstream will achieve this through use of a notice engine.	N/A	N/A
3.	Forms	Suppression	NextGen will allow users to suppress a pending form or notice that has not yet been sent to a citizen.	In LAMI, a notice can be suppressed before the system sends it to the client. The notice must be suppressed at the time the case is dispositioned, by entering the valid code in the NOTICE SUPPRESSION field on the Disposition Screen.	N/A
4.	Forms	Mailing	NextGen will allow, where applicable, for notices originating from separate State agencies to be consolidated before mailing to eliminate duplication. Consolidation of notices to be mailed will be decided upon by the State during Design phase.	N/A	N/A

Table 32 –NextGen Forms

Below is a list of existing correspondences within the current LAMI/JAS systems. All forms included in this list will be included as part of the NextGen SNAP/TANF system. If identified before the end of the Design phase, a total of 10 new forms will be accommodated in addition to the list below phase.

#	Form Name	Form Description
1.	OFS 001ER Frm Referral for Social Security Number Application	This correspondence is used to refer all applicants in need of an SSN to the local Social Security Office.
2.	OFS 001ER Ins Referral for Social Security Number Application	This document provides instructions and high level information on the associated correspondence.
3.	OFS 001SC Frm System Clearance Worksheet	This correspondence is used to document manual system clearances for SNAP, FITAP and KCSP when web system clearance summaries cannot be used.
4.	OFS 001SC Ins System Clearance Worksheet	This document provides instructions and high level information on the associated correspondence.
5.	OFS 001VR Frm (Large Print)	This correspondence is used when a client reports a change of address or name change, to record the client's declaration to register to vote.
6.	OFS 001VR Frm Voter Registration Declaration Statement	This correspondence is used when a client reports a change of address or name change, to record the client's declaration to register to vote.
7.	OFS 001VR Ins Voter Registration Declaration Statement	This document provides instructions and high level information on the associated correspondence.
8.	OFS 002 Frm FITAP Budget Worksheet	This correspondence is used as a worksheet for FITAP cases. Shows computation of income on forms.
9.	OFS 002 Ins FITAP Budget Worksheet	This document provides instructions and high level information on the associated correspondence.
10.	OFS 003 Frm Earned Income Budgeting Sheet	This correspondence is used to document paycheck amounts for use in calculation of monthly earned income for each source of earned income.
11.	OFS 003 Ins Earned Income Budgeting Sheet	This document provides instructions and high level information on the associated correspondence.
12.	OFS 004 Addendum AS Frm Alien Status	This correspondence is used for application and redetermination of households applying for SNAP benefits and/or FITAP and KCSP when further clearance regarding alien status is necessary.
13.	OFS 004 Addendum AS Ins Alien Status	This document provides instructions and high level information on the associated correspondence.
14.	OFS 004 Addendum AS_SP Frm Alien Status	This correspondence is used for application and redetermination of households applying for SNNAP benefits and/or FITAP and KCSP when further clearance regarding alien status is necessary.

#	Form Name	Form Description
15.	OFS 004 Addendum AS_SP Ins Alien Status	This document provides instructions and high level information on the associated correspondence.
16.	OFS 004 Addendum AS_VN Frm Alien Status	This correspondence is used for application and redetermination of households applying for SNNAP benefits and/or FITAP and KCSP when further clearance regarding alien status is necessary.
17.	OFS 004 Addendum AS_VN Ins Alien Status	This document provides instructions and high level information on the associated correspondence.
18.	OFS 004 Supplement Frm Clearance Sheet	This correspondence is used for applications and redeterminations of households receiving benefits through SNAP, FITAP and KCSP.
19.	OFS 004 Supplement Ins Clearance Sheet	This document provides instructions and high level information on the associated correspondence.
20.	OFS 004AEC Frm Alien Eligibility Checklist	This correspondence is used by the worker to determine alien eligibility applying for SNAP.
21.	OFS 004AEC Ins Alien Eligibility Checklist	This document provides instructions and high level information on the associated correspondence.
22.	OFS 004AHM Frm Additional Household Members	This correspondence is used if there is not enough space to list all household members on the OFS 4APP
23.	OFS 004AHM Ins Additional Household Members	This document provides instructions and high level information on the associated correspondence.
24.	OFS 004ANC Frm Additional Non-Custodial Parents Form	This correspondence is used at application to obtain information regarding additional non-custodial parent(s) for FITAP/KCSP applicants.
25.	OFS 004ANC Ins Additional Non-Custodial Parent	This document provides instructions and high level information on the associated correspondence.
26.	OFS 004APP Frm (Large Print)	This correspondence is used for applying for FITAP, SNAP and/or KCSP.
27.	OFS 004APP Frm Application for Assistance	This correspondence is used for applying for FITAP, SNAP and/or KCSP.
28.	OFS 004APP Ins Application for Assistance	This document provides instructions and high level information on the associated correspondence.
29.	OFS 004APP_VN Frm Application For Assistance	This correspondence is used for applying for FITAP, SNAP and/or KCSP.
30.	OFS 004APP_VN Ins Application for Assistance	This document provides instructions and high level information on the associated correspondence.
31.	OFS 004APPSP Frm Application for Assistance	This correspondence is used for applying for FITAP, SNAP and/or KCSP.
32.	OFS 004APPSP Ins Application for Assistance	This document provides instructions and high level information on the associated correspondence.
33.	OFS 004CS Frm Clearance Sheet	This correspondence is used by cash assistance programs to complete a review of household's circumstances for FITAP/KCSP when the household moves to another region. Also This correspondence is used as a clearance documentation sheet for FITAP/SNAP/KCSP application redeterminations processed by staff who telework and the application cannot be printed.
34.	OFS 004CS Ins Clearance Sheet	This document provides instructions and high level information on the associated correspondence.
35.	OFS 004EXP Frm Expedited Screening Form	This correspondence is used to assist the worker in determining an applicant's household eligibility for expedited services for SNAP benefits when the application form submitted does not include expedited screening information.
36.	OFS 004EXP Ins Expedited Screening Form	This document provides instructions and high level information on the associated correspondence.
37.	OFS 004FA Frm Family Assessment	This correspondence captures general information about client, work skills and educational/training details.
38.	OFS 004FA Ins Family Assessment	This document provides instructions and high level information on the associated correspondence.
39.	OFS 004I Frm (Large Print)	This correspondence is used during application process to provide instruction/information on the application process, required information, verifications, rights/responsibilities and penalties for knowingly providing incorrect information.
40.	OFS 004I Frm Information about the Application for Assistance	This correspondence is used during application process to provide instruction/information on the application process, required information, verifications, rights/responsibilities and penalties for knowingly providing incorrect information.
41.	OFS 004I Ins Information about the Application for Assistance	This document provides instructions and high level information on the associated correspondence.
42.	OFS 004I_VN Frm Information About the Application for Assistance	This correspondence is used during application process to provide instruction/information on the application process, required information, verifications, rights/responsibilities and penalties for knowingly providing incorrect information.
43.	OFS 004I_VN Ins Information about the Application for Assistance	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
44.	OFS 004ISP Frm Information About the Application for Assistance	This correspondence is used during application process to provide instruction/information on the application process, required information, verifications, rights/responsibilities and penalties for knowingly providing incorrect information.
45.	OFS 004ISP Ins Information about the Application for Assistance	This document provides instructions and high level information on the associated correspondence.
46.	OFS 004MR Frm (Large Print)	This correspondence is used for redetermination of households receiving benefits through SNAP/FITAP/KCSP. May also be This correspondence is used as an application for any of these programs.
47.	OFS 004MR Frm Application for Continued Assistance	This correspondence is used for redetermination of households receiving benefits through SNAP/FITAP/KCSP. May also be This correspondence is used as an application for any of these programs.
48.	OFS 004MR Ins Application for Continued Assistance	This document provides instructions and high level information on the associated correspondence.
49.	OFS 004MR_VN Frm Application for Continued Assistance	This correspondence is used for redetermination of households receiving benefits through SNAP/FITAP/KCSP. May also be This correspondence is used as an application for any of these programs.
50.	OFS 004MR_VN Ins Application for Continued Assistance	This document provides instructions and high level information on the associated correspondence.
51.	OFS 004MRSP Frm Application for Continued Assistance	This correspondence is used for redetermination of households receiving benefits through SNAP/FITAP/KCSP. May also be This correspondence is used as an application for any of these programs.
52.	OFS 004MRSP Ins Application for Continued Assistance	This document provides instructions and high level information on the associated correspondence.
53.	OFS 004MW Frm Management Review Worksheet	This correspondence is used as a guide when reviewing management with a client.
54.	OFS 004MW Ins Management Review Worksheet	This document provides instructions and high level information on the associated correspondence.
55.	OFS 004NA Frm Needs Assessment	This correspondence is used during the application and reapplication process to identify additional needs and services of the family applying for FITAP or KCSP. OFS worker will document the information for services provided to the applicant.
56.	OFS 004NA Ins Needs Assessment	This document provides instructions and high level information on the associated correspondence.
57.	OFS 004NCP Frm NonCustodial Parent Information Summary	This correspondence is used to collect information in FITAP/KCSP cases which a legal or non-legal parent is absent.
58.	OFS 004NCP Ins NonCustodial Parent Information Summary	This document provides instructions and high level information on the associated correspondence.
59.	OFS 004NCP Supplement Frm NCP Information Summary Supplement by Natural Mother	This correspondence is used as attachment to the OFS 4NCP in FITAP cases involving a non-legal noncustodial parent who does not have a collection case already established by CSE on this particular payee and child.
60.	OFS 004NCP Supplement Ins NCP Information Summary by Natural Mother	This document provides instructions and high level information on the associated correspondence.
61.	OFS 004S Frm Statement of the Sponsor of a Legally Admitted Alien Applicant	Completed by the sponsor of a person declaring himself to be a legally admitted alien who is applying for any kind of public assistance benefits.
62.	OFS 004S Ins Statement of the Sponsor of a Legally Admitted Alien Applicant	This document provides instructions and high level information on the associated correspondence.
63.	OFS 004SR Frm (Large Print)	This correspondence is used to report certain household circumstances on an interim basis. Advises households who are in simplified reporting of the due date for returning the form and the consequences for failing to submit the simplified report.
64.	OFS 004SR Frm Simplified Report Form	This correspondence is used to report certain household circumstances on an interim basis. Advises households who are in simplified reporting of the due date for returning the form and the consequences for failing to submit the simplified report.
65.	OFS 004SR Ins Simplified Report Form	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
66.	OFS 004SR_VN Frm Simplified Report Form	This correspondence is used to report certain household circumstances on an interim basis. Advises households who are in simplified reporting of the due date for returning the form and the consequences for failing to submit the simplified report.
67.	OFS 004SR_VN Ins Simplified Report Form	This document provides instructions and high level information on the associated correspondence.
68.	OFS 004SRSP Frm Simplified Reporting Form	This correspondence is used to report certain household circumstances on an interim basis. Advises households who are in simplified reporting of the due date for returning the form and the consequences for failing to submit the simplified report.
69.	OFS 004SRSP Ins Simplified Report Form	This document provides instructions and high level information on the associated correspondence.
70.	OFS 005C Frm FITAP Program Brochure	This correspondence is used to inform applicants/recipients of the FITAP program eligibility requirements, how and where to apply, and right to a fair hearing.
71.	OFS 005C Ins FITAP Program Brochure	This document provides instructions and high level information on the associated correspondence.
72.	OFS 005F Frm A Fair Hearing Your Right to Appeal Flyer	This correspondence is used to inform applicant/recipient of their right to an appeal.
73.	OFS 005F Ins A Fair Hearing Your Right to Appeal	This document provides instructions and high level information on the associated correspondence.
74.	OFS 005FHW Frm Fair Hearing Withdrawal Notice	This correspondence is used to provide a written confirmation to the client when the local office has received a verbal request to withdraw a request for a fair hearing.
75.	OFS 005FHW Ins Fair Hearing Withdrawal Notice	This document provides instructions and high level information on the associated correspondence.
76.	OFS 005FHW SP Frm Fair Hearing Withdrawal Notice	This correspondence is used to provide a written confirmation to the client when the local office has received a verbal request to withdraw a request for a fair hearing.
77.	OFS 005FHW SP Ins Fair Hearing Withdrawal Notice	This document provides instructions and high level information on the associated correspondence.
78.	OFS 005FHW VN Frm Fair Hearing Withdrawal Notice	This correspondence is used to provide a written confirmation to the client when the local office has received a verbal request to withdraw a request for a fair hearing.
79.	OFS 005FHW VN Ins Fair Hearing Withdrawal Notice	This document provides instructions and high level information on the associated correspondence.
80.	OFS 005W Frm Notification of Withdrawal of Fair Hearing	This correspondence is used to document that the local office has received a request to withdraw a request for a fair hearing.
81.	OFS 005W Ins Notification of Withdrawal of Fair Hearing	This document provides instructions and high level information on the associated correspondence.
82.	OFS 006C Frm Disposition of Returned Check	Local offices uses to determine disposition of returned checks.
83.	OFS 006C Ins Disposition of Returned Check	This document provides instructions and high level information on the associated correspondence.
84.	OFS 006L Frm Log of Returned Checks	This correspondence is used to log STEP checks returned to the local office for a particular month and to record their subsequent disposition.
85.	OFS 006L Ins Log of Returned Checks	This document provides instructions and high level information on the associated correspondence.
86.	OFS 007CR Frm FITAP-KCSP Household Change Reporting Form	This correspondence is used as reminder for change reporting households and FITAP/KCSP households included in simplified reporting regarding changes that need to be reported.
87.	OFS 007CR Ins FITAP-KCSP Household Change Reporting Form	This document provides instructions and high level information on the associated correspondence.
88.	OFS 007P Frm Personal Wage Record	This correspondence is used to identify incidental employment for persons working at odd jobs.
89.	OFS 007P Ins Personal Wage Record	This document provides instructions and high level information on the associated correspondence.
90.	OFS 007P_VN Frm Personal Wage Record	This correspondence is used to identify incidental employment for persons working at odd jobs.
91.	OFS 007P_VN Ins Personal Wage Record	This document provides instructions and high level information on the associated correspondence.
92.	OFS 007PSP Frm Personal Wage Record	This correspondence is used to identify incidental employment for persons working at odd jobs.
93.	OFS 007PSP Ins Personal Wage Record	This document provides instructions and high level information on the associated correspondence.
94.	OFS 007ST Frm Verification of Student Information	This correspondence is used to verify student registration information, student income, and the student's class schedule.
95.	OFS 007ST Ins Verification of Student Information	This document provides instructions and high level information on the associated correspondence.
96.	OFS 008 Frm Transition Resource Letter	This correspondence is used to inform FITAP clients of the various federal, state and/or local programs and services in order for them to contact these entities to obtain information and/or apply for their programs and services upon termination of their FITAP eligibility.
97.	OFS 008 Ins Transition Resource Letter	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
98.	OFS 009FKC Frm FITAP Payee Only_KCSP Checklist	This correspondence is used as mandatory form when completing a FITAP payee only or KCSP application. Checklist is This correspondence is used to complete all necessary case actions as well as related forms prior to certification.
99.	OFS 009FKC Ins FITAP Payee Only_KCSP Checklist	This document provides instructions and high level information on the associated correspondence.
100.	OFS 009FSC Frm FITAP_STEP Checklist	This correspondence is used as mandatory form when completing a FITAP application for documenting case actions as well as related forms prior to certification.
101.	OFS 009FSC Ins FITAP_STEP Checklist	This document provides instructions and high level information on the associated correspondence.
102.	OFS 009PRC Frm Personalized Resource Checklist	This correspondence is used to inform clients of the various federal/state/local providers that could assist them in resolving short or long term problems which may prevent self-sufficiency and independence.
103.	OFS 009PRC Ins Personalized Resource Checklist	This document provides instructions and high level information on the associated correspondence.
104.	LaCAP 001 Frm LaCAP Enrollment Form Initial Application	This correspondence is used for applicants who are applying for the LA Combined Application Project (LaCAP).
105.	LaCAP 001 Ins Enrollment Form-Initial Application	This document provides instructions and high level information on the associated correspondence.
106.	LaCAP 001A Frm LaCAP Enrollment Form Initial Application	This correspondence is used for applicants who may be eligible to receive assistance through LaCAP.
107.	LaCAP 001A Ins LaCAP Enrollment Form Initial Application	This document provides instructions and high level information on the associated correspondence.
108.	LaCAP 001F Frm LaCAP Enrollment Form (Follow-Up)	This correspondence is used for the follow-up process to contact elderly SSI recipients who were sent an enrollment form to apply for LaCAP the previous month but failed to return the form.
109.	LaCAP 001F Ins Enrollment Form (Follow-Up)	This document provides instructions and high level information on the associated correspondence.
110.	LaCAP 001R Frm LaCAP Re-Enrollment Form Application	This correspondence is used for redetermination of eligibility for households receiving benefits through LaCAP.
111.	LaCAP 001R Ins LaCAP Re-Enrollment Form	This document provides instructions and high level information on the associated correspondence.
112.	LaCAP 001RF Frm LaCAP Re-enrollment Form (Follow-Up)	This correspondence is used for the follow-up process to contact elderly SSI recipients who were sent an enrollment form to apply for LaCAP the previous month but failed to return the form.
113.	LaCAP 001RF Ins LaCAP Re-Enrollment Form (Follow-Up)	This document provides instructions and high level information on the associated correspondence.
114.	LaCAP 002 Frm Program Information and Rights and Responsibilities	This correspondence is used to describe LaCAP food assistance, provide information regarding who is eligible, the application process, why certain information is required, change reporting and rights and responsibilities.
115.	LaCAP 002 Ins Information About the Application for Assistance	This document provides instructions and high level information on the associated correspondence.
116.	LaCAP 004 Frm Action Taken on Your LaCAP Case	This correspondence is used by the worker to inform the client of any action or proposed action to be taken on their LaCAP case.
117.	LaCAP 004 Ins Action Taken on Your LaCAP Case	This document provides instructions and high level information on the associated correspondence.
118.	OFS 011 Frm Extension Document	This correspondence is used to document the decision made with regard to extension and subsequent extension of FITAP benefits, which is determined by the worker and approved by the supervisor.
119.	OFS 011 Ins Extension Document	This document provides instructions and high level information on the associated correspondence.
120.	OFS 012 Frm Addition of a Household Member	This correspondence is used to record the client's statement regarding eligibility factors for the new household member(s). Completion is optional for FITAP, KCSP and SNAP.
121.	OFS 012 Ins Addition of a Household Member	This document provides instructions and high level information on the associated correspondence.
122.	OFS 013SI Frm (Large Print)	This correspondence is used to return an unsigned simplified report form to the household and to request verification or additional information.
123.	OFS 013SI Frm Simplified Reporting Notice of Incomplete Filing	This correspondence is used to return an unsigned simplified report form to the household and to request verification or additional information.
124.	OFS 013SI Ins Simplified Reporting Notice of Incomplete Filing	This document provides instructions and high level information on the associated correspondence.
125.	OFS 013SI_VN Frm Simplified Reporting Notice of Incomplete Filing	This correspondence is used to return an unsigned simplified report form to the household and to request verification or additional information.
126.	OFS 013SI_VN Ins Simplified Reporting Notice of Incomplete Filing	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
127.	OFS 013SISP Frm Simplified Reporting Notice of Incomplete Filing	This correspondence is used to return an unsigned simplified report form to the household and to request verification or additional information.
128.	OFS 013SISP Ins Simplified Reporting Notice of Incomplete Filing	This document provides instructions and high level information on the associated correspondence.
129.	OFS 013SN Frm (Large Print)	This correspondence is used to inform the household that a simplified report form has not been received.
130.	OFS 013SN Frm Simplified Reporting Automated Reminder-Termination Notice	This correspondence is used to inform the household that a simplified report form has not been received.
131.	OFS 013SN Ins Simplified Reporting Automated Reminder-Termination Notice	This document provides instructions and high level information on the associated correspondence.
132.	OFS 013SN_VN Frm Simplified Reporting Automated ReminderTermination Notice	This correspondence is used to inform the household that a simplified report form has not been received.
133.	OFS 013SN_VN Ins Simplified Reporting Automated Reminder-Termination Notice	This document provides instructions and high level information on the associated correspondence.
134.	OFS 013SNSP Frm Simplified Reporting Automated Reminder-Termination Notice	This correspondence is used to inform the household that a simplified report form has not been received.
135.	OFS 013SNSP Ins Simplified Reporting Automated Reminder-Termination Notice	This document provides instructions and high level information on the associated correspondence.
136.	OFS 013SO Frm (Large Print)	This correspondence is used to inform households placed in simplified reporting of reporting requirements and the gross income limits.
137.	OFS 013SO Frm Simplified Reporting System Notice	This correspondence is used to inform households placed in simplified reporting of reporting requirements and the gross income limits.
138.	OFS 013SO Ins Simplified Reporting System Notice	This document provides instructions and high level information on the associated correspondence.
139.	OFS 013SO_VN Frm Simplified Reporting System Notice	This correspondence is used to inform households placed in simplified reporting of reporting requirements and the gross income limits.
140.	OFS 013SO_VN Ins Simplified Reporting System Notice	This document provides instructions and high level information on the associated correspondence.
141.	OFS 013SOSP Frm Simplified Reporting System Notice	This correspondence is used to inform households placed in simplified reporting of reporting requirements and the gross income limits.
142.	OFS 013SOSP Ins Simplified Reporting System Notice	This document provides instructions and high level information on the associated correspondence.
143.	OFS 018 Frm Notice of Decision	This correspondence is used to notify an applicant of approval or rejection of an application for FITAP
144.	OFS 018 Ins Notice of Decision	This document provides instructions and high level information on the associated correspondence.
145.	OFS 018C Frm (Large Print)	This correspondence is used to provide correspondence from the agency to indicate processing timeframes, additional information needed to determine eligibility, additional contact with worker is needed, or to schedule an appointment.
146.	OFS 018C Frm Client Contact Letter	This correspondence is used to provide correspondence from the agency to indicate processing timeframes, additional information needed to determine eligibility, additional contact with worker is needed, or to schedule an appointment.
147.	OFS 018C Ins Client Contact Letter	This document provides instructions and high level information on the associated correspondence.
148.	OFS 018C_SP Frm Client Contact Letter	This correspondence is used to provide correspondence from the agency to indicate processing timeframes, additional information needed to determine eligibility, additional contact with worker is needed, or to schedule an appointment.
149.	OFS 018C_SP Ins Client Contact Letter	This document provides instructions and high level information on the associated correspondence.
150.	OFS 018C_VN Frm Client Contact Letter	This correspondence is used to provide correspondence from the agency to indicate processing timeframes, additional information needed to determine eligibility, additional contact with worker is needed, or to schedule an appointment.
151.	OFS 018C_VN Ins Client Contact Letter	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
152.	OFS 018CPR Frm Notification of Corrective Payment-Restoration	Notifies clients of corrective payment restoration.
153.	OFS 018CPR Ins Notification of Corrective Payment-Restoration	This document provides instructions and high level information on the associated correspondence.
154.	OFS 018ECP Frm Affidavit of EBT Payment on Recovery Claim	This correspondence is used to obtain recipient's voluntary authorization to use EBT benefits to pay on established recovery claims.
155.	OFS 018ECP Ins Affidavit of EBT Payment on Recovery Claim	This document provides instructions and high level information on the associated correspondence.
156.	OFS 018F Frm Client Request for Termination-Reduction in Benefits	This correspondence is used to obtain a written statement from a client that he or she is requesting closure of their case or reduction in benefits and is acknowledging in writing that they are waiving the right to 13-day advance notice.
157.	OFS 018F Ins Client Request for Termination-Reduction in Benefits	This document provides instructions and high level information on the associated correspondence.
158.	OFS 018MR Frm (Large Print)	This correspondence is used to notify SNAP/FITAP/KCSP households of expiration of their certification period and to schedule an interview with those households which require an interview for their redetermination.
159.	OFS 018MR Frm Notice of Expiration	This correspondence is used to notify SNAP/FITAP/KCSP households of expiration of their certification period and to schedule an interview with those households which require an interview for their redetermination.
160.	OFS 018MR Ins Notice of Expiration	This document provides instructions and high level information on the associated correspondence.
161.	OFS 018SP Frm Notice of Decision	This correspondence is used to notify SNAP/FITAP/KCSP households of expiration of their certification period and to schedule an interview with those households which require an interview for their redetermination.
162.	OFS 018SP Ins Notice of Decision	This document provides instructions and high level information on the associated correspondence.
163.	OFS 018VN Frm Notice of Decision	This correspondence is used to notify SNAP/FITAP/KCSP households of expiration of their certification period and to schedule an interview with those households which require an interview for their redetermination.
164.	OFS 018VN Ins Notice of Decision	This document provides instructions and high level information on the associated correspondence.
165.	OFS 019 Frm Advance Notice of Decision	This correspondence is used as formal notification to a recipient at least 13 days in advance of action to decrease or close a FITAP case. May also be used as advance notification that a change is being made in an associated SNAP case as a result of the change in the FITAP case.
166.	OFS 019 Ins Advance Notice of Decision	This document provides instructions and high level information on the associated correspondence.
167.	OFS 019A Frm Notice of Action	This correspondence is used to notify a recipient of the action being taken because of failure to cooperate with child support enforcement (CSE).
168.	OFS 019A Ins Notice of Action	This document provides instructions and high level information on the associated correspondence.
169.	OFS 019BE Frm Notice of Decision-FITAP Benefits Extension	This correspondence is used as a formal notification to a FITAP recipient at least 13 days in advance of action to close a FITAP case due to expiration of time limit, or use as formal notification to a FITAP recipient to extend FITAP benefits beyond time limit.
170.	OFS 019BE Ins Notice of Decision-FITAP Benefit Extension	This document provides instructions and high level information on the associated correspondence.
171.	OFS 019S Frm Notice of Action Taken Because of Failure to Sign Agreement	This correspondence is used as formal notification to a recipient of the action being taken because of a failure to sign an agreement to repay retained child support or failure to submit payments to fraud and recovery as agreed. Issued at least 13 days in advance of action.
172.	OFS 019S Ins Notice of Action Taken Because of Failure to Sign Agreement	This document provides instructions and high level information on the associated correspondence.
173.	OFS 020CD Frm Report of Claim Determination	This correspondence is used to report over-issuance of SNAP, report ineligible or overpayments of FITAP or KCSP benefits, or request restoration of lost SNAP benefits when there is a recovery account.
174.	OFS 020CD Ins Report of Claim Determination	This document provides instructions and high level information on the associated correspondence.
175.	OFS 020CDW Frm Claim Determination Worksheet	This correspondence is used to determine if a claim is needed and the effective month of the claim.

#	Form Name	Form Description
176.	OFS 020CDW Ins Claim Determination Worksheet	This document provides instructions and high level information on the associated correspondence.
177.	OFS 020CF Frm Assistance Payments Recovery Case Change Form	This correspondence is used to report changes to the fraud and recovery section on assistance payments (FITAP) cases involving recovery/recoupment. The 20CF is also This correspondence is used to report changes to fraud and recovery section on assistance payment cases in which there is pending criminal litigation and/or an active probation/parole case.
178.	OFS 020CF Ins Assistance Payments Recovery Case Change Form	This document provides instructions and high level information on the associated correspondence.
179.	OFS 020NC Frm Notification of Calculation Method	This correspondence is used to notify clients of calculation method used in over issuance claims.
180.	OFS 020NC Ins Notification of Calculation Method	This document provides instructions and high level information on the associated correspondence.
181.	OFS 020WS Frm SNAP Overissuance Worksheet for Months with Net Income Greater than Zero	This correspondence is used to calculate corrected net income for SNAP over issuance claims for months in which there is unreported/unbudgeted income.
182.	OFS 020WS Ins SNAP Overissuance Worksheet for Months With Net Income Greater than Zero	This document provides instructions and high level information on the associated correspondence.
183.	OFS 023 Frm Interoffice Referral	This correspondence is used by FITAP workers to refer and share appropriate and essential information between FITAP and Child Welfare offices
184.	OFS 023 Ins Interoffice Referral	This document provides instructions and high level information on the associated correspondence.
185.	OFS 033C Frm Acknowledgement of Receipt of Parish Payment	This correspondence is used as the receipt for the parish payment when delivered by any means other than U.S. Mail.
186.	OFS 033C Ins Acknowledgement of Receipt of Parish Payment	This document provides instructions and high level information on the associated correspondence.
187.	OFS 035 Frm Request for Special-Manual Issuance Cash Assistance-SNAP Benefits	This correspondence is used to request special/manual issuance of cash assistance, SNAP benefits, or SNAP restoration.
188.	OFS 035 Ins Request for Special-Manual Issuance Cash Assistance-SNAP Benefits	This document provides instructions and high level information on the associated correspondence.
189.	OFS 038 Frm Affidavit Regarding Check Never Received or Check Lost	This correspondence is used in cases in which the recipient, or curator for the recipient has lost his check or it has not been received.
190.	OFS 038 Ins Affidavit Regarding Check Never Received or Check Lost	This document provides instructions and high level information on the associated correspondence.
191.	OFS 038A Frm Affidavit Regarding Allegedly Forged Check	This correspondence is used in cases in which the recipient has viewed the paid check and alleges the endorsement is forged.
192.	OFS 038A Ins Affidavit Regarding Allegedly Forged Check	This document provides instructions and high level information on the associated correspondence.
193.	OFS 038B Frm Affidavit Regarding Bus Passes-Tokens Lost	This correspondence is used in cases in which the recipient has lost their bus passes or tokens.
194.	OFS 038B Ins Affidavit Regarding Bus Passes-Tokens Lost	This document provides instructions and high level information on the associated correspondence.
195.	OFS 039 Frm Request to Inspect Registers of Assistance Payments	This correspondence is used as the request to inspect the Infopac Reports LABI06P1 through LABI06P4, LABI08P1 and LABI08P2 which lists cash assistance including regular, non-regular and initial payments.
196.	OFS 039 Ins Request to Inspect Registers of Assistance Payments	This document provides instructions and high level information on the associated correspondence.
197.	OFS 040 Frm Fraud Investigation Referral Form	This correspondence is used by staff of parish offices or any section of the Economic Stability Office to refer cases of suspected fraud to the Fraud and Recovery Unit for investigation.
198.	OFS 040 Ins Fraud Investigation Referral Form	This document provides instructions and high level information on the associated correspondence.
199.	OFS 053 Frm Cases Previously Closed for Failure to Cooperate with CSE	Initiated by the Parish ES staff to refer FITAP/KCSP applicants to CSE that were previously closed for failure to cooperate with CSE. The CSE worker uses this form to advise ES whether or not the client has agreed to cooperate with CSE.
200.	OFS 053 Ins Cases Previously Closed for Failure to Cooperate with CSE	This document provides instructions and high level information on the associated correspondence.
201.	OFS 056 Frm Interoffice Communication	This correspondence is used to combine numerous miscellaneous brief requests, facts and replies on a single form.

#	Form Name	Form Description
202.	OFS 056 Ins Interoffice Communication	This document provides instructions and high level information on the associated correspondence.
203.	OFS 057Q Frm Quality Control Clearance and Control Form	This correspondence is used by Quality Control to notify parish offices and the SNAP Section of incorrect eligibility decisions, and incorrect basis of issuance for SNAP cases reviewed by QC. It is also used as a control for Corrective Action by the parish offices.
204.	OFS 057Q Ins Quality Control Clearance and Control Form	This document provides instructions and high level information on the associated correspondence.
205.	OFS 057Q Response Frm Quality Control Error Analysis Response	This correspondence is used by Parish Office staff to respond to form OFS 57Q. Used by Regional Program Consultant to respond to form OFS 57Q and the Parish Office's response.
206.	OFS 057Q Response Ins QC Error Analysis Response	This document provides instructions and high level information on the associated correspondence.
207.	OFS 059 Frm Receptionist Day Sheet	This correspondence is used by receptionist as a daily record of all visits and telephone calls to parish office.
208.	OFS 059 Ins Receptionist's Day Sheet	This document provides instructions and high level information on the associated correspondence.
209.	OFS 060 Frm Request to LASERS for Verification of Benefits	This correspondence is used to verify La. State Employees' Retirement Benefits received by an applicant for or recipient of public assistance.
210.	OFS 060 Ins Request to LASERS for Verification of Benefits	This document provides instructions and high level information on the associated correspondence.
211.	OFS 060TC Frm 60-Month Time Clock	This correspondence is used as notification to a FITAP recipient who is subject to the 60-month time limit, noting the remaining time they are eligible to claim benefits.
212.	OFS 060TC Ins 60-Month Time Clock	This document provides instructions and high level information on the associated correspondence.
213.	OFS 061 Frm Authorization for Information-Resources-Income	This correspondence is used to secure a client and spouse's authorization so that banks, persons and agencies can provide the State information about their resources and income.
214.	OFS 061 Ins Authorization for Information- Resources-Income	This document provides instructions and high level information on the associated correspondence.
215.	OFS 062 Frm Public Document Clearance	This correspondence is used to request clearance of public documents (assessment records, conveyances, marriage, divorce, etc.)
216.	OFS 062 Ins Public Document Clearance	This document provides instructions and high level information on the associated correspondence.
217.	OFS 063 Frm Certification Form-EITC for FITAP Recipients	This correspondence is used to enable an employer to claim a Federal and/or State Income Tax Credit for hiring a FITAP recipient. Prior to release of this confidential information, a form OMF 35 (or other acceptable consent form) must be signed by the client.
218.	OFS 063 Ins Certification Form-EITC for FITAP Recipients	This document provides instructions and high level information on the associated correspondence.
219.	OFS 080 Frm Collateral Statement.	This correspondence is used to obtain verification of client's household composition.
220.	OFS 080 Ins Collateral Statement	This document provides instructions and high level information on the associated correspondence.
221.	OFS 081 Frm Landlord Verification	This correspondence is used to obtain verification of client's residential address, household composition, and shelter expenses - to be completed by a citizen's landlord.
222.	OFS 081 Ins Landlord Verification	This document provides instructions and high level information on the associated correspondence.
223.	OFS 082 Frm Out-of-State Inquiry	This correspondence is used to obtain verification if client is receiving/has received benefits from another state, in order to determine that citizen's eligibility for benefits in LA.
224.	OFS 082 Ins Out-of-State Inquiry instructions	This document provides instructions and high level information on the associated correspondence.
225.	OFS 083 Frm Verification of Living Arrangements	This correspondence is used to obtain verification of living arrangements, household composition, and management when the household shares a residence with a non-household member.
226.	OFS 083 Ins Verification of Living Arrangements	This document provides instructions and high level information on the associated correspondence.
227.	OFS 085 Frm Child Care Expense Verification	This correspondence is used to obtain verification of out-of-pocket child care expenses.
228.	OFS 085 Ins Child Care Expense Verification	This document provides instructions and high level information on the associated correspondence.
229.	OFS 086 Frm Verification of Contributions	This correspondence is used to verify loans, contributions or to verify amounts paid to someone else.
230.	OFS 086 Ins Verification of Contributions	This document provides instructions and high level information on the associated correspondence.
231.	OFS 087 Frm Current Past or Anticipated Wage Verification Letter	This correspondence is used to verify the current, past or anticipated wages of recipients when the recipient cannot provide sufficient verification. Use as a follow-up letter to the client notifying him that his employer has not responded to the inquiry regarding his employment.

#	Form Name	Form Description
232.	OFS 087 Ins Current Past or Anticipated Wage Verification Letter	This document provides instructions and high level information on the associated correspondence.
233.	OFS 088 Frm Request for Verification from School Records	This correspondence is used to verify school attendance, expected date of graduation, or completion of course study and to verify whether a child is living with a qualified relative payee.
234.	OFS 088 Ins Request for Verification from School Records	This document provides instructions and high level information on the associated correspondence.
235.	OFS 090 Frm Medical Evaluation-Physician's Report	This correspondence is used to record specific medical data from a physician or medical facility needed by the local office or the FITAP/STEP Program Consultant to determine whether the individual meets an exemption or extension to the time limits.
236.	OFS 090 Ins Medical Evaluation - Physician's Report	This document provides instructions and high level information on the associated correspondence.
237.	OFS 090A Frm Referral for Medical Information on Incapacity	This correspondence is used as a cover letter with form OFS 090 to a medical professional in order to secure medical data to determine the degree of incapacity of an individual.
238.	OFS 090A Ins Referral for Medical Information on Incapacity	This document provides instructions and high level information on the associated correspondence.
239.	OFS 090AD Frm Medical Evaluation Addendum-Physician's Report	This correspondence is used in place of the form OFS 90 to obtain medical data from a physician or medical facility when the form OFS 90 was previously completed within a 12-month period.
240.	OFS 090AD Ins Medical Evaluation Addendum-Physician's Report	This document provides instructions and high level information on the associated correspondence.
241.	OFS 090D Frm Request to Physician or Medical Facility for Medical Data	This correspondence is used to request medical information from a free source (licensed physicians or medical facilities).
242.	OFS 090D Ins Request to Physician or Medical Facility for Medical Data	This document provides instructions and high level information on the associated correspondence.
243.	OFS 090DDS Frm Request to DDS for Medical Information	This correspondence is used to request medical data from Disability Determination Services (DDS) on clients who applied with the Social Security Administration (SSA) for disability benefits within the past six months.
244.	OFS 090DDS Ins Request to DDS for Medical Information	This document provides instructions and high level information on the associated correspondence.
245.	OFS 090L Frm Request for Verification of the Need for Full Time Care	This correspondence is used to obtain verification from a medical professional regarding the need for the client to provide full time care for a family member.
246.	OFS 090L Ins Request for Verification of the Need for Full Time Care	This document provides instructions and high level information on the associated correspondence.
247.	OFS 090S Frm Social Information	This correspondence is used to record specific social information needed by the local office or FITAP/STEP Program Coordinator to determine whether the individual meets an exemption or extension from the time limits due to incapacity.
248.	OFS 090S Ins Social Information	This document provides instructions and high level information on the associated correspondence.
249.	OFS 090X Frm Cover for Submittal of Social and Medical Information	This correspondence is used to route medical and social information to the FITAP/STEP Program Coordinator for an incapacity decision when a Regional decision is needed.
250.	OFS 090X Ins Cover for Submittal of Social and Medical Information	This document provides instructions and high level information on the associated correspondence.
251.	OFS 100 Frm Affidavit Regarding Check for Deceased Recipient	This correspondence is used as an affidavit in cases in which the heirs of a deceased recipient of Mandatory State Supplemental payments or of a deceased recipient of FITAP request re-issuance of the amount for which the recipient was eligible for the month of his death and when no succession has been opened.
252.	OFS 100 Ins Affidavit Regarding Check for Deceased Recipient	This document provides instructions and high level information on the associated correspondence.
253.	OFS 108A Frm Contact Letter for Absent Legal Parents	This correspondence is used to contact absent LEGAL parents.
254.	OFS 108A Ins Contact Letter for Absent Legal Parents	This document provides instructions and high level information on the associated correspondence.
255.	OFS 108B Frm Contact Letter for Absent Non-Legal Parents	This correspondence is used to contact absent non-legal parents. Mail to the absent non-legal parent on the same day it is dated.
256.	OFS 108B Ins Contact Letter for Absent Non-Legal Parents	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
257.	OFS 110PS Frm Examination Authorization and Invoice	This correspondence is used to authorize payment for medical services required to determine disability for individuals seeking benefits. These examinations/services may be requested when information is not available from a free source or when requested by the Regional Program Coordinator or the DCFS Bureau of Appeals and authorized by the worker or supervisor. The form is prepared by the agency representative in the local office.
258.	OFS 110PS Ins Examination Authorization and Invoice	This document provides instructions and high level information on the associated correspondence.
259.	OFS 111 Frm Interoffice Control Form	This correspondence is used to set control on request for action.
260.	OFS 111 Ins Interoffice Control Form	This document provides instructions and high level information on the associated correspondence.
261.	OFS 475 Frm Third Party Payee Agreement	This correspondence is used as an agreement between the third party payee and the agency as to the formers' responsibilities for the FITAP/KCSP benefits when policy requires that a third party payee be designated.
262.	OFS 475 Ins Third Party Payee Agreement Purpose	This document provides instructions and high level information on the associated correspondence.
263.	EBT 001 Frm Card Stock Log	This correspondence is used to record Louisiana Purchase Automated Benefit Cards issued to clients in the parish office.
264.	EBT 001 Ins Card Stock Log	This document provides instructions and high level information on the associated correspondence.
265.	EBT 005AN Frm SNAP Benefit Adjustment Notification	This correspondence is used by State Office to provide concurrent notice to SNAP recipients when a proposed adjustment to recipient's SNAP benefit account is necessary due to a system malfunction.
266.	EBT 005AN Ins SNAP Benefit Adjustment Notification	This document includes instructions for the Benefit Adjustment Notification
267.	EBT 006 Frm Returned Mail-Issued EBT Card Log	This correspondence is used by mail clerk to log all Mail-Issued EBT cards that are returned by the Post Office. Also used by the * Program Operations ** Manager or designee in conjunction with the Returned Mail-Issued EBT Card Disposition Log, to monitor the safeguarding and disposition of mail-issued EBT cards returned by the Post Office.
268.	EBT 006 Ins Returned Mail-Issued EBT Card Log	This document provides instructions and high level information on the associated correspondence.
269.	EBT 007 Frm EBT Card Tracking Log	Used by the ES Manager or their designee to track the disposition of EBT cards mailed to the local office to be picked up by the recipient or the authorized representative (AR). It is also used to log the destruction of EBT cards not picked up by the recipient or AR within thirty (30) calendar days of the card being received by the local office.
270.	EBT 007 Ins EBT Card Tracking Log	This document provides instructions and high level information on the associated correspondence.
271.	EBT 008 Frm EBT Disaster Card Stock Transfer Form	This correspondence is used by the Financial Systems Unit to track EBT card stock from deployment by the Financial Systems Unit Regional, Parish and Disaster Site locations.
272.	EBT 008 Ins EBT Disaster Card Transfer Form	This document provides instructions and high level information on the associated correspondence.
273.	LaCAP 020CDW Frm LaCAP Claim Determination Worksheet	This correspondence is used to determine if a claim is needed and the effective month of the claim.
274.	LaCAP 020CDW Ins LaCAP Claim Determination Worksheet	This document provides instructions and high level information on the associated correspondence.
275.	SNAP 001MW Frm Supplemental Nutrition Assistance Application Medical Worksheet (SNAP 1MW)	This correspondence is used by the worker to document and compute medical expenses for elderly or disabled household members.
276.	SNAP 001MW Ins Supplemental Nutrition Assistance Application Medical Worksheet	This document provides instructions and high level information on the associated correspondence.
277.	SNAP 001W Frm Supplemental Nutrition Assistance Application Worksheet	This correspondence is used by the worker to record budget computations, documentation of verifications (unless documented on the application form) and disposition of the application form, * Simplified Report form, or a reported change.
278.	SNAP 001W Ins Supplemental Nutrition Assistance Application Worksheet	This document provides instructions and high level information on the associated correspondence.
279.	SNAP 004RW Frm Work Registration Requirement with Louisiana Workforce Commission	This correspondence is used to explain the work registration requirement for mandatory work registrants with Louisiana Workforce Commission (LWC).
280.	SNAP 004RW Ins Work Registration Requirement with Louisiana Workforce Commission	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
281.	SNAP 004RW_SP Frm Work Registration Requirement With Louisiana Workforce Commission	This correspondence is used when it is necessary to provide correspondence from the Agency in Spanish. Explains the work registration requirement for mandatory work registrants with Louisiana Workforce Commission (LWC).
282.	SNAP 004RW_SP Ins Work Registration Requirement With Louisiana Workforce Commission	This document provides instructions and high level information on the associated correspondence.
283.	SNAP 004RW_VN Frm Work Registration Requirement With Louisiana Workforce Commission	This correspondence is used when it is necessary to provide correspondence from the Agency in Vietnamese. Explains the work registration requirement for mandatory work registrants with Louisiana Workforce Commission (LWC).
284.	SNAP 004RW_VN Ins Work Registration Requirement With Louisiana Workforce Commission	This document provides instructions and high level information on the associated correspondence.
285.	SNAP 004WR Frm Rights and Responsibilities of Mandatory Work Registrants	This correspondence is used to explain the rights and responsibilities of work registered household members.
286.	SNAP 004WR Ins Rights and Responsibilities of Mandatory Work Registrants	This document provides instructions and high level information on the associated correspondence.
287.	SNAP 004WR SP Frm Rights and Responsibilities of Mandatory Work Registrants	This correspondence is used when it is necessary to provide correspondence from the Agency in Spanish. Explains the rights and responsibilities of work registered household members.
288.	SNAP 004WR SP Ins Rights and Responsibilities of Mandatory Work Registrants	This document provides instructions and high level information on the associated correspondence.
289.	SNAP 004WR VN Frm Rights and Responsibilities of Mandatory Work Registrants	This correspondence is used when it is necessary to provide correspondence from the Agency in Vietnamese. Explains the rights and responsibilities of work registered household members.
290.	SNAP 004WR VN Ins Rights and Responsibilities of Mandatory Work Registrants	This document provides instructions and high level information on the associated correspondence.
291.	SNAP 005C Frm SNAP Brochure	This correspondence is used to inform applicants/recipients of the SNAP eligibility requirements, how and where to apply, and right to a fair hearing.
292.	SNAP 005C Ins SNAP Brochure	This document provides instructions and high level information on the associated correspondence.
293.	SNAP 007M Frm Verification of Medical Care-Disability	This correspondence is used to verify medical information for the client.
294.	SNAP 007M Ins Verification of Medical Care-Disability	This document provides instructions and high level information on the associated correspondence.
295.	SNAP 013A Frm (Large Print)	This form is the large print version used by the worker to inform the household of any action or proposed action to be taken on the Supplemental Nutrition Assistance Program case.
296.	SNAP 013A Frm Action Taken on Your Supplemental Nutrition Assistance Case	This form is used by the worker to inform the household of any action or proposed action to be taken on the Supplemental Nutrition Assistance Program case.
297.	SNAP 013A Ins Action Taken On Your Supplemental Nutrition Assistance Case	This document provides instructions and high level information on the associated correspondence.
298.	SNAP 013A_VN Frm Action Taken On Your SNAP Case	This document is used when necessary to provide correspondence in Vietnamese. Used by the worker to inform the household of any action or proposed action to be taken on the Supplemental Nutrition Assistance Program case.
299.	SNAP 013A_VN Ins Action Taken On Your SNAP Case	This document provides instructions and high level information on the associated correspondence.
300.	SNAP 013ASP Frm Action Taken on Your Supplemental Nutrition Assistance Case	This document is used when necessary to provide correspondence in Spanish. Used by the worker to inform the household of any action or proposed action to be taken on the Supplemental Nutrition Assistance Program case.
301.	SNAP 013ASP Ins Action Taken On Your Supplemental Nutrition Assistance Case	This document provides instructions and high level information on the associated correspondence.
302.	SNAP 013D Frm Ending Supplemental Nutrition Assistance Program Disqualification	This form is used to inform the household which household member(s) failed to comply with work registration, LWC, voluntary quit or LaJET requirements; the period of disqualification; and cause and cure for disqualification.
303.	SNAP 013D Ins Ending Supplemental Nutrition Assistance Program Disqualification	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
304.	SNAP 013M Frm (Large Print)	This form is the large print version used to notify SNAP household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
305.	SNAP 013M Frm Notice of Missed Interview	This form is used to notify SNAP household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
306.	SNAP 013M Ins Notice of Missed Interview	This document provides instructions and high level information on the associated correspondence.
307.	SNAP 013M_VN Frm Notice of Missed Interview	This form is used when necessary to provide correspondence in Vietnamese. Use to notify SNAP household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
308.	SNAP 013M_VN Ins Notice of Missed Interview	This document provides instructions and high level information on the associated correspondence.
309.	SNAP 013MSP Frm Notice of Missed Interview	This correspondence is used when it is necessary to provide correspondence from the Agency in Spanish. Use to notify SNAP household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed.
310.	SNAP 013MSP Ins Notice of Missed Interview	This document provides instructions and high level information on the associated correspondence.
311.	SNAP 018A Frm Application Form Letter	This document is used by the local office to give or mail with the SNAP application to the applicant.
312.	SNAP 018A Ins Application Form Letter	This document provides instructions and high level information on the associated correspondence.
313.	SNAP 038 Frm Affidavit Regarding Food Lost in a Household Misfortune	This form is used as an affidavit in each case in which the SNAP recipient has had food destroyed in a household misfortune.
314.	SNAP 038 Ins Affidavit Regarding Food Lost in a Household Misfortune	This document provides instructions and high level information on the associated correspondence.
315.	SNAP 046DA Ins Checklist Drug/Alcohol Treatment Facility	This document includes instructions for the Checklist Drug/Alcohol Treatment Facility which is used by the Regional Program Consultant when conducting a site visit to a drug/alcohol treatment facility approved to receive Supplemental Nutrition Assistance Program (SNAP) Benefits. The checklist assists the Consultant in determining if the facility continues to meet all required criteria to be a drug/alcohol treatment facility approved to receive SNAP benefits.
316.	SNAP 040DA Frm Rights and responsibilities Letter Drug/Alcohol Treatment Facilities	This correspondence is used to explain and inform Drug/Alcohol Treatment Facilities approved to receive SNAP Benefits of their responsibilities and to inform them of the penalties for giving false/incorrect information to obtain SNAP benefits for the residents.
317.	SNAP 040DA Ins Rights and responsibilities Letter Drug/Alcohol Treatment Facilities	This document provides instructions and high level information on the associated correspondence.
318.	SNAP 040GLA Frm Rights and responsibilities Letter Group Living Arrangement Facilities	This correspondence is used to explain and inform Group Living Arrangement Facilities approved to receive SNAP Benefits of their responsibilities and to inform them of the penalties for giving false/incorrect information to obtain SNAP benefits for the residents.
319.	SNAP 040GLA Ins Rights and responsibilities Letter Group Living Arrangement Facilities	This document provides instructions and high level information on the associated correspondence.
320.	SNAP 040HA Frm Application For Approval As A Homeless Meal Provider	This correspondence is used by an establishment seeking approval as a homeless meal provider from the Office of Family Support for SNAP.
321.	SNAP 040HA Ins Application for Approval as a Homeless Meal Provider	This document provides instructions and high level information on the associated correspondence.
322.	SNAP 040MP Frm OFS Approval Form - Homeless Meal Provider	This correspondence is used by Program Specialists to advise the homeless meal provider of state agency approval once it is established that the shelter does serve meals to the homeless.
323.	SNAP 040MP Ins OFS Approval Form - Homeless Meal Provider	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
324.	SNAP 040PA Frm Homeless Meal Provider Agreement	This correspondence is used to verify that a homeless meal provider understands the conditions of the agreement regarding SNAP benefits.
325.	SNAP 040PA Ins Homeless Meal Provider Agreement	This document provides instructions and high level information on the associated correspondence.
326.	SNAP 041DA Frm Application Drug/Alcohol Treatment Facilities	This correspondence is used by an establishment seeking DCFS approval to become a Drug/Alcohol Treatment Facility approved to receive SNAP benefits.
327.	SNAP 041DA Ins Application Drug/Alcohol Treatment Facilities	This document provides instructions and high level information on the associated correspondence.
328.	SNAP 041GLA Frm Application Group Living Arrangement Facilities	This correspondence is used by an establishment seeking DCFS approval to become a Group Living Arrangement Residential Facility approved to receive SNAP benefits.
329.	SNAP 041GLA Ins Application Group Living Arrangement Facilities	This document provides instructions and high level information on the associated correspondence.
330.	SNAP 042DA Frm Approval Letter Drug/Alcohol Treatment Facilities	This correspondence is used by the Regional Program Consultant to inform a drug/alcohol treatment facility of approval to receive SNAP Benefits.
331.	SNAP 042DA Ins Approval Letter Drug/Alcohol Treatment Facilities	This document provides instructions and high level information on the associated correspondence.
332.	SNAP 042GLA Frm Approval Letter Group Living Arrangement Facilities	This correspondence is used by the Regional Program Consultant to inform a group living arrangement residential facility of approval to receive SNAP Benefits.
333.	SNAP 042GLA Ins Approval Letter Group Living Arrangement Facilities	This document provides instructions and high level information on the associated correspondence.
334.	SNAP 043DA Frm Notice of Ineligibility Drug/Alcohol Treatment Facilities	This correspondence is used by the Regional Program Consultant to inform a drug/alcohol treatment facility of ineligibility to receive SNAP Benefits.
335.	SNAP 043DA Ins Notice of Ineligibility Drug/Alcohol Treatment Facilities	This document provides instructions and high level information on the associated correspondence.
336.	SNAP 043GLA Frm Notice of Ineligibility Group Living Arrangement Facilities	This correspondence is used by the Regional Program Consultant to inform a group living arrangement residential facility of ineligibility to receive SNAP Benefits.
337.	SNAP 043GLA Ins Notice of Ineligibility Group Living Arrangement Facilities	This document provides instructions and high level information on the associated correspondence.
338.	SNAP 044DA Frm Conciliation Notice Drug/Alcohol Treatment Facilities	This correspondence is completed by the Regional Program Consultant to advise a drug/alcohol treatment facility that the facility is being placed in the conciliation process for failure to comply with program requirements as a drug/alcohol treatment facility approved to receive SNAP benefits.
339.	SNAP 044DA Ins Conciliation Notice Drug/Alcohol Treatment Facilities	This document provides instructions and high level information on the associated correspondence.
340.	SNAP 044GLA Frm Conciliation Notice Group Living Arrangement Facilities	This correspondence is completed by the Regional Program Consultant to advise a group living arrangement facility that the facility is being placed in the conciliation process for failure to comply with program requirements as a group living facility approved to receive SNAP benefits.
341.	SNAP 044GLA Ins Conciliation Notice Group Living Arrangement Facilities	This document provides instructions and high level information on the associated correspondence.
342.	SNAP 045DA Frm Drug/Alcohol Treatment Facility Monthly Roster of Residents Receiving SNAP Benefits	This correspondence is used by a drug/alcohol treatment facility to keep a monthly record of current residents who are receiving SNAP benefits.
343.	SNAP 045DA Ins Drug/Alcohol Treatment Facility Monthly Roster of Residents Receiving SNAP Benefits	This document provides instructions and high level information on the associated correspondence.
344.	SNAP 045GLA Frm Group Living Arrangement Facility Monthly Roster	This correspondence is used by a group living arrangement residential facility to keep a monthly record of current residents who are receiving SNAP benefits.
345.	SNAP 045GLA Ins Group Living Arrangement Facility Monthly Roster	This document provides instructions and high level information on the associated correspondence.
346.	SNAP 046DA Frm Checklist Drug/Alcohol Treatment Facility	This correspondence is used by the Regional Program Consultant when conducting a site visit to a drug/alcohol treatment facility approved to receive SNAP Benefits. The checklist assists the Consultant

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		in determining if the facility continues to meet all required criteria to be a drug/alcohol treatment facility approved to receive SNAP benefits.
347.	SNAP 046DA Ins Checklist Drug/Alcohol Treatment Facility	This document provides instructions and high level information on the associated correspondence.
348.	SNAP 046GLA Frm Checklist Group Living Arrangement Facility	This correspondence is used by the Regional Program Consultant when conducting a site visit to a group living arrangement facility approved to receive SNAP Benefits. The checklist assists the Consultant in determining if the facility continues to meet all required criteria to be a group living arrangement facility approved to receive SNAP benefits.
349.	SNAP 046GLA Ins Checklist Group Living Arrangement Facility	This document provides instructions and high level information on the associated correspondence.
350.	SNAP 047 Frm SNAP Deactivation EBT Card Log	This correspondence is used to log Electronic Benefit Transfer (EBT) cards that are deactivated because a SNAP client who is a resident of an alcohol/drug treatment facility or a group living arrangement facility left the facility unannounced without his/her EBT card.
351.	SNAP 047 Ins SNAP Deactivation EBT Card Log	This document provides instructions and high level information on the associated correspondence.
352.	SNAP 090 Frm SNAP Disability Verification Form	The purpose of this correspondence is to determine if the individual is disabled and exempt from SNAP work registration.
353.	SNAP 38 VN Affidavit Regarding Food Lost in a Household Misfortune – Vietnamese version	This form is an affidavit for a SNAP recipient who has had food destroyed in a household misfortune.
354.	SNAP 38 SP Affidavit Regarding Food Lost in a Household Misfortune – Spanish version	This form is an affidavit for a SNAP recipient who has had food destroyed in a household misfortune.
355.	SNAP 4AR Authorized Representative Designation Form	The purpose of this form is for the SNAP applicant/recipient to designate an Authorized Representative to apply for SNAP benefits on their behalf.
356.	SNAP 090 Ins SNAP Disability Verification Form	This document provides instructions and high level information on the associated correspondence.
357.	KCSP 002 Frm Kinship Care Subsidy Program Budget Worksheet	This correspondence is used as a worksheet for the Kinship Care Subsidy Program to help determine budget.
358.	KCSP 002 Ins Kinship Care Subsidy Program Budget Worksheet.	This document provides instructions and high level information on the associated correspondence.
359.	KCSP 004K Frm Provisional Custody by Mandate	This correspondence is provided to the client when the client needs assistance in initiating provisional custody by mandate.
360.	KCSP 004K Ins Provisional Custody by Mandate	This document provides instructions and high level information on the associated correspondence.
361.	KCSP 005 Frm Kinship Care Subsidy Program Brochure	This correspondence is used to inform interested persons about the Kinship Care Subsidy Program (KCSP) eligibility requirements, how and where to apply, and the right to a fair hearing.
362.	KCSP 005 Ins Kinship Care Subsidy Program Brochure	This document provides instructions and high level information on the associated correspondence.
363.	OFS 018K Frm Notice of Decision (KCSP)	This correspondence is used to notify an applicant of approval or rejection of an application for the Kinship Care Subsidy Program (KCSP). It is also used to notify a recipient of a KCSP grant increase, reduction, or closure which does not require advance notice. It is also used to notify a recipient of a new certification. Used to notify ineligible households that benefits have been reinstated upon eligibility review of a Simplified Report. This is sent to an applicant whose request for assistance is acted upon except in a case of rejection when a new application is accepted immediately.
364.	OFS 018K Ins Notice of Decision (KCSP)	This document provides instructions and high level information on the associated correspondence.
365.	OFS 018KSP Frm Notice of Decision (KCSP)	This correspondence is used to notify an applicant of approval or rejection of an application for the Kinship Care Subsidy Program (KCSP). It is also used to notify a recipient of a KCSP grant increase, reduction, or closure which does not require advance notice. It is also used to notify a recipient of a new certification. Used to notify ineligible households that benefits have been reinstated upon eligibility review of a Simplified Report. This is sent to an applicant whose request for assistance is acted upon except in a case of rejection when a new application is accepted immediately. Used when it is necessary to provide correspondence from the Agency in Spanish.
366.	OFS 018KSP Ins Notice of Decision (KCSP)	This document provides instructions and high level information on the associated correspondence.
367.	OFS 019K Frm Advance Notice of Decision	This correspondence is used as formal notification to a Kinship Care Subsidy Program (KCSP) recipient at least 13 days in advance of action to decrease or close a KCSP case. It may also be used

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		as advance notification that a change is being made in an associated SNAP case as a result of the change in the KCSP case. The document is divided into three sections: one for KCSP cases, one for associated SNAP cases, and a final section for use by the client to request a fair hearing.
368.	OFS 019K Ins Advance Notice of Decision	This document provides instructions and high level information on the associated correspondence.
369.	LaJET 003 Ins Parish to Provider Communication Form	This document provides instructions and high level information on the associated correspondence.
370.	LaJET 005D Ins Client Re-Referral to LaJET Provider After Disqualification	This document provides instructions and high level information on the associated correspondence.
371.	DAST 020 Frm Drug Use Questionnaire	This correspondence is used to screen all FITAP applicants and recipients age 18 and over for Drug Use at change report, initial application, and each redetermination of continued eligibility.
372.	DAST 020 Ins Drug Use Questionnaire	This document provides instructions and high level information on the associated correspondence.
373.	DT 001 Frm Drug Testing, Education and Rehabilitation Program	This correspondence is used to advise all FITAP applicants and recipients age 18 and over of the drug testing, education, and rehabilitation requirements. This is issued at application.
374.	DT 001 Ins Drug Testing, Education and Rehabilitation Program	This document provides instructions and high level information on the associated correspondence.
375.	DT 002 Frm Referral for Drug Assessment	This correspondence is used to refer recipients to the Office of Behavioral Health (OBH) - Addictive Disorder (AD) for a formal drug assessment.
376.	DT 002 Ins Referral for Drug Assessment	This document provides instructions and high level information on the associated correspondence.
377.	DT 003 Frm Notice of Appointment for Assessment	This correspondence is used to notify a FITAP recipient being referred to the Office of Behavioral Health (OB) of the appointment date and time for a formal drug assessment.
378.	DT 003 Ins Notice of Appointment for Assessment	This document provides instructions and high level information on the associated correspondence.
379.	ABAWD 003 Frm Interviewing Guide	This correspondence is used as a guide during the SNAP interview to assist the worker in determining whether the household includes and Able-Bodied Adult Without Dependents (ABAWD) and if the ABAWD is exempt from the SNAP time limit.
380.	ABAWD 003 Ins Interviewing Guide	This document provides instructions and high level information on the associated correspondence.
381.	ABAWD 004 Frm Checklist	This correspondence is used for SNAP households that include household members age 18-49. This form must be completed at each application, SR, redetermination, and interim change (when the change affects ABAWD status). This helps s assist the worker in determining whether the household includes and ABAWD individual and the ABAWD is exempt from the SNAP time limit.
382.	ABAWD 004 Ins Checklist	This document provides instructions and high level information on the associated correspondence.
383.	ABAWD 004EOA Frm Educational and Employment Opportunities for ABAWDs	This correspondence is used to inform a Mandatory Work Registrant who is an ABAWD of the ABAWD's requirement to meet certain work requirements in order to continue receiving SNAP benefits.
384.	ABAWD 004EOA Ins Educational and Employment Opportunities for ABAWDs	This document provides instructions and high level information on the associated correspondence.
385.	ABAWD 004EOA SP Frm Educational and Employment Opportunities for ABAWDs	This correspondence is used to inform a Mandatory Work Registrant who is an ABAWD of the ABAWD's requirement to meet certain work requirements in order to continue receiving SNAP benefits. This is used when it is necessary to provide correspondence form the Agency in Spanish.
386.	ABAWD 004EOA SP Ins Educational and Employment Opportunities for ABAWDs	This document provides instructions and high level information on the associated correspondence.
387.	ABAWD 004EOA VN Frm Educational and Employment Opportunities for ABAWDs	This correspondence is used to inform a Mandatory Work Registrant who is an ABAWD of the ABAWD's requirement to meet certain work requirements in order to continue receiving SNAP benefits. This is used when it is necessary to provide correspondence form the Agency in Vietnamese.
388.	ABAWD 004EOA VN Ins Educational and Employment Opportunities for ABAWDs	This document provides instructions and high level information on the associated correspondence.
389.	ABAWD 005D Frm ABAWD Re-Referral to Louisiana Workforce Commission After Disqualification	This correspondence is initiated by the local DCFS office when an ABAWD who failed to comply with the Louisiana Workforce Commission (LWC) Business and Career Solutions Center wishes to cure the sanction and regain SNAP eligibility.
390.	ABAWD 005D Ins ABAWD Re-Referral to Louisiana Workforce Commission After Disqualification	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
391.	ABAWD 6 Frm Verification of ABAWD Volunteer Hours	This correspondence is used to verify the anticipated, current, or past number of hours an ABAWD volunteers when the ABAWD cannot provide sufficient verification (specifically for an ABAWD who is subject to the SNAP time limit).
392.	ABAWD 6 Ins Verification of ABAWD Volunteer Hours	This document provides instructions and high level information on the associated correspondence.
393.	ABAWD Flyer 001 Frm Important Information About SNAP Time Limits	This correspondence is used to provide information concerning the SNAP time limit for ABAWD individuals.
394.	ABAWD Flyer 001 Ins Important Information About SNAP Time Limits	This document provides instructions and high level information on the associated correspondence.
395.	BHSF Flyer LaHIPP Ins Louisiana Health Insurance Premium Payment Program	This correspondence is used to inform viewers of the purpose and preparation of the BHSF LAHIPP Flyer.
396.	BHSF Ins NEMT Non-Emergency Medical Transportation Flyer	This correspondence is used to inform viewers of the purpose and preparation of the Non-Emergency Medical Transportation flyer.
397.	BX 009 Ins Referral of Duplicate SSN's to SSA	This correspondence is used to inform viewers of the purpose and preparation of the Referral of Duplicate SSN's to SSA form.
398.	Cash Assistance 13M-SP Frm Notice of Missed Interview	This correspondence is used to notify Spanish speaking Case Assistance household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
399.	Cash Assistance 13M-SP Ins Notice of Missed Interview	This document provides instructions and high level information on the associated correspondence.
400.	Cash Assistance 13M-VN Frm Notice of Missed Interview	This correspondence is used to notify Vietnamese speaking Case Assistance household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
401.	Cash Assistance 13M-VN Ins Notice of Missed Interviews	This document provides instructions and high level information on the associated correspondence.
402.	Cash Assistance 13M Frm Notice of Missed Interview	This correspondence is used to notify Case Assistance household applicants/recipients of their responsibility to schedule another interview appointment when a scheduled application or redetermination interview appointment has been missed. This also serves as an advance adverse action notice.
403.	Cash Assistance 13M Ins Notice of Missed Interview	This document provides instructions and high level information on the associated correspondence.
404.	CR 005 Frm FITAP and KCSP Verification and Absent Parent Information	This correspondence is used for FITAP and KCSP cases to record information concerning verification of age, relationship to payee, legal custody, and absent parent information.
405.	CR 005 Ins FITAP and KCSP Verification and Absent Parent Information	This document provides instructions and high level information on the associated correspondence.
406.	CR 009 Frm Immunization Record	This correspondence is used to document compliance with immunization requirements for FITAP or KCSP.
407.	CR 009 Ins Immunization Record.	This document provides instructions and high level information on the associated correspondence.
408.	LR-1 & 1M Frm/Ins Louisiana Voter Registration Application	This correspondence is used for applicants who would like to register to vote.
409.	OFS CIC1 Frm Customer In Office Communication	This correspondence can be used to assist with the communication between applicants/recipients and staff in the local offices for FITAP, KCSP, and SNAP.
410.	OFS CIC1 Ins Customer in Office Communication	This document provides instructions and high level information on the associated correspondence.
411.	OFS DCFS 35-H Ins Authorization to Release Protected Health Information	This document provides instructions and high level information on the associated correspondence.
412.	OFS DD 001 Frm Direct Deposit Authorization-STEP	This correspondence is used by a FITAP/KCSP recipient who desires to receive STEP supportive services payments view direct deposit into a checking or savings account.
413.	OFS DD 001 Ins Direct Deposit Authorization-STEP	This document provides instructions and high level information on the associated correspondence.
414.	OFS DD1 IS Frm Direct Deposit-SVC Informational Sheet	This correspondence is used to inform FITAP applicants and STEP participants about Direct Deposit and Stored Value Card procedures and to assist in the selection of a payment option.

#	Form Name	Form Description
415.	OFS DD1 IS Ins Direct Deposit-SVC Informational Sheet	This document provides instructions and high level information on the associated correspondence.
416.	OFS Flyer 006 Frm Notice of Cooperation with CSE and Agreement to Relinquish	This correspondence is issued to each applicant/recipient of cash assistance benefits to notify them of Cooperation with Child Support Enforcement rules and to prompt their agreement to Relinquish Child Support Payments.
417.	OFS Flyer 006 Ins Notice of Cooperation with CSE and Agreement to Relinquish	This document provides instructions and high level information on the associated correspondence.
418.	OFS Flyer 006_SP Frm Notice of Cooperation with CSE and Agreement to Relinquish	This correspondence is issued to each Spanish speaking applicant/recipient of cash assistance benefits to notify them of Cooperation with Child Support Enforcement rules and to prompt their agreement to Relinquish Child Support Payments.
419.	OFS Flyer 006_SP Ins Notice of Cooperation with CSE and Agreement to Relinquish	This document provides instructions and high level information on the associated correspondence.
420.	OFS Flyer 006_VN Frm Notice of Cooperation with CSE and Agreement to Relinquish	This correspondence is issued to each Vietnamese speaking applicant/recipient of cash assistance benefits to notify them of Cooperation with Child Support Enforcement rules and to prompt their agreement to Relinquish Child Support Payments.
421.	OFS Flyer 006_VN Ins Notice of Cooperation with CSE and Agreement to Relinquish	This document provides instructions and high level information on the associated correspondence.
422.	OFS Flyer 006A Frm Notice of Good Cause Provisions Under Title IV-D Program	This correspondence is issued to an applicant/recipient who wishes to claim good cause for failure to cooperate. It provides the applicant with information regarding the specific good cause circumstances under which good cause may be found for failure to cooperate in establishing support obligation.
423.	OFS Flyer 006A Ins Notice of Good Cause Provisions Under Title IV-D Program	This document provides instructions and high level information on the associated correspondence.
424.	OFS Flyer 007 Frm Notice of Assignment of Rights	This correspondence is issued to each applicant/recipient of FITAP and KCSP benefits who has been advised of the automatic assignment provision to the State of Louisiana for medical support and payments for medical care.
425.	OFS Flyer 007 Ins Notice of Assignment of Rights	This document provides instructions and high level information on the associated correspondence.
426.	OFS Flyer ADH Frm Administrative Disqualification Hearing	This correspondence is used to advise the person suspected of Intentional Program Violation of the Administrative Disqualification Hearing Process.
427.	OFS Flyer ADH Ins Administrative Disqualification Hearing	This document provides instructions and high level information on the associated correspondence.
428.	OFS Flyer DV Frm Notification of Right to Claim Good Cause	This correspondence is issued to each applicant for FITAP/KCSP benefits to advise them of their right to claim good cause for domestic violence.
429.	OFS Flyer DV Ins Notification of Right to Claim Good Cause	This document provides instructions and high level information on the associated correspondence.
430.	OFS IM Frm Request for Verification of Immunization	This correspondence is used to request documentation of compliance with immunization requirements for FITAP or KCSP as needed.
431.	OFS IM Ins Request for Verification of Immunization	This document provides instructions and high level information on the associated correspondence.
432.	SSI 003 Frm Information-Referral Form	This correspondence is used to exchange information between DCFS and the SSA. It is used to refer applicants to SSA to apply for SSI and/or RSDI benefits, inquire about types and amounts of benefits and the effective date of such benefits, verify information provided by a client regarding benefits received through SSA, inquire about decisions on appeal hearings pending with SSA or claims pending beyond the expected time, confirm the SSA the date that a FITAP/KCSP recipient will be removed from the certification due to SSI eligibility and to advise of the recipient's portion of the FITAP/KCSP grand since the month SSI eligibility began.
433.	SSI 003 Ins Information-Referral Form	This document provides instructions and high level information on the associated correspondence.
434.	TANF EZ Frm Eligibility Form	This correspondence is sent for completion by contractor/provider program staff to determine eligibility for TANF-funded services.
435.	TANF EZ Ins Eligibility Form	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
436.	STEP 002 Frm STEP Participation Requirements	This correspondence is issued to each potential work-eligible applicant of cash assistance. Use to inform the client in writing of the requirement to participate in STEP, of time limited benefits and FITAP grant amounts.
437.	STEP 002 Ins STEP Participation Requirements	This document provides instructions and high level information on the associated correspondence.
438.	STEP 003 Frm A Summary of Tax Credit Programs in Louisiana.	This correspondence is used by job developers to inform prospective employers of the tax incentives available to them when hiring a STEP participant. Used, also, as a part of Job Readiness/Job Search activities with STEP participants.
439.	STEP 003 Ins A Summary of Tax Credit Programs in Louisiana	This document provides instructions and high level information on the associated correspondence.
440.	STEP 005 Frm STEP Informational Brochure	This correspondence is used to provide FITAP applicants and recipients and others with a brief overview of the background, activities and services which are available through the Strategies to Empower People Program. The flyer explains exemption criteria and the individual's obligation to participate.
441.	STEP 005 Ins STEP Informational Brochure	This document provides instructions and high level information on the associated correspondence.
442.	STEP 006 Frm Family Success Agreement	This correspondence is used to develop a Family Success Agreement (FSA), which is a case plan, based on applicable assessments, for work-eligible FITAP recipients to take personal responsibility and move towards self-sufficiency.
443.	STEP 006 Ins Family Success Agreement	This document provides instructions and high level information on the associated correspondence.
444.	STEP 006A Frm Family Success Agreement Addendum	This correspondence is used to document changes to the Family Success Agreement (STEP 006) as they occur and to update the (STEP 006) every six months.
445.	STEP 006A Ins Family Success Agreement Addendum	This document provides instructions and high level information on the associated correspondence.
446.	STEP 006FSAG Frm Family Success Agreement Guidebook.	This correspondence is used as a guide when completing the Family Success Agreement (STEP 006)
447.	STEP 006FSAG Ins Family Success Agreement Guidebook	This document provides instructions and high level information on the associated correspondence.
448.	STEP 009 Frm OFS Interoffice Communication	This correspondence is used in lieu of an e-mail to communicate information between LWC case managers and ES on active STEP cases.
449.	STEP 009 Ins OFS Interoffice Communication	This document provides instructions and high level information on the associated correspondence.
450.	STEP 009CSE Frm STEP-CSE Interoffice Communication	This correspondence is used in lieu of an e-mail to request that the local Child Support Enforcement Office give priority service to a STEP participant who is approaching "job ready" status. Opens communication to allow for verbal exchange of information between the CSE and the Case Manager to assist in the development of a positive child support collection.
451.	STEP 009CSE Ins Interoffice Communication	This document provides instructions and high level information on the associated correspondence.
452.	STEP 011 Frm Employer Contact Record	This correspondence is used by STEP participant in the job search component to record employer contacts and the results of such contacts.
453.	STEP 011 Ins Employer Contact Record	This document provides instructions and high level information on the associated correspondence.
454.	STEP 012 Frm Notice of Action-Transportation and Other Supportive Services	This correspondence is used by worker to notify STEP participant or FITAP applicant of payment, change in payment or termination of payment for transportation and/or other supportive services.
455.	STEP 012 Ins Notice of Action-Transportation and Other Supportive Services	This document provides instructions and high level information on the associated correspondence.
456.	STEP 016 Frm Information-Referral-Report.	This correspondence is used by LWC to communicate any present or past work activity assignment(s). Also used by LWC for activity placement, referral for testing, cancellation of placement, and to request results and dates of completed activity. Used by providers as authorization to provide, end or cancel services, or placements.
457.	STEP 016 Ins Information-Referral-Report	This document provides instructions and high level information on the associated correspondence.
458.	STEP 016R Frm STEP Referral Log	This correspondence is used to inform STEP providers of clients referred for services.
459.	STEP 016R Ins STEP Referral Log	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
460.	STEP 018C Frm Participant Contact Letter	This correspondence is used to indicate information needed from participant to ascertain an appropriate STEP placement, or to notify the participant of the need to contact his case manager or provide further information, or to schedule appointments with participant and the case manager or for the appointments with providers, or use as a cover letter for other STEP forms accessed on-line.
461.	STEP 018C Ins Participant Contact Letter	This document provides instructions and high level information on the associated correspondence.
462.	STEP 020 Frm Claim Determination Report	This correspondence is used to report overpayments (cash or vendor) to a STEP Program participant or provider. If overpayments or ineligibility occurred, form STEP 020 is completed and submitted to the Fraud and Recovery Section which decides whether recovery action will be pursued.
463.	STEP 020 Ins Claim Determination Report	This document provides instructions and high level information on the associated correspondence.
464.	STEP 034A Frm Attendance Record.	This correspondence is used to document and verify participation hours in all STEP activities except Job Search.
465.	STEP 034A Ins Attendance Record	This document provides instructions and high level information on the associated correspondence.
466.	STEP 034B Frm Vocational Education Weekly Attendance Report	This correspondence is used to document and verify participation hours in STEP activity, Vocational Education.
467.	STEP 034B Ins Vocational Education Weekly Attendance Report	This document provides instructions and high level information on the associated correspondence.
468.	STEP 035 Frm Work Experience Program Brochure	This correspondence is used to provide STEP Program participants and prospective placement agencies with a brief overview of Work Experience Program. Explains the benefits of Work Experience Program participation to both participants and employers.
469.	STEP 035 Ins Work Experience Program Flyer	This document provides instructions and high level information on the associated correspondence.
470.	STEP 036 Frm WEP Participant's Evaluation	This correspondence is used to monitor the WEP participant's job performance. The WEP participant's progress must be reviewed on a quarterly basis. This form may be completed more often if needed to document unsatisfactory progress.
471.	STEP 036 Ins WEP Participant's Evaluation	This document provides instructions and high level information on the associated correspondence.
472.	STEP 038 Frm STEP Accident Report	This correspondence is used to report the circumstances of a WEP work place injury sustained by a Work Experience participant.
473.	STEP 038 Ins STEP Accident Report.	This document provides instructions and high level information on the associated correspondence.
474.	STEP 038A Frm Addendum to STEP Accident Report	This correspondence is used as an attachment to the STEP 38 to report findings and recommend corrective action to WEP providers regarding workplace accidents.
475.	STEP 038A Ins Addendum to STEP Accident Report	This document provides instructions and high level information on the associated correspondence.
476.	STEP 040 Frm Supportive Service Manual Payment Request	This correspondence is used to request manual payments as per instructions for STEP Supportive Services.
477.	STEP 040 Ins Supportive Services Manual Payment Request	This document provides instructions and high level information on the associated correspondence.
478.	STEP 900A Frm WEP Non-Financial Agreement	This correspondence details a contract negotiated by DCFS and the Louisiana Workforce Commission (LWC) to be filled out by work providers.
479.	STEP 900A Ins WEP Non-Financial Agreement	This document provides instructions and high level information on the associated correspondence.
480.	STEP 901 Frm WEP Participant Interview Guide	This correspondence is used for parish-level monitoring of WEP participation by interviewing participants.
481.	STEP 901 Ins WEP Participant Interview Guide	This document provides instructions and high level information on the associated correspondence.
482.	STEP 902 Frm WEP Employer Interview Guide	This correspondence is used for parish-level monitoring of WEP participation by interviewing employers.
483.	STEP 902 Ins WEP Employer Interview Guide	This document provides instructions and high level information on the associated correspondence.
484.	STEP 904 Frm WEP Parish Level Review Summary	This correspondence is used for parish-level monitoring of WEP participation by summarizing participation on a parish level.
485.	STEP 904 Ins WEP Parish Level Review Summary	This document provides instructions and high level information on the associated correspondence.
486.	DIS 01 ATT SP Frm DSNAP Attestation	This correspondence is to be signed by the Spanish-speaking applicant after the conclusion of Disaster Supplemental Nutrition Assistance Program (DSNAP) interview to certify that they understand the

#	Form Name	Form Description
		questions on the application and the penalties for giving false information. Also certifies that the information given is true, complete, and correct and they are authorizing the release of information to DCFS by anyone having knowledge of their circumstances to verify the information.
487.	DIS 01 ATT SP Ins DSNAP Attestation	This document provides instructions and high level information on the associated correspondence.
488.	DIS 01 Frm (Large Print)	This correspondence is used as an application for households applying for the DSNAP program. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP (Large-Print).
489.	DIS 01 Frm Application for Disaster Supplemental Nutrition Assistance	This correspondence is used as an application for households applying for the DSNAP program. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
490.	DIS 01 Ins Application for Disaster Supplemental Nutrition Assistance	This document provides instructions and high level information on the associated correspondence.
491.	DIS 01 SP Frm Application for Disaster Supplemental Nutrition Assistance	This correspondence is used as an application for households applying for the DSNAP program where the applicant is Spanish-speaking. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
492.	DIS 01 SP Ins Application for Disaster Supplemental Nutrition Assistance	This document provides instructions and high level information on the associated correspondence.
493.	DIS 01 VN Frm Application for Disaster Supplemental Nutrition Assistance	This correspondence is used as an application for households applying for the DSNAP program where the applicant is Vietnamese-speaking. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
494.	DIS 01 VN Ins Application for Disaster Supplemental Nutrition Assistance	This document provides instructions and high level information on the associated correspondence.
495.	DIS 01A Frm Application for DSNAP-SDE	This correspondence is used as an application for Disaster Supplemental Nutrition Assistance Program (DSNAP). This is an alternate version to be used when DSNAP is administered using a Standard Disaster Expense. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
496.	DIS 01A Ins Application for DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
497.	DIS 01A SP Frm Application for DSNAP-SDE	This correspondence is used as an application for Disaster Supplemental Nutrition Assistance Program (DSNAP) when the applicant is Spanish-speaking. This is an alternate version to be used when DSNAP is administered using a Standard Disaster Expense. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
498.	DIS 01A SP Ins Application for DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
499.	DIS 01A VN Frm Application for DSNAP-SDE	This correspondence is used as an application for Disaster Supplemental Nutrition Assistance Program (DSNAP) when the applicant is Vietnamese-speaking. This is an alternate version to be used when DSNAP is administered using a Standard Disaster Expense. It requires the applicant to make their own statement to DCFS concerning household situation, income, resources, disaster-related expenses and other information needed to determine eligibility for DSNAP.
500.	DIS 01A VN Ins Application for DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
501.	DIS 01ATT Frm DSNAP Attestation	This correspondence is to be signed by the applicant after the conclusion of Disaster Supplemental Nutrition Assistance Program (DSNAP) interview to certify that they understand the questions on the application and the penalties for giving false information. Also certifies that the information given is true, complete, and correct and they are authorizing the release of information to DCFS by anyone having knowledge of their circumstances to verify the information.

#	Form Name	Form Description
502.	DIS 01ATT Ins DSNAP Attestation	This document provides instructions and high level information on the associated correspondence.
503.	DIS 01ATT VN Frm DSNAP Attestation	This correspondence is to be signed by a Vietnamese-speaking applicant after the conclusion of Disaster Supplemental Nutrition Assistance Program (DSNAP) interview to certify that they understand the questions on the application and the penalties for giving false information. Also certifies that the information given is true, complete, and correct and they are authorizing the release of information to DCFS by anyone having knowledge of their circumstances to verify the information.
504.	DIS 01ATT VN Ins DSNAP Attestation	This document provides instructions and high level information on the associated correspondence.
505.	DIS 02 Frm DSNAP Worksheet	This correspondence is used to determine an applicant household's eligibility for DSNAP benefits, if the application cannot be processed using the DSNAP automated system.
506.	DIS 02 Ins DSNAP Worksheet	This document provides instructions and high level information on the associated correspondence.
507.	DIS 02A Frm DSNAP Worksheet Standard Disaster-Related Expense	This correspondence is used to determine an applicant household's eligibility for DSNAP benefits, if the application (including standard disaster related expense) cannot be processed using the DSNAP automated system.
508.	DIS 02A Ins DSNAP Worksheet-Standard Disaster-Related Expense	This document provides instructions and high level information on the associated correspondence.
509.	DIS 07 Frm Information about the DSNAP	This correspondence is used to provide a brief description of DSNAP, information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required.
510.	DIS 07 Ins Information About the DSNAP	This document provides instructions and high level information on the associated correspondence.
511.	DIS 07 SP Frm Information About the DSNAP	This correspondence is used to provide a brief description of DSNAP, information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required (Spanish version).
512.	DIS 07 SP Ins Information About the DSNAP	This document provides instructions and high level information on the associated correspondence.
513.	DIS 07 VN Frm Information About the DSNAP	This correspondence is used to provide a brief description of DSNAP, information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required (Vietnamese version).
514.	DIS 07 VN Ins Information About the DSNAP	This document provides instructions and high level information on the associated correspondence.
515.	DIS 07A Frm Information about the DSNAP-SDE	This correspondence is used to provide a brief description of DSNAP (Standard Disaster Expense), information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required.
516.	DIS 07A Ins Information About the DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
517.	DIS 07A SP Frm Information About the DSNAP-SDE	This correspondence is used to provide a brief description of DSNAP (Standard Disaster Expense), information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required (Spanish version).
518.	DIS 07A SP Ins Information About the DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
519.	DIS 07A VN Frm Information About the DSNAP	This correspondence is used to provide a brief description of DSNAP (Standard Disaster Expense), information explaining what the disaster benefit period is, information regarding how to qualify for benefits, information explaining household composition, information explaining disaster-related

#	Form Name	Form Description
		expenses, information regarding income and accessible liquid resources, outline of income guidelines for eligibility and information about what verification is required (Vietnamese version).
520.	DIS 07A VN Ins Information About the DSNAP-SDE	This document provides instructions and high level information on the associated correspondence.
521.	DIS 08 Frm Acknowledgement of DSNAP Training	This correspondence is used to document that the employee acknowledges having received DSNAP training.
522.	DIS 08 Ins Acknowledgement of DSNAP Training	This document provides instructions and high level information on the associated correspondence.
523.	DIS 09 Frm Rights and Responsibilities Flyer	This correspondence is used to explain and inform applicants of their rights and responsibilities and to inform them of the penalties for giving false information.
524.	DIS 09 Ins Rights and Responsibilities Flyer	This document provides instructions and high level information on the associated correspondence.
525.	DIS 09 SP Frm Rights and Responsibilities Flyer	This correspondence is used to explain and inform Spanish-speaking applicants of their rights and responsibilities and to inform them of the penalties for giving false information.
526.	DIS 09 SP Ins Rights and Responsibilities Flyer	This document provides instructions and high level information on the associated correspondence.
527.	DIS 09 VN Frm Right and Responsibilities Flyer	This correspondence is used to explain and inform Vietnamese-speaking applicants of their rights and responsibilities and to inform them of the penalties for giving false information.
528.	DIS 09 VN Ins Rights and Responsibilities Flyer	This document provides instructions and high level information on the associated correspondence.
529.	DIS 010 Frm DSNAP Application Transportation Log	This correspondence is used to identify the number of boxes of applications transported from the disaster application site to the data entry processing site, verify the number of boxes of applications delivered to the data entry processing site from the disaster application site, and verify the number of boxes of applications delivered for storage to the parish offices located in the same parish as the disaster application site.
530.	DIS 010 Ins DSNAP Application Transportation Log	This document provides instructions and high level information on the associated correspondence.
531.	DIS 011 Frm DSNAP Data Entry Application Assignment Log	This correspondence is used to identify the number of applications distributed to each data entry worker, and to verify that each application is entered and returned to the data entry site manager.
532.	DIS 011 Ins DSNAP Data Entry Application Assignment Log	This document provides instructions and high level information on the associated correspondence.
533.	DIS 012 Frm Voter Registration Declaration Statement	This correspondence is used to record the client's declaration to register to vote.
534.	DIS 012 Ins Voter Registration Declaration Statement	This document provides instructions and high level information on the associated correspondence.
535.	DIS 013 Frm DSNAP Notice of Decision	This correspondence is used to inform the household of the decision made on their Disaster Supplemental Nutrition Assistance Program (DSNAP) application and to provide EBT card use training and DSNAP benefit information to recipients.
536.	DIS 013 Ins DSNAP Notice of Decision	This document provides instructions and high level information on the associated correspondence.
537.	DIS 013SP Frm DSNAP Notice of Decision	This correspondence is used to inform the household of the decision made on their Disaster Supplemental Nutrition Assistance Program (DSNAP) application and to provide EBT card use training and DSNAP benefit information to recipients (Spanish Version).
538.	DIS 013SP Ins DSNAP Notice of Decision	This document provides instructions and high level information on the associated correspondence.
539.	DIS 013VN Frm DSNAP Notice of Decision	This correspondence is used to inform the household of the decision made on their Disaster Supplemental Nutrition Assistance Program (DSNAP) application and to provide EBT card use training and DSNAP benefit information to recipients (Vietnamese Version).
540.	DIS 013VN Ins DSNAP Notice of Decision	This document provides instructions and high level information on the associated correspondence.
541.	DIS 014 Frm DSNAP Affidavit of Disaster Loss	This correspondence is used for a SNAP household to report and adverse effect related to a disaster.
542.	DIS 014 Ins DSNAP Affidavit of Disaster Loss	This document provides instructions and high level information on the associated correspondence.
543.	DIS 15 Frm DSNAP Benefit Information	This correspondence is used to provide Disaster Supplemental Nutrition Assistance Program (DSNAP) benefit information and provide EBT card use training to recipients.
544.	DIS 15 Ins DSNAP Benefit Information	This document provides instructions and high level information on the associated correspondence.
545.	DISPI 01 Frm PI Monitoring Checklist for Observation of DSNAP Interviews	This correspondence is used by Program Integrity to document monitoring of DSNAP interviews. It will indicate if the established DSNAP interview policy and procedure are being followed.
546.	DISPI 01 Ins PI Monitoring Checklist for Observation of DSNAP Interviews	This document provides instructions and high level information on the associated correspondence.

#	Form Name	Form Description
547.	DISPI 02 Frm DSNAP Parish Office Operations Flyer	This correspondence is used to provide purpose and scope of parish office operations relating to a disaster.
548.	DISPI 02 Ins DSNAP Parish Office Operations Flyer	This document provides instructions and high level information on the associated correspondence.
549.	DISPI 04 Frm PI Monitoring Checklist for Site Logistics-Processes-Procedures	This correspondence is used by Program Integrity to document monitoring of DSNAP. For initial implementation it will indicate if all items on the checklist have been established, then a daily record will be kept to see if established policy and procedures are being followed.
550.	DISPI 04 Ins PI Monitoring Checklist for Site Logistics-Processes-Procedures	This document provides instructions and high level information on the associated correspondence.

Table 33 – Legacy Correspondences

5.3.3 Reports

Within the NextGen solution, reports will be developed in Pentaho. Pentaho extracts data used for reports from the data warehouse, transforms the data into the appropriate format, and loads the report so that it is viewable by a user within NextGen. This reporting functionality will allow users to generate the legacy reports used in LAMI and JAS, while also allowing for the development of configurable reports via-role based security.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Reports	Standard Reports	NextGen will have the ability to automatically generate the information covered by the list of 400 standard reports and online search functionality not already included in the IE worker portal provided by the State, in addition to customizable "ad hoc" reports, through the use of Pentaho. Standard and ad hoc reports can be viewed, saved, and printed in NextGen by users assigned to the applicable case.	<p>The State currently uses 400 reports (insofar as what has been shared with Contractor) and online search functionality between LAMI and JAS. Automated reporting is dependent on timely and accurate data entry completed by the worker.</p> <p>Limited ad hoc reporting functionality is available in JAS. The JAS AD-HOC Reporting System will allow the JAS user to design specific reports and listings by selecting one, or a combination of several, data element options. The reports/listings requested will be available on INFOPAC/Document Direct the next day.</p> <p>The JAS User has the option to create any of eleven reports from the following five options:</p> <ul style="list-style-type: none"> 1 -- Case Listing 2 -- Member Listing 3 -- Caseload Work Activity Listing 4 -- Authorization Listing 5 -- Supportive Services Payments Listing <p>Reports listings will be identified on INFOPAC document direct by the USERID number of the person that created the report.</p>	<p>Users will be able to access standard reports provided by the State once they are made available through Exstream. This functionality will become available in the "Reports" module of NextGen.</p> <p>Users with proper access will be able to access Pentaho through NextGen, and generate reports that become viewable to other users in NextGen. This functionality will be available in the "Reports" module of NextGen.</p>

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
2.	Reports	Pre-Determined Data Marts	As per E&E functionality, the Data Mart will receive and store updated information needed for generation of reports from the Data Warehouse. The stored information will be pulled by Pentaho to automatically generate standard reports at pre-defined intervals, and on an ad hoc basis by users with access to Pentaho.	N/A	N/A

Table 34 – NextGen Reports

Additional reports not identified in the list below but part of current LAMI/JAS reporting functionality will be accommodated in the new system if identified before the end of the Design phase outlined in the project plan.

#	Report ID	Report Name
1.	CDD2000R1	Child Care over 20 Days
2.	CDM2000R5	OOB CCAP APP
3.	CDM2040R1	CC Recerts
4.	CDM2060R1	Case Review
5.	CDN3010R1	CCAP School Age Report
6.	DRDCF01R1	fiscal e-billing
7.	DRDCF01R2	fiscal e-billing
8.	DRDCF01R3	fiscal e-billing
9.	DRDCF02R1	Licensing e-billing
10.	DRDCF02R2	Licensing e-billing
11.	DRDCF02R3	Licensing e-billing
12.	DRDEB01R1	EBT trans by trans date
13.	DRDEB02R1	EBT verification sql
14.	DRDED01R1	LDE LICIENCE FEE REPORT
15.	DRDED01R2	LDE LICIENCE FEE REPORT
16.	DRDED01R3	LDE LICIENCE FEE REPORT
17.	DRMCD02R1	CCAP Application Processed
18.	DRMCD03R1	Monthly LAMI/CCAP Reports
19.	DRMCD03R2	Monthly LAMI/CCAP Reports
20.	DRMCD04R1	Child Care By Age COUNTS and PROVIDER TYPE for MONTH
21.	DRMCD05R1	Class A Childcare Providers With Expiring Licenses
22.	DRMCD06R1	Prodirect Providers with Star Disposition Pending NO LONGER NEEDED AS PER EMAIL FROM Mary Jo Smith 8-11-16
23.	DRMCD07R1	Quality Rating Reports
24.	DRMCD07R2	Quality Rating Reports
25.	DRMCD07R3	Quality Rating Reports
26.	DRMCD08R1	CCAP Providers with FT and PT Authorization Totals for Clients Age 0 thru 13
27.	DRMCD09R1	Licensed Providers All Payments and Children

#	Report ID	Report Name
28.	DRMCD09R2	Licensed Providers All Payments and Children
29.	DRMCD10R1	Monthly Transaction Totals
30.	DRMCD11R1	PROVIDERS WITH A CERT PERIOD MORE THAN 2 YEARS
31.	DRMCD12R1	CCAP provider counts by parish by class
32.	DRMCD12R2	CCAP provider counts by parish by class
33.	DRMEB01R1	Production Combine Graphs from Efunds and CITI
34.	DRMED01R1	DRMED01-Provides Approved and Closed for Month and R and U Providers Without Service Agreement
35.	DRMED01R2	DRMED01-Provides Approved and Closed for Month and R and U Providers Without Service Agreement
36.	DRMED01R3	DRMED01-Provides Approved and Closed for Month and R and U Providers Without Service Agreement
37.	DRMTI01R1	ACTI-U-7435 Users Created or Deactivated
38.	DRMTI02R1	Discontinued due to no reply on still needed email 10-11-16 Daycare by secondary pgm expenditures
39.	DRMTI03R1	DRTI-U-6290 FS Resulting in FC
40.	DRMTI04R1	Financial Adjustment Summary Report for Month
41.	DRMTI05R1	Financial Adjustment Detail Report for Month
42.	DRMTI06R1	Monthly OCS Reports for Cheryl Barton
43.	DRMTI07R1	Number of Clients Receiving Services by Program
44.	DRMTI08R1	NUMBER OF FS CHILDREN AT RISK OF REMOVAL
45.	DRMTI09R1	RAF PAF LIHEAP
46.	DRMTI10R1	CPI CLIENT TO MEDS MATCH REPORT
47.	DRMTI10R2	CPI CLIENT TO MEDS MATCH REPORT
48.	DRMTI11R1	CPI MONTHLY MATCH REPORTS WHOLE
49.	DRMTI11R2	CPI MONTHLY MATCH REPORTS WHOLE
50.	DRMTI13R1	TIPS CURRENT FC ALL ELIGIBLE FS AND AFDC MATCHES
51.	DRMTI14R1	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
52.	DRMTI14R2	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
53.	DRMTI14R3	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
54.	DRMTI14R4	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
55.	DRMTI14R5	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
56.	DRMTI14R6	OJJ AND DCFS YOUTH SERVED FOR CURRENT MONTH
57.	EBT LABI15P3	N/A
58.	ECW4200R1	N/A
59.	FDM1000R1	N/A
60.	FNS101	N/A
61.	FNS388A	N/A
62.	JAS	JAS CHECKS
63.	JBA4015	LIABILITY REPORT
64.	JBB0100R1	OUTSTANDING ON-LINE PAYABLES
65.	JBB0200R1	BIWEEKLY SUCCESSFUL LAMI/JAS CONVERSIONS
66.	JBB0200R2	BIWEEKLY FAILED LAMI/JAS CONVERSIONS
67.	JBD0170	INITIAL FIND WORK REFERRALS FROM LAMI
68.	JBD0171	SUBSEQUENT FIND WORK REFERRALS FROM LAMI
69.	JBD0172	UPDATE ALERTS

#	Report ID	Report Name
70.	JBD0173	CHANGES ON FIND WORK REFERRALS
71.	JBD0174	PARISH TRANSFERS
72.	JBD3435R1	REMITTANCE ADVICE - REISSUE
73.	JBD3435R2	SUMMARY OF PAYMENTS
74.	JBD3455	REISSUES - JAS TO ISIS CONVERSION REPORT
75.	JBD3460	REISSUES CHECK REGISTER
76.	JBD4020	INPUT SUMMARY BY PARISH
77.	JBD4025	CHECK CANCELLATION/REPLACEMENT VALIDATION REPORT
78.	JBD4035R1	REMITTANCE ADVICE
79.	JBD4035R2	SUMMARY OF PAYMENTS
80.	JBD4035R3	REMITTANCE ADVICE NO CHECKS
81.	JBD4035R4	IRS BACKUP WITHHOLDING
82.	JBD4036R1	REMITTANCE ADVICE BY PARISH
83.	JBD4036R2	REMITTANCE ADVICE BY PARISH - NO CHECKS
84.	JBD4046	OPEN RECEIVABLES REPORT
85.	JBD4047R1	JAS CHECK REGISTER LISTING BY ZIPCODE
86.	JBD4055	JAS TO ISIS CONVERSION REPORT
87.	JBD4060	CHECK REGISTER FOR MM/DD/YY
88.	JBD4070R1	JAS SVC ENROLLMENT ERROR RETURN REPORT
89.	JBD4070R2	JAS PRE-NOTE ERROR RETURN REPORT
90.	JBD4080R1	PAYMENT HISTORY ADJUSTMENT VALIDATION REPORT
91.	JBD4085R5	JAS CLIENTS WITH DUPLICATE SVC INFORMATION
92.	JBD4085R6	SVC ENROLLMENT CLIENTS
93.	JBD4086R6	PRE-NOTE CLIENTS SENT
94.	JBD4125	EFT CANCELLATION/REPLACEMENT VALIDATION REPORT
95.	JBD4130R1	JAS EFT ERROR RETURN REPORT
96.	JBD4130R2	JAS/PROGRAMMER EFT ERROR RETURN REPORT
97.	JBD4135R2	JAS-EFT SUMMARY REPORT
98.	JBD4135R3	REMITTANCE ADVICE - NO EFT
99.	JBD4155	JAS EFT TO ISIS CONVERSION REPORT
100.	JBD4160R1	JAS EFT/SVC REGISTER REPORT
101.	JBD4200R3	STEP - EFT CANCELLATION VALIDATION REPORT
102.	JBD5200R1	FW CASES MANUALLY CONVERTED
103.	JBD5200R2	FW CASES FAILED TO MANUALLY CONVERT
104.	JBD5210R1	LAMI/JAS COMPARISON RESEARCH
105.	JBD7010R1	CASE LISTING BY CASE NAME
106.	JBD7010R2	CASE LISTING BY FW ID NUMBER
107.	JBD7010R3	CASE LISTING BY L'AMI ID NUMBER
108.	JBD7020R1	MEMBER LISTING
109.	JBD7030R1	WORK ACTIVITY LISTING BY CASE NAME
110.	JBD7030R2	WORK ACTIVITY LISTING BY FW ID NUMBER
111.	JBD7030R3	WORK ACTIVITY LISTING BY L'AMI ID NUMBER
112.	JBD7040R1	AUTHORIZATION LISTING
113.	JBD7050R1	PAYMENT LISTING
114.	JBM0001R1	MONTHLY LIST OF ACTIVE FIND WORK CASES
115.	JBM0100R1	MONTHLY REPORT

#	Report ID	Report Name
116.	JBM0100R2	CUMULATIVE FOR STATE FISCAL YEAR
117.	JBM0100R3	CUMULATIVE FROM BEGINNING OF PROGRAM
118.	JBM0150R1	EXEMPT COUNT OF FITAP RECEIPIENTS
119.	JBM0170	N/A
120.	JBM0171	N/A
121.	JBM0190R2	MONTHLY RECORD COUNTS
122.	JBM0205	REFERRAL LISTING OVER 90 DAYS
123.	JBM0290	COMPREHENSIVE FINDWORK PARTICIPATION REPORT
124.	JBM0290R1	JBM0290 SUMMARY TOTALS
125.	JBM0390	EXPANDED COMPREHENSIVE FIND WORK PARTICIPATION REPORT
126.	JBM100R1	CASE VALIDATION LISTING MONTHLY
127.	JBM114	IN-HOUSE WORK ACTIVITY REPORT
128.	JBM2000R1	STEP TRANSPORTATION STIPEND IND.
129.	JBM2015R1	TOTAL ACTIVITY HOURS BATCH CREATION
130.	JBM203	FIND WORK ALL FAMILIES PARTICIPATION TOTALS FOR THE MONTH OF
131.	JBM203R1	ALL FAMILIES PARTICIPATION DETAIL
132.	JBM213	FIND WORK TWO PARENT FAMILIES PARTICIPATION TOTALS
133.	JBM213R1	TWO-PARENT FAMILIES DETAILS BY CASE MANAGER/PARISH
134.	JBM213R2	LIST OF SANCTIONS
135.	JBM4010R1	CURRENT YEAR SVCS - EXPENDITURE SUMMARY
136.	JBM4010R2	PRIOR YEAR SVCS - EXPENDITURE SUMMARY REPORT
137.	JBM4010R3	LIABILITY REP - EXPEND FOR FY BY CURRENT/PRIOR YR
138.	JBM4010R4	CURRENT YEAR SUMMARY FOR THE MONTH OF MM/YY
139.	JBM4010R5	PRIOR YEAR SUMMARY FOR MONTH
140.	JBM4022	AUTOMATIC PAYABLE SETUP VALIDATION REPORT
141.	JBM4028R1	FW CASES WITH INACTIVE LAMI ID NUMBERS
142.	JBM4030	MONTHLY FINANCIAL TRANSACTION LISTING
143.	JBM4035R2	SUPPORTIVE SERVICES PAYMENTS
144.	JBM4035R4	POST - FITAP ASSISTANCE PAYMENTS
145.	JBM4045R1	MONTHLY RECEIVABLES REPORT
146.	JBM4050R1	POST FITAP TRANSPORTATION MONTHS
147.	JBM4050R2	POST FITAP CASES APPROACHING CLOSURE
148.	JBM4060R1	TRANSPORTATION STIPEND REPORT
149.	JBM4146R1	JAS OPEN PAYABLES OVER 45 DAYS
150.	JBM4146R2	JAS 'E' STATUS PAYMENTS OVER 30 DAYS
151.	JBN4020	LIABILITY REPORT
152.	JBW0140R1	LAMI CASES NOT REFERRED TO JAS
153.	JBW0140R2	LAMI CASES NOT SUBSEQUENTLY REFERRED
154.	JBW2100R1	EBR ZIP CODE SORT LISTING
155.	JBW213R1	WEEKLY TWO PARENT FAMILIES DETAILS
156.	LAAH010P	APPLICATIONS TRANSACTIONS FOR MM/YYYY
157.	LAAH20P	REDETERMINATIONS DUE IN NEXT 3 MONTHS
158.	LAAH30P	SNAP RECIPIENTS WITH EXCESS WR CODES 23, 24 OR 26
159.	LAAH40P	ABAWDS WITH WR CODE 25

#	Report ID	Report Name
160.	LAAH40P1	ABAWD WORK REGISTRATION CODE DISCREPANCIES
161.	LAAH50P	ABAWDS REFERRALS TO LWC
162.	LABI06P4	MONTHLY REGISTER OF EBT ASSISTANCE
163.	LABI06P6	CASH BENEFITS BY AVAILABILITY DATE
164.	LABI06P7	DAILY EBT REJECTIONS
165.	LABI06P8	DEMOGRAPHIC REJECT REPORT FROM EBT VENDOR
166.	LABI12P4	MONTHLY EBT REGISTER
167.	LABI12P5	FOOD STAMP BENEFITS BY AVAILABILITY DATE
168.	LABI15P3	EBT BENEFIT ISSUE REPORT
169.	LABI15P4	EBT BENEFIT ISSUE RACE AND ETHNICITY REPORT
170.	LABI15P8	EBT ISSUANCE SUMMARY
171.	LABI16P4	EBT AUTHORIZATION NUMBERS
172.	LABI23P4	EBT EXPUNGED CASES REPORT
173.	LABI24R1	LISTING OF REINSTATED/REISSUED BENEFITS
174.	LABI27P1	EBT DISASTER ISSURANCE REPORT BY SITE
175.	LABI27P2	EBT DISASTER SUPPLEMENTAL ISSURANCE REPORT BY SITE
176.	LABI27P3	EBT Disaster Summary Report By Site - End of event report for a given disaster number - sorted by disaster site
177.	LABI27P4	EBT DISASTER ISSUANCE REPORT BY PARISH
178.	LABI27P5	EBT DISASTER SUPPLEMENTAL ISSUANCE REPORT BY PARISH
179.	LABI27P6	EBT Disaster Summary Report By Parish - End of event report for a given disaster number -sorted by parish of origin
180.	LABI27P7	DISASTER BENEFIT MONTHS BY PARISH
181.	LABI28P1	DFSP SUPPLEMENTS WITH USER ID'S
182.	LABI28P2	DFSP MULTIPLE CARDS ISSUED
183.	LABI28P3	DFSP STATUS CD TO AO CASES
184.	LABI28P4	DFSP SSN TO PSEUDO NUMBER
185.	LABI28P5	DFSP DUPLICATE PARTICIPATION EXCEPTION REPORT
186.	LABI28P6	LAMI DOWNTIME CURAM ERRORS
187.	LABI28P8	D-SNAP EBT REPLACEMENT CARDS
188.	LABI29P1	DAILY-HOUSEHOLD DENIED DFSP BENEFITS BY SITE
189.	LABI29P2	DAILY-HOUSEHOLD DENIED DFSP BENEFITS BY PARISH
190.	LABI29P3	End Of Event Households Denied DFSP Benefits By Site - Listing of end of event households denied DFSP benefits by site
191.	LABI29P4	END OF EVENT HOUSEHOLDS DENIED DFSP BENEFITS BY PARISH
192.	LABIQ90P	LAMI-SNAP DUPLICATE MONTHLY BENEFITS REPORT
193.	LACAP Conversion Application/Info letter	LaCAP conversion application/information letters that were mailed to clients
194.	LACAP FOLL	LACAP FOLLOW-UP APPLICATION/INFO LETTER
195.	LACAP INIT	LACAP INITIAL APPLICATION/INFO LETTER
196.	LACAP RFOL	LACAP RE-ENROLLMENT FOLLOW-UP
197.	LACAPLBS	LACAP EVALUATION PLAN MAILING LABELS
198.	LACU00P7	DAILY EBT CARD ISSUANCE REPORT
199.	LACU00P8	MONTHLY EBT CARD ISSUANCE REPORT
200.	LAD0024	N/A

#	Report ID	Report Name
201.	LAD0024 A	N/A
202.	LAD0024 B	N/A
203.	LAD0024 C	N/A
204.	LAD0024 D	N/A
205.	LAD0224A	LACAP 4 LAD0224A
206.	LAD0224B	LACAP 4 LAD0224B
207.	LADDEATH	DECEASED MEMBER CASE DISPOSITIONED ON MM/DD/YYYY DAILY JOB
208.	LADTHEX	DECEASED MEMBER DISPOSITIONED EXCEPTIONS WEEKLY JOB
209.	LADIRDI	DFSP EBT CARDS IN ISSUED STATUS
210.	LADIRLC	DFSP EBT CARDS IN INVENTORY STATUS
211.	LAIN02P3	LAJET CREATE SUPER REFERRAL REPORT
212.	LAIN21P	LASES CASE UPDATES
213.	LAIN23P4	GRANT REVIEW-SINGLE GRANT CASES
214.	LAIN23P7	GRANT REVIEW-MULTIPLE GRANT CASES
215.	LAIN30P5	MEDS DAILY INTERFACE - TOTALS
216.	LAIN90P	ACTIVE SEMI-ANNUAL REPORTING CASES WITH REPT STATUS "I"
217.	LAIN90P2	L'AMI SEMI-ANNUAL REPORTING DUE FOR MMDDYY
218.	LAMC04P3	COLA MASS CHANGE DISCREPANCY REPORT
219.	LAMC06P	COLA MASS CHANGE CLOSURES FOR FITAP
220.	LAMC06P1	COLA MASS CHANGE CLOSURES FOR FOOD STAMPS
221.	LAMC06P2	COLA MASS CHANGE REDUCTIONS FOR FITAP
222.	LAMDEATH	DEATH MATCH TOTALS MONTHLY REPORT BY PARISH
223.	LAMR000P	FS MEMBERS PEND SANCTION-FAILURE TO COMPLY WITH ABAWD
224.	LAMR05P	UNDUPLICATED CASE COUNTS BY PROGRAM TYPE
225.	LAMR06P1	KCSP MEMBERS WITHOUT LEGAL CUSTODY
226.	LAMR08P	SEMI- ANNUAL REPORTING CASES FOR MM/YYYY
227.	LAMR09P3	UNDUPLICATED COUNT OF MANDATORY WORK RESISTRANTS
228.	LAMR09P4	MONTHLY MANDATORY WORK REGISTRANTS
229.	LAMR11P	Total Active Asst. Payments Recipients by Zip Code - On-demand listing of total number of FITAP Recipients by zip code
230.	LAMR13P1	CASELOAD LISTING
231.	LAMR13P2	AFDC-UP CASES FOR PI
232.	LAMR14P1	N/A
233.	LAMR15P	AFDC CASES ELIGIBLE FOR LESS THAN \$10
234.	LAMR16P	FSP CASES CLOSED AND REOPENED IN 3 MONTHS
235.	LAMR16P1	FSP CASES CLOSED AND REOPENED IN 3 MONTHS
236.	LAMR17P	FSP CASES CLOSED / REJECTED CODE 01, 04, 98
237.	LAMR18P1	PS PEND/REAPPLICATION CASES
238.	LAMR18P2	FS CLOSURES BY REASON BY PARISH
239.	LAMR18P3	FOOD STAMP REJECTIONS BY REASON
240.	LAMR19P	PARISH DAILY INTAKE STATS
241.	LAMR19P1	PARISH CASE COUNTS BY ZIP CODE
242.	LAMR20P1	AID TO DEPENDENT CHILDREN AFDC BASIC
243.	LAMR20P2	AID TO DEPENDENT CHILDREN AFDC UP

#	Report ID	Report Name
244.	LAMR20P6	TANF REAUTHORIZATION 2-PARENT STATE
245.	LAMR21P1	FOOD STAMP CASES THAT PEND PAST THIRTY DAYS
246.	LAMR21P2	EXPEDITED FS CASES THAT PEND OUT OF CONFORMITY
247.	LAMR22P1	FITAP/KINSHIP CASES THAT PEND PAST 30 DAYS
248.	LAMR24P2	AFDC & RCA PENDING APPLICATIONS WEEKLY RPT PARISH
249.	LAMR25P5	N/A
250.	LAMR26P1	SNAP APPLICATION PENDING OVER 30 DAYS BY OFFICE
251.	LAMR26P2	FOOD STAMP APPLICATIONS PENDING
252.	LAMR26P3	PENDING NOMI REJECTIONS - SNAP/FITAP/KCSP
253.	LAMR26P4	SNAP & TANF PENDING REINSTATEMENTS
254.	LAMR26P5	APPROVALS BY PARTNER AND PROGRAM
255.	LAMR26P6	REJECTIONS BY PARTNER AND PROGRAM
256.	LAMR27P	EARNED INCOME HOUSEHOLDS
257.	LAMR28P	AFDC WORKLOAD SUMMARY REPORT BY PARISH
258.	LAMR29P1	AID TO DEPENDENT CHILDREN---AFDC BASIC---FACS
259.	LAMR29P2	AID TO DEPENDENT CHILDREN---AFDC UP----FACS
260.	LAMR35P	FOOD STAMP CASE INFORMATION PROFILE
261.	LAMR35P1	FOOD STAMP CASE INFORMATION PROFILE - LACAP
262.	LAMR36P1	DISPOSED APPLICATIONS REGULAR APPROVALS BY PARISH
263.	LAMR36P2	DISPOSED APPLICATIONS REGULAR APPROVALS BY REASON
264.	LAMR36P3	DISPOSED APPLICATIONS ORLEANS APPROVALS BY REASON
265.	LAMR37P1	DISPOSED APPLICATIONS REJECTED BY CATEGORY AND PARISH
266.	LAMR37P2	DISPOSED APPLICATIONS REJECTED BY CATEGORY AND REASON
267.	LAMR37P3	DISPOSED APPS REJECTED BY CATEGORY AND REASON (ORLEANS)
268.	LAMR38P	FS WORKER REPORT BY WORKER
269.	LAMR38P1	WORKER REPORT BY PARISH, REGION & STATE (SUMMARY)
270.	LAMR38P2	AFDC BA-UP WORKER REPORT BY PARISH
271.	LAMR38P3	MONTHLY REDETERMINATION REPORT BY PARISH, REGION & STATE
272.	LAMR39P	ACTIVE FOOD STAMP CASES WITH CHILD SUPPORT EXCLUSION
273.	LAMR40P	FS LAJET REFERRANT STATISTICS
274.	LAMR418	EXPEDITED FS REPORT PARISH (NEW)
275.	LAMR41P	WORK REGISTRATION CODE CHANGES
276.	LAMR42P	FS RECIPIENTS IN LAJET THAT HAVE EARNED INCOME
277.	LAMR43P	NEW MANDATORY WORK REGISTRANTS REPORT
278.	LAMR43P2	DEMOGRAPHICS OF LAJET PARISHES
279.	LAMR43P3	DEMOGRAPHICS OF LAJET PARISHES
280.	LAMR45P	FS CASES/RECIPS SANCTIONED FOR FAILURE TO COMPLY W/LAJET
281.	LAMR46P	NUMBER OF ILLEGITIMATE CHILDREN
282.	LAMR46P2	FAMILY TRANSITION ASSESSMENT DUE
283.	LAMR46P4	AFDC RECIPIENTS WITH STEP SANCTION
284.	LAMR46P5	CASES DUE FOR TEAM REVIEW

#	Report ID	Report Name
285.	LAMR46P6	TEMPORARY EXCEPTIONS 5 MONTHS OR MORE
286.	LAMR46P7	FITAP WORK REGISTRATION CODES
287.	LAMR46P8	24/60 TIME LIMIT TRACKING REPORT
288.	LAMR46P9	STEP PARTICIPATION EXEMPTION REPORT
289.	LAMR48P	NUMBER OF NEW AFDC CASES
290.	LAMR49P1	PARISH STREET GUIDE (ALL PARISHES) CATEGORY AFDC
291.	LAMR49P2	PARISH STREET GUIDE (ALL PARISHES) CATEGORY FS
292.	LAMR51P2	RECERTIFICATION INTERVIEW TYPES
293.	LAMR51P3	Redet Exception Report
294.	LAMR51P4	REDETERMINATION APPOINTMENT LISTING REPORT MONTH MM/CCYY
295.	LAMR51P5	90S TRACKING REPORT MONTH MMCCYY
296.	LAMR51P6	18MR EXCEPTION LISTING FOR REDET MM/CCYY
297.	LAMR55P	PSEUDO SSN LISTING
298.	LAMR56P	HOMELESS HOUSEHOLDS WITH 12 MONTH CERTIFICATION
299.	LAMR57P1	PUBLIC ASST RECIPS WITH EARNED INCOME - TOTAL CASES
300.	LAMR59P	PUBLIC ASSISTANCE BY RACE
301.	LAMR60P	RECIPIENT ANALYSIS BY AGE, RACE, & CATEGORY
302.	LAMR60P1	N/A
303.	LAMR61P	RANDOM SAMPLE - 100 ACTIVE LACAP CASES
304.	LAMR61P1	SDX MATCHES RECEIVING LACAP APPLICATIONS
305.	LAMR61P2	SDX MATCHES ELIGIBLE FOR FOLLOW-UP LACAP APPL
306.	LAMR61P3	CASES AUTOMATICALLY CLOSED-NO LONGER ELIGIBLE FOR LACAP
307.	LAMR62P	AFDC REDETERMINATIONS
308.	LAMR63P1	ACTIVE FOOD STAMP CASES - PURE SSI HOUSEHOLDS
309.	LAMR66P1	LACAP CASES CLOSED BY PARISH AND REASON
310.	LAMR66P2	LACAP CASES REJECTED BY PARISH AND REASON
311.	LAMR66P3	LACAP CASES WITH SDX OVERRIDE
312.	LAMR67P1	AFDC CASES CURRENTLY CERTIFIED BY ID
313.	LAMR67P2	RCA CASES CERTIFIED BY ID
314.	LAMR69P2	EXEMPT PARISHES WITH WR CODE 23, 24, OR 25
315.	LAMR69P3	ABAWDS TURNING 50 YEARS OLD
316.	LAMR71P	Refugee Cases In Louisiana - Monthly listing of current refugee cases.
317.	LAMR74P1	REGULAR CLOSURES BY PARISH
318.	LAMR74P3	AFDC REGULAR CLOSURES BY REASON
319.	LAMR74P4	N/A
320.	LAMR76P	SEQUENTIAL ARRANGEMENT OF SSNS
321.	LAMR77P1	ACTIVE FS MEMBERS SANCTIONED FOR WORK-W1
322.	LAMR77P2	ACTIVE FS MEMBERS SANCTIONED FOR WORK-W2
323.	LAMR801P	CLIENTS RECEIVING DUPLICATE BENEFITS N MULTIPLE CASES
324.	LAMR807P	ACTIVE FITAP CASES WITH INCLUSION CODES 03 AND 05
325.	LAMR808P	ACTIVE FITAP CASES WITH INCLUSION CODES 03 AND 05
326.	LAMR81P	TEENAGE PARENT REPORT
327.	LAMR82P	TOTAL NUMBER OF ACTIVE AFDC CASES AS OF MM/DD/YY
328.	LAMR83P	LANGUAGE OTHER THAN ENGLISH LISTING

#	Report ID	Report Name
329.	LAMR84P1	WORKER ACTIVITY REPORT (FORM 124)
330.	LAMR87P	AFDC CHILDREN AGED 5-17 RECEIVING BENEFITS
331.	LAMR903P	MONTHS OF BENEFITS RECEIVED BY CASE
332.	LAMR906P	EXEMPTION CODE BY PARISH
333.	LAMR911P	FITAP CASES SUBJECT TO 60 MONTH LIMIT
334.	LAMR912P	EXEMPTION FROM 60 MONTH LIMIT CODES BY PARISH
335.	LAMR91P1	MEDICARE DISCOUNT DRUG EXPENSES
336.	LAMR92P	FSP CASES WITH EXPENSES GREATER THAN HH INCOME
337.	LAMR98P10	FITAP RECIPIENTS WHITH 'FIWO' SANCTIONS GREATER THAN 3 MO.
338.	LAMR98P6	AFDC RECIPIENTS WITH PI SANCTIONS
339.	LAMZ01P1	AO/AC CASES/MEMBERS CONVERTED TO CORRECT PARISH/REGION
340.	LAMZ01P2	CD/CL CASES/MEMBERS CONVERTED TO CORRECT PARISH/REGION
341.	LAMZ01P3	PI/PO CASES/MEMBERS CONVERTED TO CORRECT PARISH/REGION
342.	LAMZ01P4	EXCEPTION REPORT
343.	LAOFS4MR-A	OFS 4MR APPLICATION FOR CONTINUED ASSISTANCE AUTOMATED
344.	LAOFS4SR-A	OFS 4SR SIMPLIFIED REPORTING FORM AUTOMATED
345.	LAPC99P1	AC CASES THAT DIDN'T CLOSE BECAUSE OF ERROR REASON
346.	LAQC001P	QC REVIEWS - TWELVE MONTHS
347.	LAQC06P2	FS POSITIVE CASE RESERVE POOL REPORT
348.	LAQC06P3	FS POSITIVE RESERVE POOL SAMPLE BY RECIPIENT
349.	LAQC12P1	FS POSITIVE SAMPLE BY RECIPIENT
350.	LAQC12P2	FS POSITIVE SAMPLE BY PARISH
351.	LAQC13P	FS POSITIVE QC SAMPLES
352.	LAQC14P	FS POSITIVE UNIVERSE/SAMPLE REPORT
353.	LAQC18P	FS NEGATIVE Q.C. SAMPLES REPORTS
354.	LAQC19P	FS NEGATIVE SAMPLES BY PARISH REPORT
355.	LAQC20P	FS NEGATIVE UNIVERSE/SAMPLE REPORT
356.	LAQC23P	TANF SAMPLE BY PARISH REPORT
357.	LAQC24P	TANF QC SAMPLE REPORT
358.	LAQC93P	QC SAMPLE SUMMARY
359.	LARR01P2	RECOVERY CLAIMS SENT TO PENDING REFERRAL
360.	LARR05PL	FOOD STAMP CLAIMS WITH 'LR' STATUS
361.	LARR05PR	FOOD STAMP RECOVERY CLAIMS SUBMITTED (TO PENDING REFERRAL)
362.	LARR05PS	FOOD STAMP RESTORATION CLAIMS (IN 'SA' STATUS)
363.	LARR15P1	CLAIMS CALULATOR CLAIMS IN 'WP' AND 'WC' STATUS
364.	LATR07P1	EXPIRED REDETERMINATIONS FS & AFDC
365.	LATR07P2	REDETERMINATIONS DUE FS & AFDC
366.	LATR07P3	REDETERMINATIONS DUE - LACAP FOR REDET MMCCYY
367.	LATR07P4	EXPIRED REDETERMINATIONS - LACAP REPORT MONTH MM/CCYY

#	Report ID	Report Name
368.	LATR08P	SUPERVISORY MANAGEMENT REPORT
369.	LAX0777	SPECIAL REPORT BY REGION
370.	LAX0888	SPECIAL REPORT
371.	LAX4128	ACTIVE FITAP-KCSP CASES WITH SSA INCOME
372.	LEM4710R2	N/A
373.	LEM5405R1	N/A
374.	LEM5750R2	N/A
375.	LEW4880R1	N/A
376.	MEM0026	N/A
377.	MEM0034	N/A
378.	MEM0516	N/A
379.	OFS20CD	DAILY OFS20CD FORMS
380.	OFS20CD1	ON DEMAND OFS20CD FORMS
381.	RAM0660R1	N/A
382.	RAM380	N/A
383.	SOLQOFSR1	CLIENT SSN HIGH VOLUME ACTIVITY REPORT
384.	SOLQOFSR2	UNUSUAL ACTIVITY REPORT
385.	SOLQSSAR2	CLIENT MATCH EXCEPTION REPORT
386.	SVM3020R1	MEMBER SSN HIGH VOLUME OF ACTIVITY REPORT
387.	SVM3030R1	UNUSUAL ACTIVITY REPORT
388.	SVM533	LAMI UNVERIFIED SSN
389.	SVM541	NATIONAL DISQUALIFIED RECIPEINTS PENDING ACTIVE ON LAMI
390.	SVS43FRP1-IRS	N/A
391.	TIA1011	N/A
392.	TID4034R1	N/A
393.	TID4034R2	N/A
394.	TID4034R4	N/A
395.	TID4034R5	N/A
396.	TIM1201	N/A
397.	TIM1220	N/A
398.	TIM1300R2	N/A
399.	TIM4035R1	N/A
400.	TIM4070	N/A
401.	TRANR1	N/A
402.	TRAN2	N/A
403.	TRANR3	N/A
404.	TIM4600	N/A
405.	TIN8020	N/A
406.	TIQ2030	N/A
407.	TIW4015R2	N/A
408.	TIW4410R3	N/A
409.	DLCASPGM	N/A
410.	DLCSPGMM	N/A
411.	DLMEMBER	N/A
412.	DRFS-u-5598	FS in Parish 69 with SSI income and MMHI expenses
413.	DRLA-U-5473	Mandatory Work Registrants

#	Report ID	Report Name
414.	DRLA-U-6518	FITAP, FS AND KCSP Case Counts by Zip Codes for Parish 36
415.	DRLA-U-7237	FS & FITAP Recipients with HS Diploma or Higher
416.	DRLA-U-7268	Case Rejected
417.	DRLA-U-7414	Cases Changed From CL to AO Within 3 Months of Closure
418.	DRLA-U-7882	Applications HH and Recipients/ bt race and Hispanic-NonHispanic Across Programs PDF
419.	DRLF-U-6133 FSP	Cases with Dependent Care Deduction
420.	DRLF-U-6335	FS Cases Closed for Failure to Return SAR 2
421.	DRLF-U-6456	Avg FS payments for families with earned income
422.	DRLF-U-6459	FS Households with children from age 3-10
423.	DRLF-U-6825	Case with zero income
424.	DRLF-U-6953	Non-Parent TANF Recipients
425.	DRLF-U-7110	Hispanic and elderly food stamp recipients
426.	DRLF-U-7132	LACAP Recipients Accessing EBT Benefits during FFY and SFT
427.	DRLF-U-7180	Cases Closed or Rejected
428.	DRLF-U-7270	Cases Samples in 3 categories
429.	DRLF-U-7651	Newly Certified Cases with SSA or SSI Income
430.	DRLF-U-7701	Active FSP Recipients 55 Years or Older
431.	DRLF-U-7782	Fleeing Felon and Drug Offence Exclusions
432.	DRLT-U-6264	DFSP Case Listing
433.	DRLT-U-7176	Active KCSP Cases
434.	DRLT-U-7626	Rejected Cases in Par 33 and 54 From 9/08 to 11/08
435.	LAIN94P1	W-4 Match New Hire members SNAP Case and Association
436.	LAWABAWD	ABAWDS Ongoing Weekly Notice ABAWD 4eoa
437.	LAWR01R!	ABAWDS REPORTED FOR NON-COMPLIANCE WITH lwc
438.	N/A	DAILY ES APPLICATION PRODUCTION
439.	N/A	FITAP/KCSP REJECTIONS BY REASON AND PARISH
440.	N/A	HOMELESS HEAD OF HOUSEHOLD
441.	N/A	LOUISIANA CAP (LaCAP) DATA - DLBENISS
442.	N/A	PERCENT OF FITAP CASES THAT CLOSED & REOPENED TELEWORKER
443.	N/A	PERCENT OF FITAP CASES THAT CLOSED & REOPENED NON-TELEWORKER
444.	N/A	PERCENT OF FITAP CASES THAT CLOSED & REOPENED ALL WORKERS
445.	N/A	HOMELESS HEAD OF HOUSEHOLD – STATEWIDE
446.	N/A	OLD TANF HIGH PERFORMANCE BONUS
447.	N/A	STEP CASES ENTERING UNSUBSIDIZED EMPLOYMENT SUMMARY
448.	N/A	STEP CASES ENTERING UNSUBSIDIZED EMPLOYMENT DETAIL
449.	N/A	STEP CASES ENTERING UNSUBSIDIZED EMPLOYMENT NONTELEWORKER
450.	N/A	STEP CASES ENTERING UNSUBSIDIZED EMPLOYMENT ALL WORKERS
451.	N/A	STEP CASES ENTERING UNSUBSIDIZED EMPLOYMENT TELEWORKER
452.	JBD5000	N/A
453.	LACAP REDT	N/A
454.	LACOLA	N/A
455.	LADABAWD	N/A
456.	LAD0076	N/A
457.	LAD0076R01	N/A

#	Report ID	Report Name
458.	LAD0224	N/A
459.	LAD0224C	N/A
460.	LAD0224D	N/A
461.	LAMABAWD	N/A
462.	LAMR104P	N/A
463.	LAMR12P	N/A
464.	LAMR25P1	N/A
465.	LAMR25P2	N/A
466.	LAMR30P	N/A
467.	LAOFSDFSP	N/A
468.	LAOFS18MR	N/A
469.	LAWABAWD	N/A
470.	LAXNOTICE	N/A
471.		Webfocus Report_Brandy
472.		Policies for Document Direct
473.	DRDEB01R1	Transaction Data Loaded to DB2 from Citicorp Transmission Key
474.	DRDEB02R1	ACTIVITY SINCE FIRST OF LAST MONTH BY DAY
475.	DRMEB01R1	July 2016 I/T Stats
476.	DRMTI01R1	Count of Newly Created, Deactivated And Changed Users
477.	DRMTI07R1	NUMBER OF FS CHILDREN AT RISK OF REMOVAL FOR
478.	DRMTI08R1	NUMBER OF FS CHILDREN AT RISK OF REMOVAL FOR (MONTH)
479.	DRMTI10R1, DRMTI10R2	1) OCS TANF Eligible Families Report, 2) OCS TANF Eligible Families Report Percentage of CPI and FS Families Who Are Food Stamps, FITAP or Medicaid Eligible Clients
480.	DRMCD09R1, DRMCD09R2	1) Licensed Providers All Payments and Children, 2) BLAS PROVIDERS
481.	DRDED01R1, DRDED01R2, DRDED01R3	1) License Fee Exception Report, 2) Daily EDUCATION EPAY Collections Licensing Fees, 3) FIRST DATA POSTING FILE
482.	PI 5 Extract-DLISSINC,DLCASPGM,DLINCOME,DLMEMGER & DLCSPGMM	PI 5 Extract-DLISSINC,DLCASPGM,DLINCOME,DLMEMGER & DLCSPGMM
483.	(PI)% OF CASES CLOSED AND REOPENED IN 12 MONTHS Tara and Brandy	PERCENTAGE OF STEP CASE CLOSURES WITH EARNED INCOME
484.	SHAWN'S LAMI applications processed	ACTIVE,CASES
485.	SHAWN'S LAMI Case closures	NONE
486.	SHAWN'S LAMI SNAP REAPPS WITHIN 60 AND 90 DAYS	NONE
487.	SHAWN'S Monthly LAMI REDETS	SNAP REDET CLOSURES
488.	LAMI monthly redets	REDETS FOR 201507
489.	KCSP Members with Custody Indicator of N or P	KCSP Members with Custody Indicator of N or P
490.	SNAP REJECTIONS BY REASON AND PARISH	SNAP REJECTIONS BY REASON AND PARISH
491.	LAMI Monthlies 22 and 23	1) Listing of Active FITAP Cases With Child Age 1 or Younger, 2) Listing of Members With Work Reg Code of 20, 23, or 30 in Active FITAP Cases With DOB of Youngest Included Child in Case
492.	LAMI Monthly Report 10 and 11	1) AFDC Cases Closed for Midtown District , 2) AFDC Cases Pending Closure for Midtown District
493.	SNAP APPLICATION DATA BY PARISH	SNAP APPLICATION DATA BY PARISH
494.	DREW's WEEKLY DFSP	1) Total Number of DFSP Pre-Applications Cases Within,Last 24 hrs, 2) Total Number of DFSP Pre-Applications Count of HH,Age 60,or Older, 3) Total

#	Report ID	Report Name
		Number of DFSP Pre-Applications By Number of Members in Household, 4) Total Number of DFSP Pre-Applications By Process Instance, 5) Total Number of DFSP Pre-Applications Submitted By DSS Userid and Clients, 6) Total Number of Pre-apps in pending status, 7) Total Number of DFSP Pre-Applications by parish by statdate
495.	DFSP application counts by user	Total Number of DFSP Applications Submitted By DSS Userid and Clients
496.	DFSP Counts by Parish	Total Number of DFSP Pre-Applications Submitted Thru Month Year
497.	DFSP Number of Members in Household	Total Number of DFSP Pre-Applications
498.	DFSP pending apps in HH with 60 yrs or older	Count of HH, Age 60, or Older number of DFSP Pre-Applications
499.	DFSP Pre-apps in pending status by last name initial	Total Number of DFSP Pre-Applications By Last Name Initial
500.	DFSP process instances	Total Number of DFSP Pre-Applications Submitted Thru Month Year
501.	DFSP Total Number of Pre-apps in Pending status	Total Number of DFSP Pre-Applications Submitted Thru Month Year
502.	DFSP Counts by Parish and within last 7 days and 24 hours	Total Number of DFSP Pre-Applications By Last Name Initial
503.	PI 2, 3 & 5 Extracts- DJBCASE, DLCASPGM, DLCSPGMM, DLMEMBER, DJBCOMP, DJBALLHH, DJPAYHS, DJMEMBER	1) OFSPIX 2) OFSPERIND 3) OFSPERIND
504.	(PI) STEP Cases Entering Unsub Emp (Tara & Brandy)	(PI) STEP Cases Entering Unsub Emp (Tara & Brandy)
505.	DRLA-U-6483 IPV, SSN, & Fleeing Felon Exclusions-DLMEMBER, DLSANCTN, DLCASPGM, DLCSPGMM	IVP, SSN, & Fleeing Felon Exclusions
506.	FITAP Benefits Received By CWEP Participants- DRJB-U-7818	FITAP Benefits Received By CWEP Participants
507.	Quarterly PI Reports Marion 1st of month	1) Percent of FITAP Cases That Closed & Reopened Within 12 Months, 2) PERCENTAGE OF STEP CASE CLOSURES WITH EARNED INCOME , 3) PERCENTAGE OF STEP CASE CLOSURES WITH EARNED INCOME , 4) Percent of FITAP Cases That Closed & Reopened Within 12 Months
508.	Quarterly PI 1-3 Extracts DJBCOMP, DJBPAYHS, DJBCASE, DLCASPGM, DLMEMBER	OFSPERIND
509.	Quarterly PI 1-3 Extracts DJBCOMP, DJBPAYHS, DJBCASE, DLCASPGM, DLMEMBER	OFSPERIND
510.	Quarterly Performance Indicators -1-3	1) OFSQTR01: Percent of STEP Assessments Occuring Within 45 Day Tim, 2) OFSQTR02: Percent of STEP Cases with Barriers to Employment Rece, 3) OFSQTR03 -Report 17: Family Transition Assessment Report.xls
511.	Quarterly PI Rpt Marion - Last of Month	1) Percentage of Adults FITAP/JAS Clients Lacking HS Diploma/GED 2) Adults FITAP/JAS Clients Lacking HS Diploma/GED 3) STEP Cases Entering Unsubsidized Employment, 4) STEP Cases Entering Unsubsidized Employment, 5) Percentage of Minor-aged FITAP/JAS Parents Lacking HS Diploma/GED, 6) Minor-aged FITAP/JAS Parents Lacking HS Diploma/GED
512.	DRLF-U-7180 CASES CLOSED OR REJECTED IN PARISH 97 adabase	DRLF-U-7180 CASES CLOSED OR REJECTED IN PARISH 97 adabase

Table 35 – Legacy Reports

5.3.4 Batches

The NextGen solution will include a Batch module that includes the JAS/LAMI batches needed to retain the full legacy batch job functionality in Release 3. The NextGen Batch module will not only cover all of the existing processes – for Benefit Management, Correspondence, Eligibility, Worker Portal, Interfaces, Reporting and Support Functions sub-modules. The NextGen Flows column below includes a base list of 144 batches in the NextGen system which shall be included in Release 3 to cover the functionality of associated legacy batch jobs.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Batches	Benefit Management	<ul style="list-style-type: none"> • EBT SNAP Monthly Issuance File Merge Job • EBT SNAP Monthly Issuance File Staging Job • LEDGER Case Update File • WP_EBT Address Information NCOAD File • Benefit Status Return File • Comptroller Return File • EBT AUTH REP File • Request Recurring Supportive Service Payment Batch • Comptroller CASH Issuance File • EBT CASH Monthly Issuance File • EBT CASH Monthly Issuance File Header Job • EBT CASH Daily Issuance File • EBT CASH Daily Monthly File Merge Job • EBT CASH Monthly Issuance File Staging Job • Alternate Payee 90 Day Alert Batch • Monthly ARS CIS Match File • Monthly Inbound ARS DB TANF_SNAP Recoupments Update Process File • QC Sample Flat File for BEERS IRS Match • QC_SNAP and MA Negative Universe Batch • QC_SNAP and MA Mercury Universe Batch • QC_SNAP and MA Ongoing Universe Batch • QC_SNAP Sampling Batch manual Request Daily • Reception Log Administration 	<p>The legacy JAS/LAMI Benefit Management batches have the functionality to update, issue, merge and stage Benefit Management files.</p> <p>The list of associated legacy Benefit Management batch jobs can be found in the Table 37 below.</p>	<p>The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.</p>
2.	Batches	Correspondence	<ul style="list-style-type: none"> • This job processes any notices for clients that have indicated they want electronic only correspondences, and switches the notices from View Pending to View History. • Selects which cases will be included in the output file that goes to the print center containing Notice of Decision on SNAP Application notices • Selects which cases will be included in the output file that goes to the print center containing Notice of Change in the Amount Owed for Long Term Care notices • Selects which cases will be included in the output file that goes to the print center containing Giving Income to Community Spouses or Dependent Family Members notices • Selects which cases will be included in the output file that goes to the print center containing Notice of Extension of Time Limitation for Disposition of Application notices • Selects which cases will be included in the output file that goes to the print center containing TANF Weekly Job Search Report notices 	<p>The legacy JAS/LAMI Correspondence batches have the functionality to create and issue notices.</p> <p>The list of associated legacy Correspondence batch jobs can be found in the Table 37 below.</p>	<p>The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.</p>

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- Selects which cases will be included in the output file that goes to the print center containing Notice of Decision on Request for Crisis Assistance notices
 - Appeals Other Parent Representatives - Processing Notices for Multiple Recipients
 - Processes selected cases and creates an output file that goes to the print center containing Consent to Release Information notices
 - Processes selected cases and creates an output file that goes to the print center containing Customer Notice of Anticipated Change notices
 - Processes selected cases and creates an output file that goes to the print center containing Instructions to Client New Hire notices
 - Processes selected cases and creates an output file that goes to the print center containing Instructions to Customer Earnings Information notices
 - Processes selected cases and creates an output file that goes to the print center containing Redetermination Application notices
 - Processes selected cases and creates an output file that goes to the print center containing Notice of Decision on Request for Cash Assistance Increase/Special Authorization notices
 - Processes selected cases and creates an output file that goes to the print center containing Notice of Extension of Time Limitation for Disposition of Application notices
 - Processes selected cases and creates an output file that goes to the print center containing Request for Replacement of Destroyed Food notices
 - Processes selected cases and creates an output file that goes to the print center containing Notice of Direct Deposit Change notices
 - Processes selected cases and creates an output file that goes to the print center containing Participation Review Notice notices
 - Processes selected cases and creates an output file that goes to the print center containing Information Regarding Child Support Pass Through Payment notices
 - Processes selected cases and creates an output file that goes to the print center containing Notice of Missed Interview notices
 - Processes selected cases and creates an output file that goes to the print center containing Appointment Notice notices
 - Processes selected cases and creates an output file that goes to the print center containing Filing Unit Notice notices
 - Processes selected cases and creates an output file that goes to the print center containing Notice of Decision on Status notices
 - Processes selected cases and creates an output file that goes to the print center containing TANF Reconciliation Appointment Notice notices
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- Processes selected cases and creates an output file that goes to the print center containing SNAP E&T Conciliation Appointment Notice notices
- Processes selected cases and creates an output file that goes to the print center containing Notice of Benefit Direct Deposit notices
- Processes selected cases and creates an output file that goes to the print center containing Change in Reporting Requirements notices
- Processes selected cases and creates an output file that goes to the print center containing Time Limit Warning notices
- Processes selected cases and creates an output file that goes to the print center containing Notice of Decision notices
- Selects which cases will be included in the output file that goes to the print center containing Notice of Decision notices
- Process cases will be included in the output file that goes to the print center containing Privacy Notice notices
- Processes selected cases and creates an output file that goes to the print center containing Approval Notice notices
- Processes selected cases and creates an output file that goes to the print center containing Time Limit Exceptions notices
- Processes selected cases and creates an output file that goes to the print center containing Redetermination Fact Sheet notices
- Appeal Pre-Appeal / Status Notice - Batch Request
- Appeal Withdrawal Notice - Batch Request
- BAH Scheduling Letter for Location and Phone - Batch Request
- Appeal Generic Manual Correspondence - Batch Request

3. Batches Eligibility

- Daily Mass Update/Change Process
- Day 0 Mass Update/Change Process
- Determines processing type Loads regular ED Mass Change Triggers for the run date into MQ with the processing type
- Annual SNAP Mass Update
- Increase in AABD Cash Grant Adjustment. All approved ongoing AABD Cash EDGs
- Mass Update for FPL Changes
- Annual AABD Shelter Care Rate Adjustment (In February)
- Purges ED tables and archives it in ED Purge Tables for 7 years
- Writes exception and process case/EDGs into report flat file
- Closure for failure to return redetermination packet - SNAP
- Loads SP triggers to queue
- Process the same as regular EDBC job but is for COLA annual updates
- Loads stop messages into MQ
- Loads Stop messages to the queue

The legacy JAS/LAMI Eligibility batches have the functionality to adjust, update and trigger eligibility processes.

The list of associated legacy Eligibility batch jobs can be found in the Table 37 below.

The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.

4.	Batches Worker Portal	<ul style="list-style-type: none"> • Generate alerts for verifications due/past for an active case and pending EDGs. • The CAU Disability Determination batch creates tasks when the TANF Barrier Review date for an individual is 30 days in the future 	<p>The legacy JAS/LAMI Worker Portal batches have the functionality to create tasks, alerts and upload files in support of Worker Portal processes.</p> <p>The list of associated legacy Worker Portal batch jobs can be found in the Table 37 below.</p>	<p>The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.</p>
5.	Batches Interfaces	<ul style="list-style-type: none"> • To produce the weekly DCFS File with active DCFS Applications. • To run the DCFS Licensed Daycare Providers match. • To create a file which contains EDGs with CASH in the current year. • To create a file which contains EDGs with CASH in the current year (Merge Process). • To identify TANF and SNAP Recipients between 16 & 39 years of age. • To process the New Hire File. • To transfer Food Stamps Budget information. This data is used to update Food Stamps Budget Information for claimants and recipients, to initiate Pass- To Through payments, and Pass - To Through Notices. • To provide information about the Food Stamps Budget Information batch process interface. This data is used to update Food Stamps Budget Information for claimants and recipients, to initiate Pass- To Through payments, and Pass- To Through Notices. • To provide TANF and SNAP Recipients. • To create the monthly file with TANF Cases. 	<p>The legacy JAS/LAMI Interfaces batches have the functionality to send/receive files to/from external systems.</p> <p>The list of associated legacy Interfaces batch jobs can be found in the Table 37 below.</p>	<p>The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.</p>
6.	Batches Reporting	<ul style="list-style-type: none"> • This reports batch job generates the report SNAP Issuance Summary Report. • This reports batch job generates the report FSP (SNAP) Activity Summary. • This reports batch job generates the report Expedited SNAP Issuances. • This reports batch job generates the report DETAIL REPORT OF EBT STATE LIABILITY REPLACEMENTS. • This reports batch job generates the report TANF Cases Receiving Child Support Pass through Payments. • This reports batch job generates the report DETAIL ONGOING SNAP ISSUANCES BY AVAILABILITY DATE BY OFFICE. • This reports batch job generates the report State Agency (SNAP) Direct Certification Rate Data Element. 	<ul style="list-style-type: none"> • The legacy JAS/LAMI Reporting batches have the functionality to generate reports. • The list of associated legacy Reporting batch jobs can be found in the Table 37 below. 	<ul style="list-style-type: none"> • The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.

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- This reports batch job generates the report TANF STRATUM Report.
 - This reports batch job generates the report TANF CASES BY GRANT STATUS.
 - This reports batch job generates the report NON ASSISTANCE SNAP BY WORK STATUS REPORT.
 - This reports batch job generates the report TANF Cash Cases Receiving \$200 or Less Per Month.
 - This reports batch job generates the report TANF SUPPLEMENTAL FINANCIAL REPORT.
 - This reports batch job generates the report: Report of Disaster SNAP (DSNAP) Benefit Issuance.
 - This reports batch job generates the report TANF Earned Income Caseload Activity Reports.
 - This reports batch job generates the report CAU TANF Customers Report.
 - This reports batch job generates the report CAU TANF Summary Report.
 - This reports batch job generates the report SDX TANF DATA EXCHANGE.
 - This reports batch job generates the report SNAP E&T PROGRAM ACTIVITY REPORT.
 - This reports batch job generates the report SNAP E&T SUMMARY BY ACTIVITY MANAGER REPORT.
 - This reports batch job generates the report SNAP E&T CLIENTS MEETING AND NOT MEETING WORK REQUIREMENTS.
 - This reports batch job generates the report SNAP E&T CASELOAD MASTER LISTING.
 - This reports batch job generates the report SNAP Participation by ethnicity.
 - This reports batch job generates the report Intensive Interview Dates.
 - This reports batch job generates the report Count of Sanctioned Individuals by Sanction Reasons.
 - This reports batch job generates the report Count of Sanctioned Individuals.
 - This reports batch job generates the report Details of Sanctioned Individuals by Office.
 - The objective of this task is to schedule batch job to create the Office breakdown version of report.
 - Batch Job to load table used in Business Objects Data warehouse.
 - This reports batch job generates the report TANF ZERO GRANT CASES, PERSONS AND CHILDREN.
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- This reports batch job generates the report AABD CASH ACTIVE NURSING HOME CASES WITH PROPERTY.
 - This reports batch job generates the report TANF Cases with males that receives SNAP only.
 - This reports batch job generates the report SNAP QC SAMPLING CONTROL CARDS MERCURY.
 - This reports batch job generates the report SNAP QC SAMPLING CONTROL CARDS NEG.
 - This reports batch job generates the report SNAP QC SAMPLING CONTROL CARDS ONGOING.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING BY OFFICE MERCURY.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING BY OFFICE NEG.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING BY OFFICE ONGOING.
 - This reports batch job generates the report SNAP QC UNIVERSE CASE LISTING MERCURY.
 - This reports batch job generates the report SNAP QC UNIVERSE CASE LISTING NEG.
 - This reports batch job generates the report SNAP QC UNIVERSE CASE LISTING ONGOING.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING MERCURY.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING NEG.
 - This reports batch job generates the report SNAP QC SAMPLING LISTING ONGOING.
 - This batch job populates the tables used by Month/Quarterly/Annual Reports.
 - Batch Job to Load Extract TANF Class Table used by daily reports.
 - The objective of this task is to schedule batch job to create TANF Weekly report.
 - This reports batch job generates the report TANF Progress Report.
 - This reports batch job generates the report Employment and Training Activity Count.
 - This reports batch job generates the report Cases Referred to a Community Provider Contractor.
 - This reports batch job generates the report Referral Count to Providers Contractors.
 - This reports batch job generates the report Teen Parent Services.
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			<ul style="list-style-type: none"> The objective of this task is to schedule batch job to create Progress Report. This reports batch job generates the report TANF Federal. This reports batch job generates the report TANF State Participation. This reports batch job generates the report TANF State. 		
7.	Batches	Support Functions	<ul style="list-style-type: none"> Report job to show exceptions occurred in batch 	<p>The legacy JAS/LAMI Support Functions batches have the functionality to report exceptions occurred in batch.</p> <p>The list of associated legacy Support Functions batch jobs can be found in the Table 37 below.</p>	<p>The batch jobs in the NextGen system will match the functionality of the JAS/LAMI batch jobs.</p>

Table 36 – NextGen Batch

The following list of 343 legacy batches has been provided by OTS. Batch descriptions were taken directly from information retained in the legacy batch job Packets. The legacy list below also notes whether the batch job was run in the 2016 calendar year, as recorded by OTS' documentation. NextGen batches will cover the functionality provided by the legacy list below, which will be prepared by the Contractor insofar as these legacy batches are still currently functional. Additional batches not identified in the list below but covered under the legacy batches will be accommodated in the new system if identified before the end of the Design phase outlined in the project plan. The below list of batches will also be available to run individually in the UAT environment.

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
1.	JBD000	Daily	23	Unload Adabas Files	Y
2.	JBD0150	Daily	19	(Natural) Search For Lami-Pid In Members File (Case System)	Y
3.	JBD0300	Daily	19	Daily Report Of Employed Afdc Recipients	Y
4.	JBD1000	Daily	19	(Natural) Read Jb-Referral-File To Get Head Of Households For On Demand Case Creation	Y
5.	JBD1900	Daily	19	Send Jas Crm File To Acs Call Center.	Y
6.	JBD2000	Daily	19	Read Work File From Lases And Update Jas Database With Lvd-Member-Id	Y
7.	JBD3400	Daily	19	Create Work File Of Checks To Be Reissued	Y
8.	JBD4000	Daily	19	Validates Parmlib Date Which Is Used Throughout The Job Stream.	Y
9.	JBD4020	Daily	19	(Natural) Batch Input Summary By Submitting Unit	Y
10.	JBD4025	Daily	19	(Natural) Check Cancellation Validation Report. Creates Work File Used By Jbd4026 (Nat).	Y
11.	JBD4030	Daily	19	Payment Processor Extract - Creates A Work File Of Open Payables And A Work File Of Open Recoupments From Jb-Open-Payable. The Work Files Are Input To Jbd4031(Natural)	Y
12.	JBD4034	Daily	19	Remittance Advices.	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
13.	JBD4045	Daily	19	Open Receivables Report Extract - Create A Work File Of All Open Receivables Along With All Records Taken And Refunds Processed Against That Receivable. The Work File Is Created Is Input To Jbd4046 (Nat).	Y
14.	JBD4047	Daily	19	Jas Check Register Report By Zip Code - Creates A Work File From That Night'S Check Write File.	Y
15.	JBD4050	Daily	19	Bank Recon Interface - Creates The Bank Recon Tape From All The Outstanding, Voided, Cancelled, Replaced,	Y
16.	JBD4067	Daily	19	(Natural) Delete Purged And Accepted Records From Jb-Suspense.	Y
17.	JBD4068	Daily	19	(Natural) Delete Purged And Accepted Records From	Y
18.	JBD4070	Daily	21	(Natural) This Module Creates An Error Report Of Svc Info. And Updates Jb-Member-Banking With An 'E'.	Y
19.	JBD4080	Daily	19	Status Change Report	Y
20.	JBD4082	Daily	19	Jas Notices To Client With Pre-Existing Services	Y
21.	JBD4085	Daily	19	Pulls Programs Of Valid Records For Enrollment For Direct Deposit And Svc. Reads Sort Files And Creates Enrollment Files. Produces Direct Deposit And Svc Reports Updates Jb-Member-Banking	Y
22.	JBD4090	Daily	19	Daily Job To Read Jb-Transportation-Flag And Create Transportation Stipend Open-Payable Record	Y
23.	JBD4100	Daily	19	Transmit Eft Disbursement File To Chase	Y
24.	JBD4115	Daily	19	Resends 'E' Status Pay History Lines If Applicable.	Y
25.	JBD4150	Daily	19	Bank Recon, Eft Register, Eft To Isis Conversion	Y
26.	JBD4200	Daily	21	Ach Returns Updates And Reports	Y
27.	JBD4555	Daily	19	New Bank Recon/Facs Tape Unload	Y
28.	JBD5200	Daily	19	(Natural) Create Work Files Of Fw Cases That Are To Be Manually Converted And Another Of Those In Error.	Y
29.	JBD5210	Daily	19	(Natural) Create Work File Of Fw Cases To Be Compared To Lami.	Y
30.	JBD6000	Daily	19	Transmit Temporary Mci Files To Xerox For Doc Imaging	Y
31.	JBD7000	Daily	19	Jobs Ad Hoc Reports	Y
32.	JBD9150	Daily	19	Send Jas Dgs Error Files To Cafe To Create Task For The Workers In Cafe.	Y
33.	JBD9997	Daily	19	Signifies End Of True Daily Jobs	Y
34.	JBD9998	Daily	19	Signifies That Check Write Or Regular Run Is Complete	Y
35.	JBD9999	Daily	19	Runs At The End Of The Jas Daily Cycle And Updates Jb-Value-Table With The Value Of Jb-Daily	Y
36.	JBM4020	Daily	19	Automatic/Participant Payment Setup.	Y
37.	JBW0140	Weekly	5	Finds Lami Case Records That Should Be In Jas	Y
38.	JBW2100	Weekly	5	Status Change Report	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
39.	JBW213	Weekly	5	Extracted A Portion Of Jbm213 To Pull Two Parent Families For A Weekly Report. (Uses Jbm213K Also)	Y
40.	JBW9999	Weekly	5	Signifies That All Weekly Jobs Are Complete	Y
41.	JBB0100	Biweekly	2	Writes Jb Pay. Capture Records With No Specified, Due Date To A Work File.	Y
42.	JBB0200	Biweekly	2	Selects Jas Member And Case Records That Have Not Been Converted To Lami And Attempts To Match Record In Lami & Complete An Automated Conversion	Y
43.	JBB9999	Biweekly	2	Displays That All Bi-Weekly Jobs Are Complete	Y
44.	JBD4074	Biweekly	3	Natural) This Module Reads The Svc Acknowledgment File And Updates Jb-Member-Banking To Add The Svc Account	Y
45.	JBM4028	Biweekly	2	Jas Cases With Inactive Wis Id Numbers.	Y
46.	JBA4015	Monthly	1	(Natural) Copy Of Jba4015 For Prior Year Adjustments.	Y
47.	JBM0001	Monthly	1	(Natural) Reads Jb Case File And Writes Sequential File For Caseload Listing Printed In Jbq0002	Y
48.	JBM0100	Monthly	1	Creates The Jbm0100 (R1,R2,R3) Employment And Educational Achievement Reports To Be Run At Cutoff.	Y
49.	JBM0150	Monthly	1	A Count By Parish Of All Active Afdc Members	Y
50.	JBM0205	Monthly	1	Print Report Of Referrals Over 90 Days Old	Y
51.	JBM0290	Monthly	1	Comprehensive Find Work Participation Report	Y
52.	JBM0300	Monthly	1	Monthly Report Of Employed Afdc Recipients.	Y
53.	JBM0390	Monthly	1	Expanded Comprehensive Fw Participation Report	Y
54.	JBM100	Monthly	1	Produces Case Validation Listing	Y
55.	JBM1010	Monthly	1	(Natural) For Tanf Reporting. Writes Work File By Jas Case Of Childcare Monies	Y
56.	JBM1020	Monthly	1	Stores Entry To Component Tracking File At Cutoff	Y
57.	JBM114	Monthly	1	In-House Activity Report	Y
58.	JBM2010	Monthly	1	Stores Entry To Component Tracking File At Cutoff	Y
59.	JBM2013	Monthly	1	Updates Total Hours Fields In Jb-Component	Y
60.	JBM213	Monthly	1	All Families Participation Detail	Y
61.	JBM2535	Monthly	1	Monthly Random Sample Report For The Childcare System	Y
62.	JBM3100	Monthly	1	744 Auths That Overlap Regular Support Services	Y
63.	JBM3430	Monthly	1	Delete Old Jas Calendar	Y
64.	JBM4010	Monthly	1	Expenditure Summary Reports	Y
65.	JBM4025	Monthly	1	Provider Invoices	Y
66.	JBM4030	Monthly	1	Monthly Financial Transaction Listing	Y
67.	JBM4035	Monthly	1	Monthly Payment Report For Component Contractual Payments, Child Care, And Supportive Services	Y
68.	JBM4040	Monthly	1	Read Jb-Paymnt-Hist File To Get All Child Care Payments For The Report Month	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
69.	JBM4045	Monthly	1	Monthly Receivables Report.	Y
70.	JBM4050	Monthly	1	Monthly Receivables Report.	Y
71.	JBM4060	Monthly	1	(Deleted) (Natural) Compute Dollar Value For Free Child Care For Major Codes 3, 13, 23, And 33 And Minor Codes 1 And 2.	Y
72.	JBM4146	Monthly	1	Produces Reports Of Open Payable Records More Than 45 Days Old And E Status Recs More Than 30 Days Old	Y
73.	JBM4535	Monthly	1	(Natural) Extracts Information From Jb-Payment-Hist Files For 3 Part Report.	Y
74.	JBM8015	Monthly	1	Capture End-Of-Month Case And Member File Images	Y
75.	JBM9996	Monthly	1	Signifies That Monthly Jobs On The 22Nd Of The Month Are Complete.	Y
76.	JBM9998	Monthly	1	Signifies That Monthly Jobs On The Second To Last Work Day Of The Month Are Complete.	Y
77.	JBM9999	Monthly	1	Signifies That Monthly Jobs On The Last Work Day Of The Month Are Complete.	Y
78.	JBMABARS	Monthly	1	Abars Backup Of Jb.Jbm8015.Casecomp Jb.Jbm8015.Members	Y
79.	JBM9994	Yearly	1	Signifies That Monthly Jobs On The First Monday Of The Month Are Complete.	Y

Table 37 - Legacy JAS Batch

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
1.	LAD3002	Daily	19	EBT Case Connect Direct Process	Y
2.	LAD0000	Daily	19	For Special Jobs That Need To Run Prior To The Start Of The Nightly Cycle	Y
3.	LAD0005	Daily	19	On-Line Calendar Date Rollover Process	Y
4.	LAD0006	Daily	31	Job To Pull LDH Death File From LDH And Create A GDG	Y
5.	LAD0011	Daily	19	LAMI - Process Incoming Tape	Y
6.	LAD0014	Daily	19	Fs Applications Pending Over 30 Days	Y
7.	LAD0015	Daily	19	Lacap-Sdx Update	Y
8.	LAD0020	Daily	19	Client/Agency Delay	Y
9.	LAD0030	Daily	19	Disposition Control	Y
10.	LAD0031	Daily	19	Creates A Notice Trigger To Produce A Satt Notice Probation And Produce Notices-Rr Records For Quarterly Reporting Notices And Produce Report Notice-Rr Record Qr Records (Counts) Not Returned By Parish And Produce Notice-Rr Records For Fs Client Who Were Not Previously A Sar Case But Now Are And Produce Fitap Associated Cases / Fs Sar Incomplete Filing Status Notice And Step Ftat Notice At Closure. Creates A Notices-Rr Record For Automated Notices For Those Clients That Missed Their Interview Appointment.	Y
11.	LAD0032	Daily	19	Lajet	Y
12.	LAD0035	Daily	20	Rms Daily Statistics	Y
13.	LAD0039	Daily	19	Delete Old Pi Records / Move Online From Bi To Pi.	Y
14.	LAD0040	Daily	19	Move Lump Sum To Pending-Issuance	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
15.	LAD0041	Daily	19	Move From Benefit-Data To Pending-Issuance	Y
16.	LAD0042	Daily	19	Write Workfiles From Pending Issuance Based On Issue-Type	Y
17.	LAD0052	Daily	19	Issue Check Benefits - Afdc-Rca	Y
18.	LAD0053	Daily	19	Issue Check Benefits - Afdc -Dv	Y
19.	LAD0056	Daily	19	Check Printing - Afdc -Rca	Y
20.	LAD0057	Daily	19	Check Printing - Afdc -Dv	Y
21.	LAD0061	Daily	19	Create Issuance Change Records - Afdc /Rca	Y
22.	LAD0062	Daily	19	Create Issuance Change Records - Afdc /Dv	Y
23.	LAD0065	Daily	19	Copy Files And Produce Reports	Y
24.	LAD0067	Daily	19	Set Up Slice Table For Benefit Issue File Update	Y
25.	LAD0070	Daily	19	Produce Notices	Y
26.	LAD0072	Daily	19	Unload Notices-Index File	Y
27.	LAD0073	Daily	19	Unload Notices-Print File	Y
28.	LAD0075	Daily	19	Notice Generation	Y
29.	LAD0076	Daily	19	Produce Notices	Y
30.	LAD0077	Daily	19	Print Notices	Y
31.	LAD0078	Daily	19	Print Notices	Y
32.	LAD0081	Daily	19	Jobs Automated Systems Daily	Y
33.	LAD0082	Daily	19	Ras Daily	Y
34.	LAD0083	Daily	18	Isis Daily (Formerly Facs)	Y
35.	LAD0084	Daily	19	Lases Daily	Y
36.	LAD0085	Daily	18	Report Issuances To Bank Recon And Lases	Y
37.	LAD0086	Daily	19	Creates Outgoing Nightly Interface To Call Center For The Iv System.	Y
38.	LAD0089	Daily	21	Meds Daily Interface Files (Fitap & Snap)	Y
39.	LAD0092	Daily	18	Facs Daily To Create A Tape For Lamr29P - Monthly Facs Reporting And Send The Lami Daily Interface Tickler File To Cafe'.	Y
40.	LAD0100	Daily	19	Daily Run And Creation Of La.Prod.Lami.File(0)	Y
41.	LAD0130	Daily	19	Reads Claims Calculator Files	Y
42.	LAD0136	Daily	19	Update Claims Calculator From Ras	Y
43.	LAD0138	Daily	19	Print On-Demand Batch Ofs20Cd Forms	Y
44.	LAD0140	Daily	19	Nac Daily Pull Webfocus Daily	Y
45.	LAD0152	Daily	19	Create Ebt Cash Benefit Records	Y
46.	LAD0155	Daily	19	Create Ebt Food Stamps Benefit Records	Y
47.	LAD0160	Daily	19	Reads Food Stamps Issuance Workfile And Updates The Issuance-Changes File	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
48.	LAD0161	Daily	19	Reads Cash Issuance Workfile And Updates The Issuance-Changes File	Y
49.	LAD0168	Daily	20	Transfer Food Stamps Benefit Records To Ebt Vendor	Y
50.	LAD0169	Daily	19	Transfer Cash Benefit Records To Ebt Vendor	Y
51.	LAD0175	Daily	19	Ofs 4Mr Application For Continued Assistance	Y
52.	LAD0180	Daily	19	Ebt 60 Day Dormant Account Notice	Y
53.	LAD0210	Daily	17	Histogram Against Case-Log File To Estimate Cid Distribution Across Case-Log, Case-Pgm-Log & Case-Pgm-Mem-Log Files	Y
54.	LAD0211	Daily	17	Identifies And Deletes Duplicate Case-Log Records	Y
55.	LAD0212	Daily	17	Identifies And Deletes Duplicate Case-Pgm-Log Records	Y
56.	LAD0213	Daily	17	Identifies And Deletes Duplicate Case-Pgm-Mem-Log Records	Y
57.	LAD0220	Daily	19	Reads All Semi-Automated Notices From The Nt-Notices File And Writes These To A Sequential File.	Y
58.	LAD0224	Daily	19	Prints The Semi-Automated Notices Not Lacap 4 An Dofs 13A. They Will Print In Lad0334A, Lad0224B, Lad0224C, & Lad0224D	Y
59.	LAD0999	Daily	19	Store The Current Batch Cycle Date	Y
60.	LAD1000	Daily	19	Creates Lami Case-Tickler Files And Does An Unload	Y
61.	LAD3001	Daily	19	Create Case Demographic And Emergency Benefit Work Files	Y
62.	LAD3003	Daily	19	Transmit Emergency Cash Benefits File	Y
63.	LAD3004	Daily	19	Transmit Emergency Food Stamp Benefits File	Y
64.	LAD4001	Daily	19	Create Case Demographic And Emergency Benefit Work Files.	Y
65.	LAD4002	Daily	19	Transmit Case Demographic File	Y
66.	LAD4003	Daily	19	Transmit Emergency Cash Benefits File	Y
67.	LAD4004	Daily	19	Transmit Emergency Food Stamp Benefits File	Y
68.	LAD8084	Daily	19	Concatenate Daily Update File For Lases And Create Gdg For Mod File	Y
69.	LAD8085	Daily	18	Concatenate Daily Update File For Lases And Create Gdg For Mod File	Y
70.	LAD9011	Daily	19	Lases To Lami Daily Update File Print, Gdg'S Backup And Mod File Clear.	Y
71.	LAD9052	Daily	19	Create Gdg For Flat File	Y
72.	LAD9053	Daily	19	Create Gdg For Flat File	Y
73.	LAD9065	Daily	20	Back Up Files	Y
74.	LAD9081	Daily	19	Create Gdg For Flat File	Y
75.	LAD9082	Daily	19	Create Gdg For Flat File	Y
76.	LAD9084	Daily	19	Create Gdg For File	Y
77.	LAD9085	Daily	18	Create Gdg For File	Y
78.	LAD9089	Daily	19	Copies Meds Interface Files To Gdgs	Y
79.	LAD9092	Daily	19	Send Lami Dgs Error File To Cafe'.	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
80.	LAD9130	Daily	19	Back Up Claims Calculator Workfile To Gdg	Y
81.	LAD9152	Daily	19	Create Gdg For Flat File For Ebt Cash Monthly	Y
82.	LAD9155	Daily	19	Create Gdg For Flat File For Ebt Food Stamps Monthly	Y
83.	LANT86T	Daily	53	Produce Closed/Denied Notices	Y
84.	LAX0015	Daily	20	Copy Sdx File To Lami Gdg File The Job Name Begins With Lax In Order To Allow It To Run After Job Lad0999. The Job Should Run At 7:00 Am.	Y
85.	LAX0068	Daily	542	Lami Adhoc	Y
86.	LAX0100	Daily	19	Repro La.Prod.Lami.File.Lad0100 To _ La.Prod.Lami.File(+1) -- Job Name Must Begin With "Lax" In Order To Allow Scheduling After Lad0999	Y
87.	LAXCR01	Daily	21	Generate A Set Of Case Review Results Which Will Be Stored On The La-Rsr-Results File.	Y
88.	LAXCSD00	Daily	19	Save Lami Batch Date	Y
89.	LAXCSD20	Daily	19	Delete Staging Table	Y
90.	LAXCSD30	Daily	19	Combine Wtpy Datasets	Y
91.	LAXCSD99	Daily	19	End Of Mainframe Processing	Y
92.	LAXCSZP	Daily	18	Update Receive Dates For Types Other Than Standard And Prisoner.	Y
93.	LAN0172	Daily	11	Create Demographic And Benefit Smit Files And Update Database Files	Y
94.	LAN0173	Daily	10	Transfer Disaster Demographic Records To Ebt Vendor	Y
95.	LAN0174	Daily	10	Transfer Disaster Benefit Records To Ebt Vendor	Y
96.	LAW104	Daily	16	This Job Creates An Extract File Of Cases With A Referral Indicator Of Y That Do Not Have A Referral Date And Send The File To Lwc	Y
97.	LAX9086	Daily	15	This Job Using Ftp To Send A File To Dcfs Ftp Site For Acs To Retrieve And Ftp An Imaging File Directly To Xerox For Their Document Imaging System - Onbase And Psifusion. It Also Uses Sftp To Send The Lami Crm File To Ansafone.	Y
98.	LAXCR02	Daily	10	Generate A Set Of Case Review Results Which Will Be Stored On The La-Rsr-Results File - For Weekends And Holidays Only	Y
99.	LAN0175	Daily	7	Produce Issuance Reports	Y
100.	LAN0178	Weekly	5	Produce Closed/Denied Reports	Y
101.	LAN0181	Weekly	5	Produce Card Inventory Status Reports	Y
102.	LAN0182	Weekly	5	Produce Dfsp Ebt Cards Issued Report	Y
103.	LAN0184	Daily	8	Produce Daily Fraud Reports	Y
104.	LAD0141	Daily	7	Dsnap Contributory File. This Job Will Be Requested When There Is A Disaster And Disaster Food Stamps Are Being Issued. The Job Creates A Dsnap Contributory File.	Y
105.	LAD0142	Daily	8	Ftp Contributory Files (Nac And Dsnap) This Backs Up And Ftps The Sorted Nac And Dsnap Contrib Files	Y
106.	LAD0201	Daily	8	Histogram Against Case-Log File To Estimate Cid Distribution Across Case-Log, Case-Pgm-Log & Case-Pgm-Mem-Log Files	Y
107.	LAN0178	Weekly	5	Produce Closed/Denied Reports	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
108.	LAN0181	Weekly	5	Produce Card Inventory Status Reports	Y
109.	LAN0182	Weekly	5	Produce Dfsp Ebt Cards Issued Report	Y
110.	LAN0169	Daily	7	Ebt Daily Cash Connect Direct Process	Y
111.	LAN0175	Daily	7	Produce Issuance Reports	Y
112.	LAN0184	Daily	8	Produce Daily Fraud Reports	Y
113.	LAN8801	Daily	6	Lami Zip Code Mismatch Reports	Y
114.	LAXCD21T	Daily	7	This Is The Development Version Of Laxcsd21. It Loads Data Into The Db2 Staging Table.	Y
115.	LAXSSD23	Daily	6	Load Of Data From Svd9999A Into Db2 Staging Table	Y
116.	LAXSSD99	Daily	7	Search For Lami-Pid In Members File (Case System)	Y
117.	LAM0176	Weekly	4	Produces The Bi-Monthly Reports "18Mr Exception Listing For Redet Mm/Ccyy" & "Redetermination Appointment Listing Report Month Mm/Yyyy"	Y
118.	LAN0187	Weekly	5	Update Pending Cases In Lami	Y
119.	LAW0010	Weekly	4	Friday Before Holiday / Week	Y
120.	LAW0020	Weekly	4	Lajet - Create Ldol File And Super Referral Report	Y
121.	LAW0030	Weekly	4	Food Stamp Applications Pending	Y
122.	LAW0040	Weekly	4	Lami/Ras Top (Treasury Offset Program) Interface. Reads File From Ras And Creates 3 Files To Be Sent To Ras	Y
123.	LAW0050	Weekly	5	"Doc Imprisoned/Drug Offence Match File". Get Doc Incarceration File, Doc Drug Conviction File And Doc Drug Release File From The Dcfs Server; Running Matching Process. Working File To Be Developed For Snap And Associated Tanf Case Members Matching Members Of Doc Files	Y
124.	LAW0090	Weekly	5	Afdc Up Cases For Pi	Y
125.	LAW0184	Weekly	4	Fs Locate File For Lases	Y
126.	LAW104	Weekly	5	This Job Creates An Extract File Of Cases With A Referral Indicator Of Y That Do Not Have A Referral Date And Sends The File To Lwc	Y
127.	LAXCSW01	Weekly	5	Get File From Lwc'S Mainframe Job Name Starts With 'Lax' To Allow It To Run Independent Of The Lami Cycle	Y
128.	LAXOSBS	Weekly	4	Create Fs Benefit File For Neighboring States.	Y
129.	LAC0010	Monthly	1	Tcc And Afdc Certification (Period Ending) And Pi Sanction Limit	Y
130.	LAC0011	Monthly	1	Category 3 Afdc For Ages 1,3,16,18, & 19. Afdc Refugee Cases Reaching 4 Month Funding Limit. Five Year Disqualification For Aliens, And Rca Period Of Eligibility Ending	Y
131.	LAC0012	Monthly	1	Afdc Six Month Interim Ssn, Afdc Discontinued Closures (Grant Review)	Y
132.	LAC0013	Monthly	1	Cut Off Tracking To Close Cases W/O Complete Qr Report	Y
133.	LAC0020	Monthly	1	Filter Ras Afdc/Fs Recoupment Claims	Y
134.	LAC0035	Monthly	1	Rms Point In Time Statistics	Y
135.	LAC0036	Monthly	1	Rms Point In Time Statistics	Y
136.	LAC0037	Monthly	1	Rms Point In Time Statistics	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
137.	LAC0038	Monthly	1	Rms Point In Time Statistics	Y
138.	LAC0039	Monthly	1	Rms Afdc Extract	Y
139.	LAC0040	Monthly	1	Set Up Cutoff Issuance Data Slicing	Y
140.	LAC0052	Monthly	1	Issue Check Benefits - Afdc-Rca	Y
141.	LAC0056	Monthly	1	Check Printing - Afdc-Rca	Y
142.	LAC0061	Monthly	1	Create Issuance Change Records - Afdc/Rca	Y
143.	LAC0083	Monthly	1	Isis	Y
144.	LAC0084	Monthly	1	Ras - Format Successful Recoupments & Delete Recoupments And Fulfilled Restn Claims	Y
145.	LAC0085	Monthly	1	Report Issuances To Bank Recon And Lases	Y
146.	LAC0090	Monthly	1	Ending Applications Summary Report, Assistance Pmts Workload Summary By Parish & Regular Closures	Y
147.	LAC0092	Monthly	1	Facs Daily To Create A Tape For Lamr29P - Monthly Facs Reporting And Send The Lami Interface Tickler File To Cafe'	Y
148.	LAC0094	Monthly	1	Report On Claims Of Good Cause	Y
149.	LAC0152	Monthly	1	Issue Check Benefits - Afdc-Rca	Y
150.	LAC0155	Monthly	1	Create Monthly Ebt Food Stamps Benefit Records	Y
151.	LAC0160	Monthly	1	Reads Monthly Food Stamps Issuance Workfile And Updates The Issuance-Changes File	Y
152.	LAC0161	Monthly	1	Reads Monthly Cash Issuance Workfile And Updates The Issuance-Changes File	Y
153.	LAC9052	Monthly	1	Create Gdg For Flat File	Y
154.	LAC9084	Monthly	1	Create Gdg For File	Y
155.	LAC9085	Monthly	1	Create Gdg For File	Y
156.	LAC9152	Monthly	1	Create Gdg For Flat File For Ebt Cash Monthly	Y
157.	LAC9155	Monthly	1	Create Gdg For Flat File For Ebt Food Stamps Monthly	Y
158.	LAD000	Monthly	1	Unload Test Databases	Y
159.	LAM0010	Monthly	1	Lases - Process Monthly Collection	Y
160.	LAM0014	Monthly	1	Updates Sar Due Month And Sar Report Status	Y
161.	LAM0016	Monthly	1	This Job Will Pull All The Srs That Are Due For A Certain Month And Send The Scroll File To Cafe	Y
162.	LAM0020	Monthly	1	Fs Certification Period Ending, Conditions Need To Meet Lajet Reqs, And Age 60 In Food Stamps	Y
163.	LAM0021	Monthly	1	Estimated Delivery Date Is Current	Y
164.	LAM0022	Monthly	1	Caseload Management Report Workfile	Y
165.	LAM0024	Monthly	1	06Th Month Of 24 Month Limit Notice	Y
166.	LAM0035	Monthly	1	Rms Point In Time Statistics Food Stamps	Y
167.	LAM0036	Monthly	1	Rms Point In Time Statistics Food Stamps	Y
168.	LAM0041	Monthly	1	Assorted Lajet Monthly Management Reports	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
169.	LAM0089	Monthly	1	Meds Foodstamp Interface File_(Monthly File)	Y
170.	LAM0105	Monthly	1	After Holiday / Week	Y
171.	LAM0140	Monthly	1	Rms-Stats Purge	Y
172.	LAM0162	Monthly	1	Ebt Benefit Issue Reports	Y
173.	LAM0163	Monthly	1	Read Benefit-Aging File And Set Status For Expunged Benefit Records	Y
174.	LAM0165	Monthly	1	Produces Labi24R1. Benefits Reinstated/Reissued For Previous/Specified Month	Y
175.	LAM0168	Monthly	1	Transfer Monthly Food Stamps Benefit Records To Ebt Vendor	Y
176.	LAM0169	Monthly	1	Ebt Monthly Cash (Afdc) Connect Direct Process	Y
177.	LAM0175	Monthly	1	Ofs 4Mr Application For Continued Assistance	Y
178.	LAM0185	Monthly	1	Step001 Reads La.Prod.Sar.File.Par From Job Lad0600 And Produces Ofs 4Sr Semi-Annual Reporting Form That Is Swept To Infopac And Printed.	Y
179.	LAM0234	Monthly	1	Monthly Claim Calculator Reports	Y
180.	LAM0333	Monthly	1	Creates A Backup Of Nt-Notices-Hist, Then Deletes Notices Older Than 186 Days	Y
181.	LAM0999	Monthly	1	This Job Performs The Program Member Rollover. It Must Be Run As The Last Job In The Month End Cycle	Y
182.	LAM1002	Monthly	1	Reads Workfiles Created In Las0067 And Stores Information To Database 114 For Qc-Cases, Rms-Stats And Tables-Ctr	Y
183.	LAM1030	Monthly	1	Load Benefit-Aging File & Produce Ras File	Y
184.	LAM3507	Monthly	1	Pull Totals For Executive Summary Report And Write To A Work File	Y
185.	LAM3508	Monthly	1	Extract All Case-Program Records For The Previous Month	Y
186.	LAM3509	Monthly	1	Extract All Case-Pgm-Log,Benefit-Issue Records, And Benefit-Data Records For The Previous Month	Y
187.	LAM5010	Monthly	1	Monthly Report Of Applications Activity	Y
188.	LAM5020	Monthly	1	Sanctions Listing By Parish	Y
189.	LAM6002	Monthly	1	Tanf Data Collection - Stores Information To Database Files Tf-Case And Tf-Member On Database 114 - 3Rd Day Of Month	Y
190.	LAM6500	Monthly	1	Tanf Data Collection - Stores And Updates Tanf-Case And Tanf-Member On Database 114	Y
191.	LAM6501	Monthly	1	Tanf Data Collection - Stores And Updates Tanf-Case And Tanf-Member On Database 114	Y
192.	LAM6502	Monthly	1	Tanf Data Collection - Stores And Updates Tanf-Case And Tanf-Member On Database 114	Y
193.	LAM6504	Monthly	1	Tanf Data Collection - Creates Case, Adult, And Child Records. Creates Adult File For Tanf Hp Process	Y
194.	LAMNTLI	Monthly	1	Creates The Lacap Initial Application And Informational Letter. Stores Applications Created To Lacap-Applications File. Stores Applications To The Notices-Index File	Y
195.	LAMNTRLR	Monthly	1	Lacap 1R Automatic Notice Re-Enrollment Form Infopac Name Lacap Redt	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
196.	LAM1002	Monthly	1	Reads Workfiles Created In Las0067 And Stores Information To Database 114 For Qc-Cases, Rms-Stats And Tables-Ctrl	Y
197.	LAM1030	Monthly	1	Load Benefit-Aging File & Produce Ras File	Y
198.	LAM6003	Monthly	1	Tanf Data Collection - Updates Information On Database Files Tf-Case And Tf-Member On Database 114	Y
199.	LAM6004	Monthly	1	Tanf Data Collection - Updates Information On Database Files Tf-Case And Tf-Member On Database 114	Y
200.	LAN0102	Monthly	1	Mass Ssa Change	Y
201.	LAN0104	Monthly	1	Mass Sdx/Ssi Change	Y
202.	LAN0105	Monthly	1	Mass Sdx/Ssi Change	Y
203.	LAN0120	Monthly	1	Mass Change Disposition	Y
204.	LAN0168	Monthly	1	Ebt Daily Food Stamp Connect Direct Process	Y
205.	LAN0176	Monthly	1	Ebt Disaster Issuance Summary Reporting Process	Y
206.	LAQ6500	Monthly	1	Tanf Data Collection - Creates Totals For Appendix C - Aggregate Counts	Y
207.	LAQ6501	Monthly	1	Tanf Data Collection - Creation Of Final Tanf Files (Gdg'S) To Be Transmitted To Acf	Y
208.	LAQ0010	Quarterly	1	Recipient Analysis By Age, Race, Sex, & Category, And Tcc Quarterly Report	Y
209.	LAS0022	Monthly	1	Caseload Management Reports	Y
210.	LAS0023	Monthly	1	Supervisory Management Reports	Y
211.	LAS0040	Monthly	1	Assorted Monthly Management Reports	Y
212.	LAS0043	Monthly	1	Tcc Expenditures On Former Type 01 & 09 Cases And Tcc Report	Y
213.	LAS0044	Monthly	1	Sanctions Listing By Parish & Find Work Sanctions Report-Lamr98P9 Added In Step034	Y
214.	LAS0051	Monthly	1	Jas - Monthly Recon Afdc	Y
215.	LAS0065	Monthly	1	Monthly Check Register	Y
216.	LAS0066	Monthly	1	Quality Control Reporting Processes	Y
217.	LAS0067	Monthly	1	Quality Control - Creates Unloads (Workfiles) Of Qc-Cases, Rms-Stats And Tables-Ctrl	Y
218.	LAS0088	Monthly	1	This Is A Eom Job That Uses Two Benefit Extracts To Create Report: Lamr20P2	Y
219.	LAS0090	Monthly	1	Monthly Cancellations/Recap, Cancellations And Reissuances With Recoupments, Check Cancellations	Y
220.	LAS0091	Monthly	1	Assorted Management Reports	Y
221.	LAS0092	Monthly	1	Afdc Child Care, Afdc Child Care Expenditures, & Child Care Reporting Requirements	Y
222.	LAS0093	Monthly	1	Assorted Management Reports	Y
223.	LAS0094	Monthly	1	Members With Parent Indicator P (Report--Lamr905P) Description: Months Of Benefits Received By Case (Report--Lamr903P) Description: Exemption Code By Parish (Report--Lamr906P)	Y
224.	LAS0095	Monthly	1	No Of Mthly Pmts To Afdc Cases /Specified No Of Recipts Public Assistance Recipients With Earned Income	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
225.	LAS0096	Monthly	1	E' Cases Closed At The End Of 8 Month Eligibility Period Afdc Recipients With Cuban/Haitian Entrants, And Refugees With And Without Appr Code 50.	Y
226.	LAS0097	Monthly	1	Assorted Monthly Management Reports	Y
227.	LAS0098	Monthly	1	Assorted Management Reports	Y
228.	LAS0099	Monthly	1	Clients Receiving Duplicate Benefits In Multiple Cases	Y
229.	LAS0101	Monthly	1	Active Fitap Cases With Inclusion Codes '03' And '05'	Y
230.	LAS0102	Monthly	1	Management Reports, 'Lamr16P', 'Lamr16P1', 'Lamr19P' 'Lamr19P1', 'Lamr05P', Lamr16P2 And Lamr16P3.	Y
231.	LAS0103	Monthly	1	Creates 2 Reports: 1. Fs Pend/Reapplication Cases 2. Fs Closures By Reason	Y
232.	LAS0150	Monthly	1	Creates Kcsp Members Without Legal Custody Report	Y
233.	LAS1999	Monthly	1	Restore Calendar & Calendar-Static File To Date Before Dbdc114	Y
234.	LAS3500	Monthly	1	This Is A Cutoff Job That Creates A Date Card And Eight Extracts	Y
235.	LAS3501	Monthly	1	This Is An Adabase Abstract Report	Y
236.	LAS3504	Monthly	1	This Is A Cutoff Job That Creates Workfiles From The Eight Extracts Created In Job:Las3500 For Report Lamr35P	Y
237.	LAS3505	Monthly	1	This Is A Cutoff Job That Uses Workfiles Created In Job: Las3504 To Create Reports: Lamr35P Andlamr35P1.	Y
238.	LAS5030	Monthly	1	Lami Adhoc Reporting	Y
239.	LAS6000	Monthly	1	Tanf Data Collection	Y
240.	LAS6001	Monthly	1	Tanf Data Collection - Benefit Issuance	Y
241.	LAS9051	Monthly	1	Create Gdg For Flat File - Ras Recon Afdc	Y
242.	LAS9060	Monthly	1	Create Gdg For Flat File For Quality Control	Y
243.	LAS9103	Monthly	1	Lami Program Totals Mod File Updates The Gdg, Gdg'S Backup And Clear The Mod File	Y
244.	LASD999	Monthly	1	Set Date/Time Of Last Lami Update. Must Be Run Before Conversion Database (113) Is Created From Production Database (114)	Y
245.	LAX0030	Monthly	1	Food Stamp Applications Pending	Y
246.	LAX0145	Monthly	1	Resets Member File 22Mo And 58Mo Indicators. This Job Has Been Renamed From Lam- To Lax- So The Monthend Cycle Job Lad0999 Won'T Be Dependant On It. Database 114 Must Be Brought Up Before Releasing This Job	Y
247.	LAXCSM01	Monthly	1	Monthly Lami Redeterminations	Y
248.	LAXCSM21	Monthly	1	Loads The Weekly Ucb File Into An Adabas File Job Name Starts With 'Lax' To Allow It To Run Independent Of The Lami Cycle.	Y
249.	LAA0010	Yearly	1	This Is The Annual Student 185% Rollover. Must Be Run Last Working Day Of December I.E. Same Day As Month End For December	Y
250.	LAA0020	Yearly	1	Annual Management Reports. These Run April 5	Y
251.	LAA0030	Yearly	1	Annual Management Reports. This Should Be Run End Of October	Y

#	JAS Batch Job ID	Frequency	Run Count Per Month	Description	Ran in 2016? (Y or N)
252.	LAA0060	Yearly	1	Annual Management Reports. This Should Be Run At The End Of Month September Once A Year	Y
253.	LAD0600	Quarterly	1	Creating An Interface File For Quarterly Reporting	Y

Table 38 – Legacy LAMI Batches

5.3.5 Security

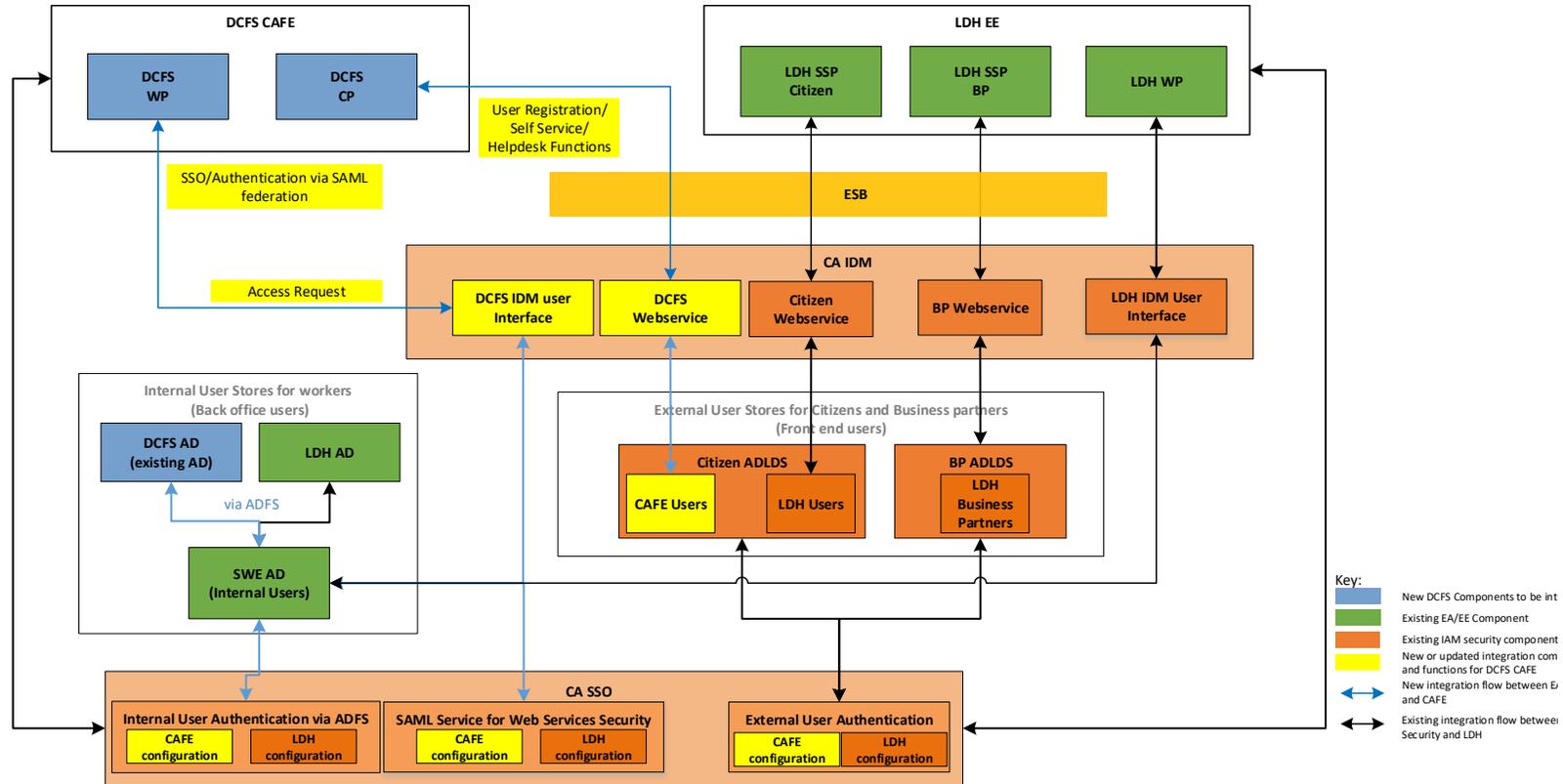
The overall system security architecture will be utilizing EA’s Release 1 approved IAM design. With respect to the Self-Service Portal (SSP), NextGen will use Active Directory LDS to manage citizen accounts. As such, a citizen who has already created an account through the Medicaid SSP will have their information already stored, and will be able to log-in to the SNAP / TANF portal with the same credentials. Citizens who have not already created an account through the Medicaid SSP will need to complete an account creation process when logging in to the SNAP / TANF portal for the first time. The Worker Portal (WP) will also use Active Directory, which will be separate from pre-existing DCFS security process, requiring user accounts to be newly created. The account authentication process will be done using Identity Access Management (IAM), and user roles will be verified during sign-on. User ID and password management (for example, password resets) for WP users. Contractor assumes there will be a separate domain for DCFS and Medicaid worker portals. Changes to security will not affect other legacy worker portals (such as the Child Support Enforcement or Provider Portals).

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	Security	Overall Infrastructure	The system will integrate to share EA Release 1 approved IAM design which is currently in use today in the EA infrastructures. Updated rule sets comply with industry best practices and standards, and will make for a more simplified universal approach to security across the system.	N/A	N/A
2.	Security	SSP: Sign-On	The NextGen SSP will use Active Directory LDS through CA SSO and SAML technology to validate a client’s log-in credentials.	Once entered into the SSP, LAMI and JAS validate a citizen’s log-in credentials using eDirectory.	Once the SSP is migrated to NextGen and Active Directory LDS is established, citizens who have already registered through the Medicaid SSP will be able to use the same log-in credentials to sign in to the SNAP / TANF portal. Citizens who have not already registered through the Medicaid SSP will be required to re-register within the SNAP / TANF portal the first time they access it.
3.	Security	SSP: IVR	The IVR will use SSN and DOB for authentication, and will integrate with NextGen.	The IVR authenticates using a PIN and UID, and integrates with LAMI.	IVR integration is not provided through CA SSO.

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
4.	Security	WP: Sign-On	Use of Active Directory will require new account creation. User's credentials are authenticated using IAM before user is provided access to WP.	Once entered into the Worker Portal, the LAMI and JAS validate a user's log-in credentials using information stored in eDirectory.	
5.	Security	WP: User Roles	User roles will be returned by IAM from AD after a user enters credentials and authentication is successful. The process for governing user roles will be maintained by the State.		

Table 39 – Security Sub-Modules

The following diagram provides a security architecture overview:



5.3.6 MPI

The SNAP/TANF system will utilize the Master Person Index (MPI) from the LA Medicaid system. This index will link person and case details to a unique person identifier and maintain a subset of identified demographic and coverage details. The MPI will use specific data elements to uniquely identify a citizen. The new MPI will include the existing DCFS MCI functionalities, such as person search and matching capabilities. The new MPI will be used to identify whether a person is unique upon entry or re-entry into the SNAP/TANF solution via a file clearance process. This process will use identifiers such as first name or SSN to match against existing MPI records. The integration with the Medicaid MPI will allow for one comprehensive person index for persons receiving benefits. The following table details specific functionality within the NextGen MPI with select screenshots of the module. All screenshots include “dummy data.”

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
1.	MPI	Clearance	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> • Sends entered individual information of all individuals on the application through the Enterprise Service Bus to search the MPI for matching individuals. • Uses data governance rules to determine which persons would be considered a match. • Returns all potential matches and displays them on the Person clearance screen. • Requires case worker action to complete person clearance during application entry. • Overwrites person's information when a match is identified and selected from the results. • In the case of an unsuccessful MPI call, a validation message is displayed to the case worker and does not allow the case worker to continue registering the application. <p>See MPI Screenshot 2</p>	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> • Comprehensive display of appropriate clearance results • Performs clearance on a citizen using Name, SSN, DOB, DOD and Gender. • Considers Data Governance rules when creating a dynamic clearance record. • Allows for case workers to view and use the latest data as part of the application workflow. • Can gather data from a case/application and performs member clearance. • Allows the case worker to select data from the clearance screen and move that information to the application. <p>See MPI Screenshot 1</p>	N/A
2.	MPI	Data Collection	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> • Attempts to find existing individuals during application registration. • Identifies specific data elements as core elements for the MPI. • Can transform data into the format necessary for the MPI. 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> • Extracts client information from the application and transforms the data into the format needed by the MCI. • Identifies and gathers specific data elements from data sources as MCI Core Elements. 	N/A
3.	MPI	Data Profiling/ Conversion	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> • When No Match is found, the MPI web service will be used to create a Person ID and associate it with the entered person details. • If a person is deemed to be a perfect match, the system will prevent the creation of a new person. 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> • Supports combinations of data governance rules on MCI core elements to determine whether there is a strong match or a loose match • While processing a new record, if there is a "No Match" the system leaves this record as a new record without any linkage 	N/A
4.	MPI	Data Quality	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> • Define business rules related to cleansing, matching and merging data. 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> • Capability to review data quality issues and take action on them. 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
			<ul style="list-style-type: none"> User interface for managing the master data with operation to View data, Manually Link data and Manually Cleanse data. Action history module allows for a case worker to view a trail of all actions taken on a case. <p>See MPI Screenshot 4</p>	<ul style="list-style-type: none"> Allow for remarks against the data quality issue. Leaves and audit trail. Displays a history of actions performed against the data quality issue. <p>See MPI Screenshot 3</p>	
5.	MPI	Governance/ Viewership Rules	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> Includes the capacity to interact with external systems in accordance with specified data viewership rules 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> Facilitates information sharing across participating systems based on data governance rules Allows for data loads from required external systems (including LASES, ACCESS and TIPS) according to specified data viewership rules 	N/A
6.	MPI	Search	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> Comprehensive person search based on a variety of search criteria, which will return a mutually agreed upon number of results Supports the capability to merge or de-link client information Accepts an Alias Name field as a search criteria Includes search algorithms that are used to determine matches <p>See MPI Screenshot 6</p>	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> Users can search multiple customers within the system without re-entering search parameters Allows the case worker to perform a search based on pre specified criteria Creates a dynamic record by taking into consideration data governance rules and return that data as part of the search response Supports the capability to search by Alias Names in MCI Provides search capabilities that can match based on partial data such as by the last four digits of SSN. Search engines are based on algorithms or rules that will provide matches. <p>See MPI Screenshot 5</p>	N/A
7.	MPI	Master Person Record	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> When multiple Person IDs are found for a person in the MPI, all of the matching Person IDs will be returned to assist with identifying potential duplicates. Allows for users to merge or de-link records according to pre-specified rules. 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> Provides the capability to create a master client record and link or de-link that record to other master client records to form cases according to specific DCFS Program rules. Provides the capability to identify potential member duplicates. 	N/A

#	Module	Sub-Module	NextGen Flows	Associated Legacy Widget	Additional Request
8.	MPI	Security	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> Restricts portal access to users based on pre specified user roles. System will have capability to configure User Privileges. <p>See MPI Screenshot 7</p>	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> Restricts portal access to a set of users based on directory access. 	N/A
9.	MPI	Worker Portal	<p>The NextGen MPI includes the following capabilities:</p> <ul style="list-style-type: none"> Case worker can view and evaluate potential matches and selects a potential match or creates a new individual. 	<p>The current CAFÉ MCI includes the following capabilities:</p> <ul style="list-style-type: none"> System allows for case workers to overwrite case data with data selected in the member clearance results. Overwrite case data with data that a case worker selects in the member clearance results in case of data mismatches. 	N/A

Table 40 – MPI Sub-Modules

LA DC CAFE
 http://www.cafe.la.gov/wp

CAFE WORKER PORTAL Refresh Welcome, John Doe | Help | Logout

Home/Assignments/Teams/Cases/Members/Wizard Legacy System JAS

Schedule Interview Portfolio Summary Print

CAFE ID: 123456 Work Item Status: In Progress

Member Clearance: Trevor Johnson (42M)

Entered Member Details

Name	DOB	SSN	Gender	DOD	Applied Programs from CP
Trevor Johnson	07/21/1970	323-22-2290	Male		

Potential Matches

Name	DOB	SSN	Gender	DOD	Match %	Danger to Worker
<input type="radio"/> Trevor J Johnson	07/21/1970 (PP)	323-22-2290 (SS)	Male (BC)		90%	N
Case Number: 123456781 Status: Open Program: Child Care						
Case Number: 123456782 Status: Open Program: Child Care						
Name: Trev J Johnson		Name Verification: PP	Home Address: 6100 Coporate Blvd Port, Baton Rouge, LA 91234			
SSN: 323-22-2290		SSN Verification: SS	Mailing Address: 2300 San Joanto Blvd, Baton Rouge, LA 91234			
Gender: Male		Gender Verification: BC	Other Address: 101 College Blvd, Port Allen,			
DOB: 07/21/1970		DOB Verification: PP	Parish: West Baton Rouge			
DOD:		DOD Verification:	Home Phone: 225-336-1770		Work Phone: 225-336-1770	
Race: White, Native Hawaiian/Pacific Islander, American Indian/Alaska Native, Asian, Black or African American, Other		Other Phone: 225-336-1770		Email: Trevor@la.gov		
<input type="radio"/>	Trevor R Johnson	07/21/1978 (PP)	556-67-1313 (SS)	Male (BC)	84%	N
<input type="radio"/>	Trevor J Jonson Jr	08/10/200 (PP)	424-53-7897 (SS)	Male (BC)	79%	Y
<input type="radio"/>	Trevor J Johnson I	07/21/1978 (PP)	098-21-2323 (SS)	Male (BC)	54%	N
<input type="radio"/>	Trevor J Johnson II	07/21/1949 (PP)	324-31-7456 (SS)	Male (BC)	50%	N

Create a New Individual View Provider Data

Section-specific notes:

MPI Screenshot 1: The above image displays the existing CAFÉ Member Clearance Screen. This screen shows potential matches to person information in descending order of match percentage. The screen displays which member data was entered and illustrates potential match person details below.

Inbox Application Registration Scheduling Data Collection Eligibility Determination Others

Register Application Maintain Application

Person Clearance

Entered Person Details:

First: Ginny Home Address: 123 Main Street, Baton Rouge, LA 70802
 Middle: Mailing Address: 567 3rd Street, Baton Rouge, LA 708
 Last: Weasley Parish of Residence: East Baton Rouge
 Suffix:
 SSN: 123-45-6789
 Sex: Female
 DOB: 06/14/1953

POTENTIAL MATCHES

	Name	DOB	SSN	Gender	Match %	LDH Indiv.
<input type="checkbox"/> Master Record	Ginevra Weasley (DL)	06/14/1953 (BC)	123-45-6789 (SS)	Female (PP)	90%	Yes
Source: LDH Person ID: 12345						
Name: Ginny Weasley		Name Verification: CI	Home Address: 123 Main Street, Baton Rouge, LA 70802			
SSN: 123-45-6789		SSN Verification: CI	Mailing Address: 567 3rd Street, Baton Rouge, LA 70802			
Sex: Female		Gender Verification: CI	Parish of Residence: East Baton Rouge			
DOB: 06/14/1953		DOB Verification: CI	Home Phone: 225-555-1234 Work Phone: 225-555-2323			
DOD:		DOD Verification:	Other Phone: 225-555-5555			
Mult. Birth Indicator: Ye		Last Updated: 10/11/2016 09:15.5	Email: email@email.com			
Possible Duplicate?: No						
Source: LAMI						
Name: Jenny Weasley		Name Verification: DL	Home Address: 444 Florida Street, Baton Rouge, LA 70802			
SSN: 123-45-6789		SSN Verification: SS	Mailing Address: 765 North Blvd, Baton Rouge, LA 70802			
Sex: Female		Gender Verification: PP	Parish of Residence: East Baton Rouge			
DOB: 06/14/1953		DOB Verification: BC	Home Phone: 225-555-1234 Work Phone: 225-555-9988			
DOD:		DOD Verification:	Other Phone: 225-555-4321			
			Email: email@email.com			
Source: LASES						
Name: Gin Weasley		Name Verification: CI	Home Address: 123 Main Street, Baton Rouge, LA 70802			
SSN: 123-45-6789		SSN Verification: CI	Mailing Address: 567 3rd Street, Baton Rouge, LA 70802			
Sex: Female		Gender Verification: CI	Parish of Residence: East Baton Rouge			
DOB: 06/14/1953		DOB Verification: CI	Home Phone: 225-555-1234 Work Phone: 225-555-1234			
DOD:		DOD Verification:	Other Phone: 225-555-1234			
			Email: email@email.com			
<input type="checkbox"/> Master Record	Jenny Weasley (DL)	01/01/1953 (OT)	555-44-3333 (CI)	Female (BC)	70%	Yes
<input type="checkbox"/> Master Record	Gemma Weasley (CI)	01/01/2015 (BC)	555-44-3333 (OT)	Female (PP)	60%	No

Do you wish to view associated cases? YES NO

Do you wish to establish as a new individual? YES NO

PREVIOUS NEXT

APPLICATION INFO

111078601

STATUS: Application pending

APPLICATION RECEIVED DATE: 05/12/2016

Case Notes
 Page Help
 Print Preview
 Search Documents

SEARCH

APPLICATION

Thu May 12, 2016

MPI Screenshot 2: The above image displays the NextGen Person Clearance Screen. This screen includes a comprehensive display of the entered person information as well as a list of potential matches in descending order. The screen allows for the option to view associated cases or establish a new individual.

DQ Issue Tracker Logged in as John Doe | [Log Out](#)

[Home](#) | [My Issues](#) | [All Issues](#) | [Reports](#) | [Administration](#) | [Logout](#)

Navigation: [Home](#) > [Issues](#) > [For resolution](#) > ID #20(CAPS: MDQCAP934324466)

Go to issue#

Member Data Quality Issue

Original Data

STG_ID:	123456789
Member ID:	934324466
System:	CAPS
Title:	
First Name:	JOHN
Middle Name:	JINA
Last Name:	CRIFF
Suffix:	
Name Source:	DL
SSN:	934320312
SSN Source:	SE
Date of Birth:	1983-10-01
DOB Source:	BC
Date of Death:	
DOC Source:	
Gender:	M
Gender Source:	BC
Case PgmCot PgmType Status:	27528493.LI.01
Last Modified Date:	2012-12-20 05:23:43

Error Messages

Severity	Message
High	SSN is invalid according to SSA rules.

Comments

Issue Metadata

STG_ID	123456789
Member ID	934324466
SSN	934320312
Description	SSN
Created	2012-02-05 17:35:39 by DQC
Last updated	2012-02-09 08:13:07 by Admin
Assigned to	cayadm

History

Date	User	Action
2012-02-08 08:13:07	User:admin	Action: save
Test2		
2012-02-08 05:13:07	User:admin	Action: save
Test1		
2012-02-05 17:35:39	User:DQC	Action: Create
(empty message)		

MPI Screenshot 3: The above image displays the current CAFÉ Member Quality Data Issue Screen within the DQ Issue Tracker. This screen is an example of the data quality management portion of the existing MCI in CAFÉ. This screen displays the history of changes that have been made on the issue and includes some details surrounding the person associated with the case.

The screenshot displays the 'Merge - Individual' form within the NextGen system. The top navigation bar includes 'Inbox', 'Application Registration', 'Data Collection' (selected), 'Eligibility Determination', 'Redetermination', and 'Others'. Below this, a secondary navigation bar shows 'Initiate Data Collection', 'Individual Information', 'Household Information', 'Non Financial', and 'Miscellaneous' (selected). The left sidebar contains 'Multiple ID' and 'MCI Exceptions'. The main content area is titled 'Merge - Individual' and contains the following sections:

- MULTIPLE ID INFORMATION:**
 - Is this a link request? (NO)
 - Is this a de-link request? (NO)
- PRIMARY ID:**
 - Name: *
 - Individual #: 0
- SECONDARY ID:**
 - Name: *
 - Individual #: 0

At the bottom of the form, there is a 'reset form' link and a 'SUBMIT' button. The right sidebar includes 'Case Notes', 'Page Help', 'Print Preview', 'Search Documents', and a 'SEARCH' section with a dropdown menu set to 'APPLICATION' and a 'GO' button. The date 'Mon August 12, 2013' is displayed below the search section. The footer contains 'Home', 'Help', and 'Logout' links.

MPI Screenshot 4: The above image displays the NextGen capability to Merge and unmerge individuals. This functionality allows for the system to identify multiple IDs and gives the case worker the opportunity to merge individuals. This process will also work in reverse and allow the case worker to de-link individuals.

LA DCFS CAFÉ

http://www.cafe.la.gov/wp

CAFÉ WORKER PORTAL Refresh Welcome, John Doe | Help | Logout

Home/Assignments/Teams/Cases/Members/Wizard Legacy System JAS

Search Criteria

Business Reason
I represent the

*Name, Alias Name or SSN is required

Name
Trev Johnson

OR

Alias Name

OR

SSN (Search by last 4 digits possible)
32322290

Date of Birth
/ /

Date of Death
/ /

Address

Parish

Phone

E-Mail

Reset Search

Member Search Results

Name	DOB	SSN	Gender	DOD	Match %	Danger to Worker
Trevor J Johnson	07/21/1970 (PP)	323-22-2290 (SS)	Male (BC)		90%	N
<p>Case Number: 123456781 Status: Open Program: FITAP</p> <p>Name: Trev J Johnson Name Verification: PP Home Address: 6100 Coporate Blvd Port, Baton Rouge, LA 91234 SSN: 323-22-2290 SSN Verification: SS Mailing Address: 2300 San Joants Blvd, Baton Rouge, LA 91234 Gender: Male Gender Verification: BC Other Address: 101 College Blvd, Port Allen DOB: 07/21/1970 DOB Verification: PP Parish: West Baton Rouge DOD: DOD Home Phone: 225-336-1770 Work Phone: 225-336-1770 Race: White, Native Hawaiian/Pacific Islander, American Indian/Alaska Native, Asian, Black or African American, Other Other Phone: 225-336-1770 Email: Trevor@la.gov</p>						
<p>Case Number: 123456783 Status: Open Program: Foster Care</p> <p>Name: Trev J Johnson Name Verification: PP Home Address: SSN: 323-22-2290 SSN Verification: SS Mailing Address: Gender: Male Gender Verification: BC Other Address: DOB: DOB Verification: PP Parish: DOD: DOD Home Phone: Work Phone: Race: Other Phone: Email:</p>						
Trevor R Johnson	07/21/1978 (PP)	556-67-1313 (SS)	Male (BC)		84%	N
Trevor J Jonson Jr	08/10/200 (PP)	424-53-7897 (SS)	Male (BC)		79%	Y
Trevor J Johnson I	07/21/1978 (PP)	098-21-2323 (SS)	Male (BC)		54%	N
Trevor J Johnson II	07/21/1949 (PP)	324-31-7456 (SS)	Male (BC)		50%	N

View Provider Data

MPI Screenshot 5: The above image displays the existing CAFÉ member search results. This functionality allows for case workers to search based on a variety of criteria and returns results of persons that match the search criteria. The results are displayed in descending order of match percentage.

Inbox Application Registration Scheduling Data Collection Eligibility Determination Search

Application Case Case Notes Filing Unit Person

Person - Search

SEARCH CRITERIA

First:

Middle:

Last:

Suffix:

SSN: - -

Person ID:

Date of Birth: / /

Age Range: From: To:

Gender:

Service Office:

Residence Parish:

[reset form](#)

SEARCH RESULTS

Name	Person ID	Date Of Birth	Case / Application #	Case Status	Service Office:	Worker
Fred Flintstone 44M	100096232	04-01-1970	714591	Pending		

Page 1 of 1 View 1 - 1 of 1

Case Notes Page Help Print Preview Search Documents

SEARCH APPLICATION

Sat March 28, 2015

MPI Screenshot 6: The above image displays the Person – Search screen in the NextGen solution. This screen allows for case workers to search for a person based on a variety of criteria. Based on the search criteria entered, the system will use a matching algorithm to build a list of potential matches and display the matches to the user as a list of search results.

Maintenance Access Control

- + Maintain Business Function
- + Search Roles
- + Search Users
- + Search Locations
- + Add Locations
- + Add Roles
- + Add Users

View Action History

SEARCH

Page Name:

Case #:

User ID:

Batch ID:

Case Mode:

Transaction Start Date:* / /

Time: : AM

Transaction End Date:* / /

Time: : AM

reset form

MPI Screenshot 7: The above image displays the Security – View Action History module within NextGen. This module allows specified users to modify certain user roles and to add users to the system. This module allows for the NextGen system to confirm only the proper users have access to certain capabilities.

6. Responsibilities

The table below details the various responsibilities gathered during the pre-work phase of the project. Additional responsibilities may be added during the course of the project, depending on mutual agreement.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
General	LDH/DCFS/OTS	Owners will adhere to deliverable evaluation and review timelines as defined in the contract, as well as the other milestone dates that will be included in the project schedule assuming complete and accurate artifacts are submitted by the Contractor.
General	Contractor	The Contractor's timeline could be impacted by the State's ability to complete its responsibilities in a timely manner. Contractor shall be entitled to rely on all decisions and approvals of the State. Contractor will not be responsible for delays or costs associated with unavailability of necessary State resources and Subject Matter Experts in instances where 2 business days of advanced notice is given by the Contractor to the state track lead that certain subject areas will be discussed. Contractor will, however, communicate any such perceived, anticipated, or actual delays to the designated State Project Manager.
General	State	OTS CIO Dickie Howze or his State designee to provide sign-off on all deliverable submissions.
Implementation via Joint Application Design (JAD)	Contractor	Prepare an outline and obtain acceptance from the State for the contents and format for each requirements, analysis and Design deliverables before beginning work on the deliverables.
Implementation via Joint Application Design (JAD)	Contractor	Prepare, and submit JAD session meeting minutes within 2 business days after the JAD session, which will be reviewed and approved by the state within 2 business days, including decisions, justification for changes, outstanding issues requiring follow-up, and impacts to future requirements sessions and session participants.
Implementation via Joint Application Design (JAD)	Contractor	Develop detailed design specifications documentation for specific modules and/or functional areas for submission to the State on an incremental basis as they are developed.
Implementation via Joint Application Design (JAD)	Contractor	Compile plan deliverable based on State review findings regarding content and format.
Implementation via Joint Application Design (JAD)	Contractor	Create, update and maintain the Requirements Traceability Matrix (RTM).
Implementation via Joint Application Design (JAD)	Contractor	Obtain written acceptance from the State on the final design deliverable.
Implementation via Joint Application Design (JAD)	Contractor	Develop and submit a detailed system design session schedule for review by the State.
Implementation via Joint Application Design (JAD)	Contractor	Develop and distribute detailed system design session agendas 2 business days prior to each session.
Implementation via Joint Application Design (JAD)	Contractor	In developing windows, screens, reports or other layouts, perform prototyping where possible to enable State staff to review and confirm designs.
Implementation via Joint Application Design (JAD)	Contractor	Demonstrate web page/module functionality through models/prototypes/simulations where possible.
Implementation via Joint Application Design (JAD)	Contractor	Contractor will provides a live training session of the simulation tool, with a recorded webinar for user training.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
Implementation via Joint Application Design (JAD)	Contractor	Conduct detailed system design sessions to validate requirements with program users and other stakeholders. Included will be cross-track sessions.
Implementation via Joint Application Design (JAD)	Contractor	Develop detailed system design documentation for specific modules and/or functional areas for submission to the State on an incremental basis as they are developed.
Implementation via Joint Application Design (JAD)	Contractor	Revise the draft detail system design document, and incorporate any comments submitted by the State within one week of receiving the comments. In instances where the State requires extended review periods, the Contractor will address and return the comments in half of the time which the State has had the documentation to review.
Implementation via Joint Application Design (JAD)	Contractor	Develop final business systems design document based on State review findings regarding content and format.
Implementation via Joint Application Design (JAD)	Contractor	Obtain written acceptance from the State on the final DDS for the Design phase.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Review and determine acceptance of the proposed format and content of all task deliverables in accordance to the project work plan and prior to Development. Attend deliverable walkthroughs, provide deliverable comments within 2 business days of being received and review responses to comments before deliverable submission.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Provide SMEs to attend requirements and design work sessions when given 2 business days advanced notice. The SMEs attending the sessions shall have sufficient knowledge and decision-making authority to confirm system requirements and design. The SME's will participate in system requirements analysis, review and confirmation of the functional and non-functional requirements.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Provide a decision maker at each JAD session when relevant content is listed in session agenda by the Contractor.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Work with Contractor to establish JAD session schedule and location for requirements and design work sessions.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Provide Contractor with information and clarification regarding LDH modules, conversion, interfaces, batches, forms, reports, security, MPI and related system processes, as well as State policy, regulations, and procedures.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Review and approve requirements and design deliverables in a timely and complete manner to include clearly written documentation for all comments with response due date.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Review and respond to all requirements/design changes within a specified number of business days after receipt, using the agreed-upon project change control process.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Track policy-related changes and training impacts identified during the requirements and design sessions.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Monitor Contractor progress to design task milestones such as review of functional and non-functional requirements, system specification document etc.
Implementation via Joint Application Design (JAD)	LDH/DCFS/OTS	Work with Contractor to resolve issues during the requirements and Design phases.
System Configuration	Contractor	Develop 'Unit Testing Checklist' and obtain required approval from Development Lead.
System Configuration	Contractor	Perform 'Technical Unit Test' and document results, confirming the technical effectiveness of the software development by comparing the actual results against the expected results.
System Configuration	Contractor	Perform 'peer review' of a sample of completed unit checklists.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
System Configuration	Contractor	Develop source code, configuration data with respect to frameworks, rules for the rules engine, the batch schedule, and any scripts required to migrate code through the various environments.
System Configuration	Contractor	Develop and submit a Development approach/schedule for review and approval by the State.
System Configuration	Contractor	Conduct Development plan walkthrough(s) for State staff to be scheduled in cooperation with the State.
System Configuration	Contractor	Submit Technical Unit Test results to the State for review.
System Configuration	OTS	Review Technical Unit Test, Conversion results, security impacts and other technical deliverables (as applicable).
System Configuration	LDH/DCFS/OTS	Monitor progress to development task milestones such as screens, batches, notices etc.
System Configuration	OTS	Ensure that all required agreements between State and third party entities necessary for Contractor to perform its Development responsibilities are fully executed by the end of the previous phase.
System Configuration	OTS/Deloitte	OTS will perform the audit log monitoring implementation through existing Intel McAfee SIEM solution. Deloitte will provide the available events logs within the application for integration
System Configuration	Contractor	Develop daily ETL processes to extract data from the SNAP/TANF Nextgen databases to be loaded to the Data Warehouse
Testing	Contractor	Prepare the Testing Plan.
Testing	Contractor	Prepare an outline and obtain acceptance from the State for the contents and format for each testing deliverable before beginning work on the deliverable.
Testing	Contractor	Develop and submit the Testing Plan for approval by the State to include, but not be limited to, a description of the testing approach, testing activities, testing environments, timeline, responsibility, and staffing needs. The testing schedule will indicate the FNS approval window.
Testing	Contractor	Develop Test Scenarios for SIT and obtain review from Testing Lead.
Testing	Contractor	Conduct Test Plan walkthrough(s) for State staff to be scheduled in cooperation with the State.
Testing	Contractor	Conduct testing and submit SIT results to the State for review.
Testing	Contractor	Share daily testing progress metrics (pass rate, failure rate, open defects, severity, etc.) with the State team.
Testing	Contractor	Obtain approval from the State on all final deliverables for testing.
Testing	LDH/DCFS/OTS	Work with Contractor to create and review UAT scenarios and identify data setup needs.
Testing	LDH/DCFS/OTS	Work with Contractor to develop, review, and finalize the testing approach/schedule (based on the pilot/implementation strategy).
Testing	LDH/DCFS/OTS	Create UAT test cases, review data setup needs for testing, conduct UAT testing for LDH and SNAP/TANF modules and review results of Performance Testing.
Testing	LDH/DCFS/OTS	Work with the Contractor to resolve issues during testing and monitor testing progress.
Testing	LDH/DCFS/OTS	Monitor and review testing results and all formal deliverables.
Testing	LDH/DCFS/OTS	Monitor progress for all SIT and UAT deliverables.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
Testing	LDH/DCFS/OTS	Ensure that all required agreements between State and third party entities necessary for Contractor to perform its testing responsibilities are fully executed by the end of the previous phase.
Testing	Contractor	Perform static Secure Code Review using HP Fortify during the development of the SNAP/TANF application.
Testing	OTS	Perform dynamic application vulnerability testing and vulnerability report review.
Testing	Contractor	Source code scanning on application code base will be performed periodically till the code is approved for production deployment. All Critical and High severity vulnerabilities agreed to by both OTS Security and Deloitte will be remediated by Deloitte
Conversion	Contractor	Work collaboratively with existing State and Contractor project teams during the conversion phase to identify and resolve conversion related issues.
Conversion	Contractor	Prepare an outline and obtain acceptance from the State for the contents and format for each conversion deliverable before beginning work on the deliverable.
Conversion	Contractor	Develop and submit a data conversion plan for approval by the State to include, but not be limited to, a description of conversion software and tools to be used, use of automated tools, resources and assumptions, testing approach and progress tracking and reporting approach.
Conversion	Contractor	Develop and submit a conversion approach/schedule (based on the pilot/implementation strategy) for review and approval by the State.
Conversion	Contractor	Develop detailed conversion requirements to convert data from current sources/formats into the system, as required.
Conversion	Contractor	Conduct conversion requirements walkthrough(s) as part of conversion JADS for State staff to be scheduled in cooperation with the State.
Conversion	Contractor	Conduct testing of conversion processes prior to full conversion, and submit results to the State for review.
Conversion	Contractor	Correct deficiencies identified during conversion testing, preliminary conversion, and final conversion.
Conversion	Contractor	Convert SNAP/TANF data according to approved conversion requirements detailing the type of data to convert, the amount of history to convert for each type of data, data transformation rules, including benefit, case note, and person-level data.
Conversion	Contractor	Provide conversion results showing before and after data conversion files/formats.
Conversion	Contractor	Data validation/reconciliation reports shall be provided to the State to confirm the accuracy and completeness of the conversion process.
Conversion	Contractor	Provide technical assistance to the State to resolve and prepare "clean" data for the conversion process.
Conversion	Contractor	Obtain written acceptance from the State on all final deliverables for conversion.
Conversion	Contractor	Create ETL processes to transfer data from NextGen to DW.
Conversion	OTS	Provide quality assurance function for data conversion as defined in the conversion plan.
Conversion	DCFS and OTS	Review conversion requirements and conversion JAD comments and participate in conversion requirements discussions as needed.
Conversion	DCFS	Provide conversion timeframes for the TANF File.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
Conversion	DCFS	Coordinate communication between Contractor, and existing project teams to resolve problems during the conversion process.
Conversion	OTS	Provide current legacy table structures and data dictionaries to Contractor.
Conversion	DCFS	Work with Contractor to develop, review, and finalize the conversion approach/schedule (based on the pilot/implementation strategy).
Conversion	DCFS	Review conversion test results and results of preliminary conversion.
Conversion	DCFS	Review documented conversion results.
Conversion	DCFS	Conduct data clean-up activities to eliminate any data discrepancies between LAMI, JAS, and CAFÉ data prior to the data conversion process.
Conversion	DCFS	Work with the Contractor to resolve issues during conversion (including manual correction/reconciliation of data where necessary).
Conversion	DCFS/LDH	Ensure that all required agreements between State and third party entities necessary for Contractor to perform its testing responsibilities are fully executed by the end of the previous phase.
Deployment Rollout	Contractor	Work collaboratively with the State and existing project teams during the implementation phase.
Deployment Rollout	Contractor	Finalize the rollout plan and submit an implementation strategy to the State.
Deployment Rollout	Contractor	Obtain State approval for the implementation of the system.
Deployment Rollout	Contractor	Update system documentation (as needed).
Deployment Rollout	Contractor	Conduct orientation and training for State personnel on Contractor organization, functional responsibilities for software maintenance, and operational procedures.
Deployment Rollout	Contractor	Perform final conversion and review conversion reports to demonstrate completed conversion.
Deployment Rollout	Contractor	During the 3-month pilot, monitor the operation of the system and resolve identified defects so that there are no ongoing adverse effects on the ability of state workers to enter and process benefits.
Deployment Rollout	Contractor	Report on post-implementation issues and status for the system.
Deployment Rollout	Contractor	Submit weekly written status reports on the progress of tasks against the work plan.
Deployment Rollout	Contractor	Conduct weekly status meetings with appropriate State staff.
Deployment Rollout	Contractor	Identify and report any implementation issues to State.
Deployment Rollout	Contractor	Work with other system vendors and the State to establish the appropriate system and business interfaces to meet the requirements.
Deployment Rollout	DCFS	Review final conversion results and test result reports as appropriate.
Deployment Rollout	LDH/DCFS/OTS	Make State program and contracted staff available for final training/orientation.
Deployment Rollout	LDH/DCFS/OTS	Attend implementation strategy walkthrough and approve the rollout plan.
Deployment Rollout	DCFS/LDH and OTS	Review and approve updated release plans and deployment manuals (as required).
Deployment Rollout	OTS	Work with Contractor to resolve problems during the implementation phase and facilitate the deployment of the software to production environment.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
Training	Contractor	Supply a role based approach that aligns with end user training needs, defined in the Training Plan.
Training	Contractor	Contractor will provide 2 2-hour in-person user/reviewer training sessions, the session recordings, as well as website links to the simulation tool videos and resources
Training	Contractor	Develop web-based (using the Articulate product compatible with State version) and classroom training for the release, including: <ol style="list-style-type: none"> 1. Approximately five days of instructor-led training (ILT) training across user groups with WBT and hands-on exercises used in the class room. 2. Eight WBT courses: <ul style="list-style-type: none"> • Some WBTs will be prerequisites, others will be used in the training sessions. • Contractor will deliver WBT courses on ShareFile. • Contractor will deliver the Articulate source files • Courses will be hosted on each of the Department's LMS's (i.e. Moodle for DCFS and CourseMill/LEO for LDH).
Training	Contractor	LDH training for R3 will be included in the R1 and R2 training. For DCFS, conduct Train the Trainer (TTT) sessions for 100 DCFS trainers (25 for pilot and 75 for statewide rollout): <ol style="list-style-type: none"> 1. Four DCFS sessions (1 for pilot and 3 for statewide rollout) will be conducted. 2. Each TTT session will be up to five days in length. 3. Training will focus on Release 3 system functionality for SNAP/TANF, teaching trainers how to process the case through disposition. 4. Contractor will print the training materials (curriculum, desk guides, and training materials). Contractor will print 25 copies for DCFS pilot and 75 copies for DCFS statewide rollout. Remaining materials will be printed by the State. LDH and DCFS program policies and procedures will not be included in the curriculum.
Training	Contractor	Provide one point of contact to support the training environment during end user training delivery: <ol style="list-style-type: none"> 1. Maintenance and support will be completed in coordination with the application development team 2. Contractor will work to freeze the environment and build training data during an agreed-upon time 3. Changes to the environment should not be migrated unless they are substantial: <ol style="list-style-type: none"> a. Contractor will work with LDH and DCFS to determine the impact of system changes and whether they should be migrated to the training environment. b. If the change is substantial, Contractor will evaluate the impact on the data staging and overall timeline for delivery.
Training	Contractor	Contractor will provide web-based training that is compatible with the version of Articulate suite which the State uses.
Training	Contractor	Contractor will turn over ownership of training artifacts to State upon completion of TTT sessions.
Training	Contractor	Provide voiceover for IE web-based training materials until statewide rollout.
Training	LDH/DCFS/OTS	Plan and organize the training schedule.
Training	LDH/DCFS/OTS	Identify and provide a listing of training locations, resources, and participants.
Training	LDH/DCFS/OTS	Identify and provide LDH and DCFS trainers to lead training sessions.
Training	LDH/DCFS/OTS	Deliver training to end-users.
Training	LDH/DCFS/OTS	LDH and DCFS will involve its trainers during the early phases of the Project including the Requirements, Design and Testing phases. In addition, LDH and DCFS will select trainers from a potential pool of field workers who could become the office champions for E&E and IE upon returning back to their normal work routine post E&E and IE implementation.

Subject	Owner	Description
Software Versions	Contractor	Contractor will maintain currently supported versions of software for which the contractor is responsible and is used for the IE and E&E systems. Contractor shall have a minimum of 6 months, or as mutually agreed upon, to accomplish the upgrade.
Organizational Change Management	Contractor	Provide off-site support at a remote command support center for implementation activities for four weeks. Two contractor resources to provide on-site support for four weeks.
Organizational Change Management	LDH/DCFS/OTS	Identify, discuss, and assess the level of effort necessary to prepare the agency for implementation.
Organizational Change Management	LDH/DCFS/OTS	Perform an organizational readiness analysis and document this analysis in the Organizational Readiness Plan.
Organizational Change Management	LDH/DCFS/OTS	Prepare an Organizational Readiness Plan to assess the organization's readiness for implementation.
Organizational Change Management	LDH/DCFS/OTS	Provide the necessary staff to support the implementation activities. These activities can include: <ol style="list-style-type: none"> 1. Drafting communication and status reminders for the field. 2. Documenting business process impacts and communicating to the field. 3. Supporting change readiness activities, such as identifying change readiness agents in each LDH and DCFS office. 4. Creating an implementation toolkit for the change agents to support communication in each office. 5. Completing a second readiness assessment eight weeks prior to an office's implementation. 6. Supporting the user-support group help desk during the implementation period.
Organizational Change Management	LDH/DCFS/OTS	Conduct business process workshops to identify major operational impacts of the system and determine response to the impacts.
Organizational Change Management	LDH/DCFS/OTS	Address impacts to policies or procedures and communicate changes to the field staff.
Organizational Change Management	LDH/DCFS/OTS	Provide change readiness agents from each LDH and DCFS office.

Table 41 – Organizational Responsibilities

7. Payment Schedule

Contractor will invoice the State pursuant to the Contract and the invoice schedules below.

The task order pools (reference Section 1.2.4 Task Order Pool) will be used at the discretion of the State. Hours expended will be in accordance with mutually agreed upon task orders.

7.1 DCFS Payment Schedule

Deliverable ID	Deliverable Name	Submission Date	Invoice Date	Deliverable Amount	Invoice Amount	Retainage Amount
3.021	Project Management Plan	05/22/17	07/05/17	\$1,752,420.15	\$1,577,178.14	\$175,242.02
3.031	Detailed Design Session Schedule	05/22/17	07/05/17	\$1,594,698.15	\$1,435,228.34	\$159,469.82
3.032	Design Definition and Validation Plan	05/22/17	07/05/17	\$1,594,694.15	\$1,435,224.74	\$159,469.42
3.001	Develop Project Plan Baseline	06/09/17	07/24/17	\$157,367.71	\$141,630.94	\$15,736.77
3.045.02.01	Design Doc - Administration – Search	06/19/17	07/26/17	\$837,807.15	\$754,026.44	\$83,780.72
3.022	Phase Entrance and Exit Criteria	07/06/17	08/01/17	\$914,692.15	\$823,222.94	\$91,469.22
3.045.01.01	Design Doc - Data Collection – Individual	06/19/17	08/01/17	\$937,807.15	\$844,026.44	\$93,780.72
3.045.02.02	Design Doc - Administration - Document Mgmt.	07/07/17	08/08/17	\$937,807.15	\$844,026.44	\$93,780.72
3.045.01.02	Design Doc - Data Collection – Household	06/30/17	08/14/17	\$859,844.15	\$773,859.74	\$85,984.42
3.047	Unit Test Checklists Template	07/06/17	08/17/17	\$876,555.15	\$788,899.64	\$87,655.52
3.045.02.03	Design Doc - Administration - Office Mgmt.	07/07/17	08/25/17	\$952,246.15	\$857,021.54	\$95,224.62
3.002	Monthly Project Plan	07/10/17	08/21/17	\$157,367.71	\$141,630.94	\$15,736.77
3.045.01.03	Design Doc - Application Registration	07/14/17	08/25/17	\$837,807.15	\$754,026.44	\$83,780.72
3.045.02.04	Design Doc - Administration - Dashboard	07/21/17	09/01/17	\$952,246.15	\$857,021.54	\$95,224.62
3.05	DCFS Data Conversion Plan	07/31/17	09/12/17	\$673,556.15	\$606,200.54	\$67,355.62
3.003	Monthly Project Plan	08/10/17	09/22/17	\$157,367.71	\$141,630.94	\$15,736.77
3.045.01.04	Design Doc - Data Collection – Compliance/Resource	08/11/17	09/25/17	\$906,685.15	\$816,016.64	\$90,668.52
3.045.02.05	Design Doc - Administration - Workload Mgmt.	08/11/17	09/25/17	\$952,246.15	\$857,021.54	\$95,224.62
3.045.01.05	Design Doc - Data Collection – Expense/Non-Financial	08/25/17	10/09/17	\$899,808.15	\$809,827.34	\$89,980.82
3.045.02.06	Design Doc - Administration - Case Notes	08/25/17	10/09/17	\$637,807.15	\$574,026.44	\$63,780.72
3.045.03.01	Design Doc - Self-Service Portal - Responsive Web	09/05/17	09/18/17	\$752,248.15	\$677,023.34	\$75,224.82
3.004	Monthly Project Plan	09/08/17	10/20/17	\$157,367.71	\$141,630.94	\$15,736.77
3.045.01.06	Design Doc - Eligibility - Wrap Up	09/08/17	10/20/17	\$822,476.15	\$740,228.54	\$82,247.62
3.045.02.07	Design Doc - Administration - Unified MPI	09/08/17	10/20/17	\$752,246.15	\$677,021.54	\$75,224.62
3.045.03.04	Design Doc - Self-Service Portal - Application Transfer	09/15/17	10/09/17	\$752,248.15	\$677,023.34	\$75,224.82
3.045.02.08	Design Doc - Administration – Security	09/22/17	11/03/17	\$907,731.15	\$816,958.04	\$90,773.12
3.005	Monthly Project Plan	10/10/17	11/22/17	\$157,367.71	\$141,630.94	\$15,736.77
3.045.03.02	Design Doc - Self-Service Portal - Common Splash Page	10/13/17	09/25/17	\$737,807.15	\$664,026.44	\$73,780.72
3.045.03.03	Design Doc - Self-Service Portal - LDH and DCFS Data Sharing	10/20/17	09/25/17	\$852,247.15	\$767,022.44	\$85,224.72
3.039	Detailed Design Session Agendas & Meeting Minutes	11/03/17	12/19/17	\$2,019,485.15	\$1,817,536.64	\$201,948.52
3.045	Detailed Design System Document (DDSD)	11/03/17	12/19/17	\$1,279,696.15	\$1,151,726.54	\$127,969.62
3.052	Testing Plan	11/03/17	12/19/17	\$1,579,692.15	\$1,421,722.94	\$157,969.22
3.054	Test Cases	11/03/17	12/19/17	\$1,570,716.15	\$1,413,644.54	\$157,071.62
3.006	Monthly Project Plan	11/09/17	12/26/17	\$157,367.71	\$141,630.94	\$15,736.77
3.036	Requirements Traceability Matrix (RTM)	11/30/17	01/16/18	\$780,557.15	\$702,501.44	\$78,055.72
3.045.06.01	Design Doc - DSNAP	10/31/17	01/02/18	\$1,279,696.15	\$1,151,726.54	\$127,969.62
3.007	Monthly Project Plan	12/08/17	01/24/18	\$157,367.71	\$141,630.94	\$15,736.77
3.008	Monthly Project Plan	01/10/18	02/23/18	\$157,367.71	\$141,630.94	\$15,736.77
3.009	Monthly Project Plan	02/09/18	03/26/18	\$157,367.71	\$141,630.94	\$15,736.77
3.01	Monthly Project Plan	03/09/18	04/23/18	\$157,367.71	\$141,630.94	\$15,736.77
3.057	Training Plan	03/13/18	04/25/18	\$1,567,420.15	\$1,410,678.14	\$156,742.02
3.011	Monthly Project Plan	04/10/18	05/22/18	\$157,367.71	\$141,630.94	\$15,736.77
3.012	Monthly Project Plan	05/10/18	06/22/18	\$157,367.71	\$141,630.94	\$15,736.77
3.013	Monthly Project Plan	06/08/18	07/23/18	\$157,367.71	\$141,630.94	\$15,736.77
3.014	Monthly Project Plan	07/10/18	08/21/18	\$157,367.71	\$141,630.94	\$15,736.77
3.062	Implementation Strategy	07/10/18	08/21/18	\$1,579,693.15	\$1,421,723.84	\$157,969.32
3.015	Monthly Project Plan	08/10/18	09/24/18	\$157,367.71	\$141,630.94	\$15,736.77
3.049	Pilot Rollout Plan	08/31/18	10/15/18	\$866,056.15	\$779,450.54	\$86,605.62
3.064	"Go-Live" Support Plan	08/31/18	10/15/18	\$866,055.15	\$779,449.64	\$86,605.52
3.065	Rollout Plan	08/31/18	10/15/18	\$1,379,693.15	\$1,241,723.84	\$137,969.32
3.016	Monthly Project Plan	09/10/18	10/22/18	\$157,367.71	\$141,630.94	\$15,736.77
3.058	Training Schedule	09/11/18	10/23/18	\$691,070.15	\$621,963.14	\$69,107.02
3.056	Final Test Results	09/24/18	11/05/18	\$845,046.15	\$760,541.54	\$84,504.62
3.07	System documentation library	10/01/18	11/14/18	\$577,420.15	\$519,678.14	\$57,742.02
3.017	Monthly Project Plan	10/10/18	11/26/18	\$157,367.71	\$141,630.94	\$15,736.77
3.066	Updated System and Operational Documentation	10/15/18	11/29/18	\$579,692.15	\$521,722.94	\$57,969.22
3.046	Updated Requirements Traceability Matrix (RTM)	10/16/18	11/30/18	\$1,360,005.01	\$1,224,004.51	\$136,000.50
3.059	Training Materials	10/16/18	11/30/18	\$807,023.15	\$726,320.84	\$80,702.32
N/A	Retainage Letter	02/13/19	02/13/19		\$4,500,000.00	
				\$45,000,000.00	\$45,000,000.00	\$4,500,000.00

Table 42 – IE Payment Schedule

8. DCFS Deliverable Descriptions

Project Phase	Tasks	Deliverable#	Deliverable	Description
Start Up	<ul style="list-style-type: none"> Initial Project planning Set-up activities Develop Project Management Plan Define Deliverable Acceptance Criteria for project deliverables Produce other Start-Up Phase Deliverables 	3.001-3.020 3.001-3.011	Monthly Project Plan Baseline and Monthly Project Plan	<p>Contractor will provide a Project Plan documented in an industry-accepted tool such as MS Project.</p> <p>This work plan will identify deliverables, tasks, subtasks, duration, start and end dates, and milestones required to complete the scope of work defined for the project and keep the project on track. The project is the fixed work plan that will be used for tracking progress of the project and contract performance.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.021	Project Management Plan: <ul style="list-style-type: none"> • Quality Assurance/Quality Management Plan • Project Communication Plan • Risk Management Plan • Resource Management and Staffing Plan • Change Management Plan 	<p>The contractor will develop a comprehensive master project management plan to include the Work Breakdown Structure, Risk Management Plan, Resource and Staff Management Plan, Communication Plan, Scope Management Plan, Quality Assurance/Quality Monitoring Plan, deliverable approval process, and milestones.</p> <p>Quality Assurance/Quality Management Plan – Contractor will develop a plan that describes quality assurance activities and tasks to be performed and processes and procedures for conducting quality assurance activities.</p> <p>Communication Plan: Contractor will develop a plan describing the Contractors approach to managing communications internally with their own organization and with the State and externally with stakeholders. The plan should include identification of planned communication tools, formats, frequency, etc.</p> <p>Risk Management Plan – Contractor will develop a plan describing how the Contractor will manage risks including identification, escalation, tracking, and resolution. The plan will include discussion/description of the tool(s) that will be used to support management of risks.</p> <p>Resource and Staffing Management Plan - Contractor will develop a plan describing the Contractor's approach to resource management including staff training, staff retention, staff replacement and any tools to support resource management.</p> <p>Change Management Plan - Contractor will develop a plan that describes the mutually agreed to processes for managing task orders.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.022	Phase Entrance and Exit Criteria	Contractor will establish documented entrance and exit criteria for each phase and the process for State validation of the achievement of criteria. The entry and exit criteria will define whether the solution meets quality criteria to advance to the next level of testing until finally accepted by the business for production operation.
Requirements & Design	<ul style="list-style-type: none"> • Clarify and complete the Design and Definition of the following in conformance with the requirements that were validated during the Detailed Requirements and Design Definition Phase: • Reports • Data • Interfaces • Batches • Correspondences • Submit Detailed System Design Plan that lays out: • Tools to be used • Approach to issue tracking including items from the design sessions and future training considerations identified during the design sessions • Format of the Detailed Design Specification Document (DSD) • Conduct Joint Application Design (JAD) sessions • Conduct technical design working sessions • Define Data Architecture • Define Integration Architecture 	3.031	Detailed Design Session Schedule	Contractor will provide a schedule for facilitated detailed design sessions.
		3.032	Design Definition and Validation Plan	Contractor will develop a plan outlining the approach to definition and validation of design including discussion of tools used during the project
		3.039	Detailed Design Session Agendas and meeting minutes	Contractor will provide agendas that include a description of session topic, list of suggested participants, and flow of session. Contractor will also provide meeting notes including decisions made during the session, justification for changes to requirements, outstanding issues requiring follow-up, and impacts to future detailed design sessions.

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> • Define Application Architecture • Design Logical Data Model • Produce Physical Data Model • Submit Design Phase Deliverables • Validate and further define the architecture and requirements 	3.045	Detailed Design Specification Document (DSD)	Contractor will develop a DSD that reflects the design as defined in the facilitated design work sessions. Detailed design specifications may be delivered incrementally, as they are developed for each functional component or module, with final approval when all are approved. The DSD must also include a Systems Documentation Template depicting the outline for the proposed contents of the system documentation for the IE solution.
		3.036	Requirements Traceability Matrix (RTM)	Contractor will develop a matrix that tracks requirements listed in this SOW along with clarified requirements and traceability to design artifacts.

Project Phase	Tasks	Deliverable#	Deliverable	Description
Construction/ Configuration	<ul style="list-style-type: none"> • Build and configure the IE solution • Establish and coordinate testing strategies • Complete Unit Testing on the IE solution • Develop Software Build and Migration Plan • Implement Technical Architecture • Implement Physical Database • Develop Application Components • Develop Data Conversion Components • Develop Integration Components • Develop Rule Components • Develop Integrations with Enterprise Architecture (EA) components available prior to the Construction and Configuration phase 	3.047	Unit Test Checklist Template	Contractor will provide a plan that describes the Contractor's template for the unit test checklist that will be used by developers. The Checklist Template should depict the module being unit tested, placeholder for developer's signature, checklist criteria, attestation that the module is ready for integration/system test.
Data Conversion	<ul style="list-style-type: none"> • Define Conversion Strategy: <ul style="list-style-type: none"> ○ Define goals for conversion and overall approach and roadmap to meet those goals. ○ Define Team organization structure, roles and responsibilities ○ Define resource requirements including people, hardware and software ○ Identify risks/issues ○ Develop Conversion Plan: <ul style="list-style-type: none"> ▪ Define all activities, schedules and milestones ▪ Specify how and when data cleansing is performed, and back-end data reporting • Conduct Legacy Study/Data Mapping: <ul style="list-style-type: none"> ○ Identify legacy data sources and define criteria for conversion ○ Establish data validation rules ○ Define mappings for legacy data elements 	3.050	Data Conversion Plan	<p>Contractor will provide a Data Conversion Plan that describes the Contractor's comprehensive approach to meeting the detailed conversion requirements outlined in the amendment including State participation in conversion activities, a test plan that provides sample use cases and test data, post-migration cleanup, and contingency procedure.</p> <p>The plan will also include, but not be limited to, the description of software tools to be used, resources and assumptions, testing approach, and progress tracking and reporting approach.</p> <p>Contractor Responsibilities:</p> <ul style="list-style-type: none"> • Understand the data in the legacy system • Create the plan and the strategy for data conversion • Drive data mapping sessions and understand the conversion of data • Create Data mapping for each program • Define the automated process for conversion of data that is present as per the agreed upon format

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> • Construct Conversion Software: <ul style="list-style-type: none"> ○ Create tables/entities, jobs and scripts to extract data from legacy sources ○ Create data element mappings in ETL ○ Create scripts and jobs to execute mappings and automation • Conversion Prep: <ul style="list-style-type: none"> ○ Test data extracts ○ Text and validate data mappings ○ Conduct internal data validation checks including business rules and referential integrity checks ○ Correct conversion software ○ Identify and report data issues ○ Perform data clean-up as per the defined schedule • Continual Conversion Enhancement: <ul style="list-style-type: none"> ○ Measure conversion execution time ○ Perform data cleansing ○ Converted Data: <ul style="list-style-type: none"> ○ Execute conversion software and mapping rules using ETL tool to convert data ○ Flag legacy cases/clients as “converted” ○ Provide statistics on conversion processing 			<ul style="list-style-type: none"> • Define manual conversion for data that fails the rules set for automated conversion <p>State Responsibilities:</p> <ul style="list-style-type: none"> • Provides the data for initial analysis and for final conversion • Review and accept Data Conversion Plan • SMEs for Legacy systems to help analyze data structure and existing business processes • Communicate issues identified during data mapping sessions • Accept Data Mapping created for each program • Provide Legacy production data in agreed upon format • Make modifications needed to the legacy systems to support conversion activities; these will be identified (in design), designed, developed and tested in alignment with the System application development timeline
		3.051	Data Conversion Test Results	The Contractor will provide documentation of the test results that demonstrate a comparison that transferred programs, files, utilities, etc. were migrated successfully.

<p>Testing</p>	<ul style="list-style-type: none"> • Develop and Submit Testing Plan • Manage the Testing Process including: <ul style="list-style-type: none"> ○ Unit and Integration Testing ○ Interface and Batch testing ○ Conversion Testing ○ User Acceptance Testing ○ Regression Testing ○ Performance/Stress Testing • Complete Independent Validation and Verification testing • Deploy and Test patches and bug fixes • Submit Testing Phase Deliverables 	<p>3.052</p>	<p>Testing Plan</p>	<p>Contractor will provide a plan describing the Contractor’s approach to each type of testing specified in the amendment, how and where defects will be tracked, how testing data will be maintained so testing will be indicative of production results, and contains detailed test scripts with expected results.</p> <p>Testing is a discipline and parts of testing occur throughout the project lifecycle. Test plan development occurs in the Design phase, unit and performance testing in the Construction and Configuration phase, and the Production validation testing in the Transition phase.</p> <p>During test planning, Contractor will formulate the comprehensive system integration test plan with the objective of confirming that the code modules work as specified and that the system as a whole performs as defined in the requirements and system design. Contractor will review the traceability between functional and technical requirements as well as check consistency with requirements.</p> <p>The test plan will include the following test phases:</p> <p>Unit Test - Isolated testing of a specific software code change from a code-level. Confirms the application components adhere to the project associated coding standards and guidelines</p> <p>Installation Test - Smoke testing performed after each build to verify most important functions work correctly. Validates that a new build are not affect previously operational systems and integration points.</p> <p>Functional/System Test - Functional testing of an isolated piece of functionality. Ability to quickly confirm that the complete/integrated solution meets business requirements</p> <p>Integration Test - End to end functional testing across multiple components. Collaboratively test with external vendors and systems to identify gaps and prepare for end to end testing that encompasses complete business scenarios.</p>
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				<p>Security Test - Including penetration and vulnerability assessments such as SQL Injection tests. Tests results are supplied to Louisiana and quickly allow State IT staff to confirm security requirements are met.</p> <p>Stress/Performance Test - To determine the load that can be placed on the system; it is imperative this occur on a production-like environment. Validates that performance, load balance, and capacity benchmarks from the non-functional requirements are met before UAT.</p> <p>Conversion Test - To validate the cutover activities that occur as programs are migrated to the LA IE solution. Identifies data quality problems in the conversion process early.</p> <p>User Acceptance Test (UAT) - The opportunity for Louisiana to do its own round of hands on testing to validate that the solution meets their requirements. Early involvement in the design, development, and testing process and have the opportunity to be familiar with the system well before UAT.</p> <p>Regression Testing – To validate system changes do not negatively impact existing system functionality.</p> <p>Backup/Disaster Recovery Test - To conduct complete fault tolerance and disaster recovery execution of the system. Provides a process by which Louisiana can return to a secure state in the event of a catastrophic event.</p>
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Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.054	Test Cases	Contractor will design, implement, and document detailed test cases for each sub-phase of testing. Test cases should include IDs, detailed steps, expected results, actual results (where appropriate), and be traceable to requirements listed in this contract in the RTM. All test cases will be released to the State upon request.
		3.056	Final Test Results	Contractor will provide results documentation demonstrating the successful execution of test scripts (e.g. screenshots, report, other outputs), any defects identified during testing, and the final state of each test script and defect. Results should indicate the system is ready for production.
		3.058	Training Schedule	<p>Contractor will provide a schedule for training delivery that will provide details including training locations and durations.</p> <p>Contractor will work closely with the State Training Manager to determine the appropriate scope, target audience groups, and appropriate time frame to deliver the most efficient and cost-effective training delivery program for the project.</p> <p>The Training Schedule will be reviewed and approved by the State prior to the start of training to facilitate comprehensive trainings.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.046	Updated Requirements Traceability Matrix (RTM)	Contractor will provide an updated RTM based on any changes resulting from detailed design sessions.
Training	<p>Contractor Tasks:</p> <ul style="list-style-type: none"> • Conduct Training Needs Assessment • Develop Training Plan and Schedule • Design and Develop Online Courses and Train-the-Trainer Training Curriculum and Materials • Build Training Environment • Execute Training Logistics • Deploy Online Courses • Deliver Train-the-Trainer Training • Verify and Monitor Training Progress and Completion • Support Training Delivery • Review and Update Training Materials <p>State Tasks:</p> <ul style="list-style-type: none"> • Identify Training Needs Assessment Stakeholders (Key Staff) • Identify Subject Matter Experts to Advise Training Development • Subject Matter Experts Provide Input into Online Courses and Train-The-Trainer Training Material Content • Reviews and Approves Online Courses and Train-The-Trainer Training Materials • Identify Training Facilities • Respond to Program/Policy Questions During Train-The-Trainer Training • Support Training Delivery • Review and Update Training Materials 	3.057	Training Plan	<p>Contractor will provide a plan describing the Contractor's approach to training Contractor and State staff on the IE solution. The plan will include the training methodology; course information with expected topics, timeframes, target audience, method of delivery, and evaluation method; and training course synopsis providing sample content.</p> <p>The goals of training are to make sure that State key staff are able to deliver effective training such that, and key non-technical staff are self-sufficient and can manage and operate the new system on upon each release.</p> <p>The Contractor will provide a training plan that will include, but not be limited to, the following training requirements:</p> <ol style="list-style-type: none"> 1. How to use Eligibility and Enrollment System <ul style="list-style-type: none"> • Must provide on-site training at one or more DCFS-specified locations training up to fifty (50) key staff (Train-the-Trainer). • Must include self-paced online courses which allow Members to start, stop, pause and restart as necessary. • Must have the ability to document and verify that training has taken place. • Must include training materials

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<p>2. How to operate and maintain Eligibility and Enrollment System</p> <p>On-site training must be provided at DCFS for key non-technical staff responsible for operating and maintaining the system. All training material must be provided in electronic form and submitted to LDH/DCFS for review prior to training sessions. In addition to on-site training, self-paced online courses with start, stop, pause and restart options must also be included. Training must include, but is not limited to:</p> <ul style="list-style-type: none"> • Enterprise Service Bus (ESB) management • Master Data Management (MDM) • Business Intelligence management • Identity and Access Management • Document Management • Consumer Communications management • Business Rules management <p>The Contractor's training approach will include four main stages: Plan, Develop, Deploy and Post-Implementation:</p> <p>1. Plan</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Conduct Training Needs Assessment • Develop Training Plan and Schedule <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Identify Training Needs Assessment Stakeholders (Key Staff) • Identify Subject Matter Experts to Advise Training Development <p>2. Develop</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Design and Develop Online Courses and Train-the-Trainer Training Curriculum and Materials • Build Training Environment

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<ul style="list-style-type: none"> • State's Responsibilities: • Subject Matter Experts Provide Input into Online Courses and Train-the-Trainer Training Material Content • Reviews and Approves Online Courses and Train-the-Trainer Training Materials <p>3. Deploy</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Execute Training Logistics • Deploy Online Courses • Deliver Train-the-Trainer Training • Verify and Monitor Training Progress and Completion <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Identify Training Facilities • Respond to Program/Policy Questions During Train-the-Trainer Training <p>4. Post-Implementation</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Support Training Delivery • Review and Update Training Materials <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Support Training Delivery • Review and Update Training Materials <p>All Training Plans will be reviewed and approved by the State prior to the start of specified training to facilitate comprehensive trainings.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.059	Training Materials	<p>Contractor will provide complete training materials developed based on approval of the course synopsis information included in the Training Plan. Training Materials should include any evaluation tools (e.g. learning checks).</p> <p>This includes: all Instructor Lead Training (ILT) materials; Computer Based Training (CBT) materials; and application student guides as described in the Implementation Plan.</p> <p>All training materials will be provided in an electronic format and submitted to State for review and approval prior to the start of training to facilitate comprehensive trainings.</p>

		3.061	Completed Training Sessions	<p>Contractor will provide train-the-trainer sessions for Agency and other State Contractor staff who will assume the responsibility for training new E&E / IE solution users.</p> <p>Training will include:</p> <p>How to Use the Eligibility and Enrollment System</p> <ul style="list-style-type: none"> • Online Courses (Web-based Training) • Train-the Trainer Training • Training Environment • Post-Go Live Support <p>How to Operate and Maintain the Eligibility Enrollment System</p> <ul style="list-style-type: none"> • On-Site Training • Online Courses (Web-based Training) <p>Online Courses (Web-based Training) – For each release, Contractor will develop self-paced online courses aimed at clients and community partners in order to familiarize them with the functionality that will be available to them in the LA IE solution.</p> <p>Train-the-Trainer (TTT) - Contractor will design a TTT training approach in order for State key staff to become proficient in the system's business functions in order to effectively deliver end user training on the system. The TTT training will be provided for each release, and training curriculum will be tailored to the specific functionality within each Go-Live. TTT training will complement and build upon that information with interactive exercises that mirror actual business processes. Contractor will provide on-site TTT training for up to fifty (50) key staff. During the delivery of TTT, Contractor will provide two (2) trainers in each classroom, one serving as the primary trainer and the other serving as the assistant to the trainer. The two trainers coordinate with State program and policy staff to document and provide the answers to questions that arise in the training classroom that require follow-up. Contractor will follow up on system related questions and processes, while coordinating with State staff to answer business and policy related questions. Training sessions for TTT will accommodate up to twenty (20) key staff per class, with a maximum of four (4) classes total being held in a centrally-located facility provided by the State. The training will occur in close proximity to the LA IE Project site. The State will facilitate the scheduling and registration of trainees for these</p>
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Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.062	Implementation Strategy	<p>Contractor will develop a strategy that describes the mutually agreed to approach to phased rollout of IE solution proposed implementation schedule, issue tracking process, communication and help desk procedures, Contractor and Agency roles and responsibilities, and approach to operational readiness walkthrough including the operational readiness criteria.</p> <p>The Contractor's Implementation Team will provide oversight and coordination of statewide implementation support activities. At a minimum, the following will be including in the Implementation Plan:</p> <ul style="list-style-type: none"> • Project guidelines • Execution Approach • Implementation roadmap • Governance structure
		3.063	Operational Readiness Walkthrough	<p>Validate the Contractor's, System's and State's operational readiness. Contractor will provide an Operational Readiness Walkthrough at DCFS for key non-technical staff responsible that will be operating and maintaining the system.</p>
		3.070	System Documentation Library	<p>Contractor will provide a searchable library, with highly flexible search criteria to enable a user to quickly find needed information in policy manuals, training material, implementation memos, etc. and all help functions.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
Implementation & Rollout	<ul style="list-style-type: none"> • Establish and Approve Implementation Plan that includes the following: <ul style="list-style-type: none"> ○ Project guidelines ○ Execution approach ○ Implementation roadmap ○ Governance structure • Implement the IE solution Submit Implementation & Rollout Phase Deliverables 	3.049	Pilot Rollout Plan	<p>Contractor will provide a plan that details planning and roadmaps for managing all System releases (if applicable). This includes managing dependencies across releases along with handling technology stacks, databases and infrastructure to match the rollout needs.</p> <p>The plan will explain how the Contractor will support the State's implementation/rollout needs across staging, readiness, and deployment. The plan will also identify tools and techniques that will be used to support the proper sequencing of deployment processes and functions for the project and to help verify that the application is ready for pilot</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.065	Rollout Plan	<p>Contractor will provide a plan that details planning and roadmaps for managing all System releases (if applicable). This includes managing dependencies across releases along with handling technology stacks, databases and infrastructure to match the rollout needs.</p> <p>The plan will explain how the Contractor will support the State's implementation/rollout needs across staging, readiness, and deployment. The plan will also identify tools and techniques that will be used to support the proper sequencing of deployment processes and functions for the project and to help verify that the application is ready for statewide rollout.</p>

		3.064	"Go-Live" Support Plan	<p>Contractor will document the onsite and offsite user support provided by the Contractor and Agency during the initial IE solution implementation.</p> <p>Upon completion of on-site training, Contractor and the State will review training reports and evaluations and collaborate to determine whether any additional training requirements or materials, including interviewing key staff for feedback and suggestions. Contractor will work with the State to review these recommendations for improvement and include the prioritized feedback and changes into the training program for the Release 2 training delivery. After each release, Contractor will work with the State to identify any changes required to the online courses and/or on-site training material. Updates required based on system enhancements will be scoped inside new maintenance releases.</p> <p>Upon implementation of the LA IE solution, Contractor will provide functional analysts to serve as post-implementation field support staff for each system release. Contractor will centrally manage both release Go-Lives via a Command Center centrally located near the LA IE project site for two weeks post Go-Live. The Command Center will serve as a centralized location for coordination, communication, and issue escalation. The Command Center is empowered to rapidly analyze issues and provide timely decisions. The Center will be staffed with a mix of Contractor and State resources that have specific roles to facilitate the open communication and timely issue resolution that is key to a successful implementation.</p> <p>Contractor will develop and provide a "Go-Live" Support Plan.</p>
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Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.066	Updated System and Operational Documentation	Contractor will provide System and operational documentation that represents the production system to be implemented.
		3.067	Post-Implementation Operational Monitoring Plan	Contractor will provide a plan describing methods and schedule for the State to conduct post-implementation monitoring of system operations related to performance standards outlined in this contract.
		3.068	Agency documentation of IE solution acceptance	Contractor will request formal acceptance of the IE solution as operational, in Production, according to State-defined acceptance criteria.
		3.069	Operations and Maintenance Plan	Contractor will provide a plan that describes data center operations, approach to monitoring daily operations performance, approach to performing maintenance functions, ongoing defect management processes, security management processes, a Help Desk Support Plan, system documentation, approach to archiving requirements, proposed staffing model and approach to production of and submission of operations issue reports to the State.
Operations & Maintenance	See Operations and Maintenance in Attachment I – Statement of Work for tasks and associated roles for each	3.071	Operations Issue Reports	Contractor will provide reports that document an operational problem, when the problem was identified, nature of the problem, and expected impact on on-going functions, a corrective action plan, and expected time of problem resolution.

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.072	System Turnover Plan	<p>Contractor will provide a plan that describes approach to turnover, tasks and subtasks for turnover, schedule for turnover, documentation update procedures during turnover, and description of Contractor coordination activities that will occur during the turnover task to ensure the continued system and services are deemed appropriate by the State.</p> <p>Contractor will develop and provide a System Turnover Plan which will address the following components:</p> <p>Transfer of Data, Documentation, Roles and Responsibilities, staff skills, tools and delivery methods necessary to take over the IE solution.</p> <p>Contractor will work with the State to define a comprehensive list of documentation, artifacts and work products that need to be transferred at the time of transition. The transfer of documentation will be accompanied by knowledge transfer activities with experienced technologists who are specialists in their fields to help State staff or a third party understand how to use and maintain every transferred component.</p> <p>Transition Results Report - Contractor will work closely with the State to define objectives and success criteria during transition planning. After transition activities take place, Contractor will evaluate them against commonly established criteria to measure effectiveness and recommend next steps in the Transition Results Report.</p>
Retainage		3.071	Retainage Pay Point #1	NA

Table 43 – Deliverables Description

9. LDH E&E Release 1 & 2 Extension

9.1 Scope of Release 1 and Release 2 Extension

The following changes to the project schedule, scope and cost were defined for the LaMEDS Project Release 1 and Release 2. The Release 1 go-live date is moved from August 2017 to July 2018 and the Release 2 go-live date is moved from July 2018 to July 2019. Additionally, the following items will be included in scope as designated by the “Planned Release” column of the table below. If mutually agreed upon, LDH can chose to replace any of the scope items below with an item of equal effort as defined in the “Hours” column.

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
1.	1.00	EE-7683			Case Clone Utility	2,995
2.	2.00	EE-7684			Extending Asset Verification - Financial Account Service	605
3.	1.00	EE-7685			We have to build an exchange between E&E and HMS to keep data integrity of client reported Health Coverage information between MMIS, E&E and HMS.	990
4.	1.00	EE-12038		EE-11649	Generic Notice	847
5.	1.00	EE-12039	EE-16635	EE-11166	Household Composition Check	2,259
6.	1.00	EE-12040	EE-16634	EE-9315	Changes to Eligibility Design coming out of test script review	5,646
7.	1.00	EE-12041	EE-16648	EE-12033	VLP design updates - Initiate date of entry only	847
8.	1.00	EE-12042	EE-16609	EE-5345	Add SSA Disability Denial Fragment	565
9.	1.00	EE-12043		EE-7244	RICHO Bar Code	847
10.	1.00	EE-12044	EE-16610	EE-8320	New Denial/Closure fragment: Transfer of Resources	847
11.	1.00	EE-12047	EE-16611	EE-7788	New Denial Reason - Existing Coverage	847

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
12.	1.00	EE-12048		EE-6131	TBQ Parking Lot	847
13.	1.00	EE-12049	EE-16612	EE-6009	Trigger is being created for all Denial/Closure reasons	1,694
14.	1.00	EE-12050	EE-16613	EE-11876	Report Change Box Text and CHAMP PW LACHIP IV PW	282
15.	1.00	EE-12052	EE-16245	EE-10253	SSI Retroactive Requests	847
16.	1.00	EE-12053		EE-11836	CORR updates for LTC/Medicaid and Notices	565
17.	1.00	EE-12155	EE-16246	EE-10124	RTE Results Page - Dynamically display text for Pending / Denials	565
18.	1.00	EE-12156	EE-16633	EE-5350	Health Coverage - MPP Update	565
19.	1.00	EE-4725			E&E Additional Environments	32
20.	1.00	EE-5133			JIRA Capture (Bug Muncher) integration	136
21.	1.00		EE-6866	EE-6157	LWC Interface update - Reporting of employment wages going back up to 5 quarters	136
22.	2.00		EE-5278		Early Pregnancy Termination - MMIS	818
23.	1.00		EE-6157	EE-8471	Non MAGI Referral	2,824
24.	1.00		EE-5278	EE-8818	Child Support Enforcement Rule Changes	282
25.	1.00		EE-10134	EE-7236	F-047 Denial/Closure - Withdrawal REMOVE/UPDATE	847
26.	1.00		EE-10133	EE-8905	BENDEX Parking Lot	1,694
27.	1.00		EE-12045	EE-11879	HIPAA 202L Notice - Case Note	273
28.	1.00		EE-12046	EE-7243	CMS Policy Change for Former Foster Care Group	565
29.	1.00		EE-12153	EE-12938	Special Renewals - Updates for Tasks and ED	409
30.	1.00		EE-12154	EE-12931	Case Level Security Changes	136

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
31.	2.00	EE-15759	EE-14938	EE-5856	Extending Asset Verification for Real Property	3,000
32.	1.00	EE-15760	EE-14937	EE-5288	Demo Item: New upload service for G845 form	818
33.	1.00	EE-15762		EE-9361	Case Note for Vendor Payment Segments	273
34.	1.00	EE-15764		EE-11165	task confidentiality should follow cases	847
35.	1.00	EE-15766	EE-16673	EE-10769	Need to mask confidential cases when searching for cases	847
36.	1.00	EE-15767		EE-11875	F-238 Approval - Child Support Enforcement Trigger Update	565
37.	1.00	EE-15768		EE-7234	EMS Labor and Delivery "noon" rule	818
38.	1.00	EE-15770	EE-16614	EE-12055	EDMS Split and Merge	409
39.	1.00	EE-15771	EE-16640	EE-11758	MDM - Duplicate Individual - Rule	565
40.	1.00	EE-15772		EE-11754	Health Plan Selection Warning	282
41.	1.00	EE-15773	EE-16632	EE-11651	At 90 days post end date need a task to be created to follow up with OCDD or OAAS to request a 148W discharge	136
42.	1.00	EE-15774	EE-16243	EE-11452	Doc Defect - Physical Examination Report (PER) Updates	282
43.	1.00	EE-15775	EE-16641	EE-11164	DEMO Item - Check for multiple spouses	282
44.	1.00	EE-15777		EE-11149	Alien Details Screen / VLP Interface Integration	847
45.	1.00	EE-15778	EE-16642	EE-10925	Updates to Scanned Document Tasks routing logic for verification docs	282
46.	1.00	EE-15779	EE-16649	EE-10131	Add fragment for Type Case 22	565
47.	1.00	EE-15780		EE-10122	VLP Design updates	565

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
48.	1.00	EE-15781	EE-16615	EE-9677	Add Waiver Spend Down to F-075 Fragment Trigger	565
49.	1.00	EE-15782		EE-9676	Create a new notice leveraging F-075	565
50.	1.00	EE-15783	EE-16616	EE-9629	New Segment Reason Needed	565
51.	1.00	EE-15784		EE-9546	New Fragment for Children's Choice, ROW, and NOW waivers	565
52.	1.00	EE-15785	EE-16617	EE-9360	New Notice: SSI Information and Referral	565
53.	1.00	EE-15787	EE-16618	EE-9348	New Notice - MRB BCC Provider	565
54.	1.00	EE-15789	EE-16619	EE-9345	VLP - Close Case Service	1,694
55.	1.00	EE-15791		EE-9311	Renewals - Self Employment	847
56.	1.00	EE-15792		EE-8817	Joint Ownership Changes	847
57.	1.00	EE-15793	EE-16631	EE-8474	Validations for Notice # is missing from Document types inventory (sheet) in Doc Mgmt DDSD	282
58.	1.00	EE-15795	EE-16630	EE-8198	QDWI determinations in E&E	847
59.	1.00	EE-15796		EE-7248	State Retiree Budget Spreadsheet	1,694
60.	1.00	EE-15798	EE-16644	EE-6596	Dashboard - display for manual application tasks	565
61.	1.00	EE-15799	EE-16645	EE-5967	PARIS Integration	1,694
62.	1.00	EE-15800	EE-16676	EE-5456	Update DCWITHDRAWREASONCD RT	565
63.	1.00	EE-15838		EE-13696	FNS design discrepancies identified (FNS Replacement)	3,000
64.	1.00	EE-15801	EE-16629	EE-13698	MMIS Design Discrepancies identified	1,500

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
65.	1.00	EE-15802		EE-13697	OGB design discrepancies identified	1,500
66.	1.00	EE-15803		EE-12929	Case Change Report	2,182
67.	1.00	EE-15804		EE-12928	Removal of E&E WP Security Roles	1,694
68.	2.00	EE-15806		EE-12926	Weight Assignment screen questions	136
69.	2.00	EE-15807		EE-12732	Corr_Returning Mail for Manual Notices	136
70.	2.00	EE-15808		EE-12037	Death Master File - SSA	1,200
71.	2.00	EE-15809		EE-7355	Lock in updates for AR/ DC	273
72.	1.00	EE-15810		EE-7768	DC Program Request screen has one withdrawal reason "Denial/Co-insurance" which is not mapped to any fragment.	409
73.	1.00	EE-15811		EE-8099	New Fragment for FOA Unchanged Premium at Renewal	847
74.	2.00	EE-15812	EE-16628	EE-7787	Off Cycle Renewal	1,694
75.	2.00	EE-15813		EE-5340	Doc_Defect : R1_IT4_CT_CO: Denial/Closure - Withdrawal : Trigger Condition and Ref Table	136
76.	1.00	EE-15814		EE-11878	SDX interface rules update	818
77.	1.00	EE-15815		EE-8191	[SECOND LEVEL] DOC-Acknowledgment file	1,500
78.	1.00	EE-15816		EE-13410	Use word "ID" instead of "#" or "Number" throughout the EDMS module	136
79.	2.00	EE-15817		EE-13048	Need to be able to end date users	818
80.	1.00	EE-15818		EE-8567	Add program name to the case note	282
81.	1.00	EE-15819	EE-16643	EE-12274	There is no field to identify if person received PCR benefit in another state.	273

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
82.	2.00	EE-15820		EE-12930	Case Notes Report	1,500
83.	2.00	EE-15821		EE-12108	OAAS and OCDD Region mapping	273
84.	2.00	EE-15822		EE-12151	Asset Verification - Open Questions on SSP Design	565
85.	1.00	EE-15823	EE-16622	EE-7112	[Sub Follow up] Decision Letter Case Note Closure	273
86.	2.00	EE-15825		EE-8451	[Sub Follow up] Missing screens for SSP Reference Table Maintenance	273
87.	2.00	EE-15839		EE-4390	Deloitte to revisit the pre-populating information coming from FNS and how the information can be updated for release 2.	409
88.	2.00	EE-15826		EE-6701	Batch Exceptions - Reporting Data Mart	409
89.	2.00	EE-15827		EE-8472	LAP - Insurance Drop - changes	273
90.	2.00	EE-15840		EE-4084	Automating HPE	1,500
91.	2.00	EE-15828		EE-4205	Disaster Planning "Incident" screen	136
92.	2.00	EE-15829		EE-9347	Estate Recovery Fragment	273
93.	2.00	EE-15830		EE-12021	TMSIS requirement - Veteran and SSDI indicators	409
94.	1.00	EE-15831	EE-16677	EE-14144	Weight Assignment Changes	136
95.	2.00	EE-15833		EE-14145	FFM referral for pending cases	273
96.	2.00	EE-15834		EE-14253	01 locations for application centers should follow AC updates	409
97.	1.00	EE-15835	EE-16623	EE-14964	CORR - Batch Job - Correspondence Bundling/Sorting Logic	409
98.	1.00	EE-15836	EE-16624	EE-15163	PL_CORR - Decision Letter Cosmetic Updates	136

#	Planned Release	JIRA Task Order ID	JIRA EDT ID	JIRA Parking Lot ID	Functionality	Hours
99.	1.00	EE-15845		EE-12328	SSP Background/Foreground Contrast	409
100.	1.00	EE-15846	EE-16653	EE-14262	App Center - Filter for Submitted Applications on My Applications page	409
101.	1.00	EE-16163	EE-16627	EE-15416	SSN Length = 9 Characters	653
102.	1.00	EE-16164		EE-15502	Converting from ME PERSON only household and actives	224
103.	1.00	EE-16165	EE-16646	EE-15503	Treat Invalid SSN as Pseudo and blank going into new system	224
104.	1.00	EE-16166		EE-15689	Concerns HP Extreme- DCFS print shop	653
105.	1.00	EE-16167		EE-15687	add LTC button/field in metadata	746
106.	1.00	EE-16168	EE-16675	EE-15686	case notes in the case note inventory need proper punctuation	149
107.	1.00	EE-16169		EE-15682	Security for Maximus	149
108.	1.00	EE-16170		EE-15674	Update Task/Work Routing to eliminate flaws pertaining to specialized characteristics	653
109.	1.00	EE-16171		EE-15675	VLP Interface BSD Updated	653
110.	1.00	EE-16172		EE-15679	CAFÉ Analysis (DCFS) discrepancies found	1,679
111.	1.00	EE-16173		EE-15684	DCFS LAMI File Exchanges	653
112.	1.00	EE-16174	EE-16647	EE-15788	add a liquid asset type for patient fund accounts	224
113.	1.00	EE-16175		EE-15843	Align ELE and SNAP process with policy	1,679
114.	1.00	EE-16176		EE-15967	SDX Design Changes	746
115.	1.00	EE-16177		EE-15968	LIS Design Changes	746

10. Glossary

The table below outlines the definition of terms used in the Amendment:

Acronym	Name	Description
SSO	Single Sign-On	A property of access control of multiple related, but independent software systems that allows user to log-in with a single ID and password to gain access to a connect system / systems.
SAAS	Software as a Service	Software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.
ESB	Enterprise Service Bus	Implements a communication system between mutually interacting software applications in a service oriented architecture (SOA).
API	Application Programming Interface	Set of routines, protocols and tools specifying how software components interact.
IDM	Identity Management	Also, referred to as Identity and Access Management is the security and business discipline that “enables the right individuals to access the right resources at the right times for the right reasons.”
ICD	Interface Control Document	The Interface Control Document (ICD) contains the detailed design specifications for the interface including process overview, triggers, database tables, file formats, validations, processing / post-processing logic and audit specifications.

Table 44 – Glossary

Attachment 2(A): Revised Design, Development & Implementation Payment Schedule

1. DESIGN, DEVELOPMENT & IMPLEMENTATION PAYMENT SCHEDULE

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.001	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.002	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.003	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.004	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.005	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.006	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.007	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.008	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.009	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.01	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.011	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.012	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.013	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.014	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.015	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.016	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.017	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.018	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.019	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.020	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.021	Project Management Plan: - Quality Assurance/Quality Management Plan - Project	\$2,828,437.00	\$2,545,593.30	\$282,843.70	Thirty (30) days after contract execution

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
		Communication Plan - Risk Management Plan - Resource Management and Staffing Plan - Change Management Plan				
Release 1	1.022	Phase Entry and Exit Criteria	\$869,352.00	\$782,416.80	\$86,935.20	One (1) month from contract execution
Release 1	1.023	Monthly Status Report Template	\$0.00	\$0.00	\$0.00	Two (2) weeks from contract execution
Release 1	1.024	Deliverable Review and Acceptance Procedures	\$865,268.00	\$778,741.20	\$86,526.80	One (1) week from contract execution
Release 1	1.025	ELC Gate Review Crosswalk	\$183,070.00	\$164,763.00	\$18,307.00	Two (2) weeks from contract execution
Release 1	1.026	ELC Gate Review Crosswalk	\$183,070.00	\$164,763.00	\$18,307.00	One month (1) prior to Crosswalk Phase
Release 1	1.027	ELC Gate Review Crosswalk	\$183,070.00	\$164,763.00	\$18,307.00	One month (1) prior to Crosswalk Phase
Release 1	1.028	ELC Gate Review Crosswalk	\$183,070.00	\$164,763.00	\$18,307.00	One month (1) prior to Crosswalk Phase
Release 1	1.029	Workflow Management Plan	\$1,086,542.00	\$977,887.80	\$108,654.20	One (1) month from contract execution
Release 1	1.030	Transition Plan	\$0.00	\$0.00	\$0.00	Six (6) months from contract execution
Release 1	1.031	Requirements Definition Session Schedule	\$410,495.00	\$369,445.50	\$41,049.50	One (1) month from contract execution
Release 1	1.032	Requirements Definition and Validation Plan	\$518,562.00	\$466,705.80	\$51,856.20	One (1) month from contract execution
Release 1	1.033	Requirements Session Meeting Minutes	\$496,788.00	\$447,109.20	\$49,678.80	Two (2) business days following the session for Release 1

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.034	Detailed Requirements Specification Template	\$214,240.00	\$192,816.00	\$21,424.00	One (1) month from contract execution
Release 1	1.035	Detailed Requirements Specification Document (RSD)	\$1,302,460.00	\$1,172,214.00	\$130,246.00	Two (2) weeks following the session for Release 1
Release 1	1.036	Requirements Traceability Matrix (RTM)	\$757,757.00	\$681,981.30	\$75,775.70	Two (2) weeks following the final requirements session for Release 1
Release 1	1.037	Detailed System Design Plan	\$866,478.00	\$779,830.20	\$86,647.80	One (1) month prior to start of design sessions for Release 1
Release 1	1.038	Detailed Design Session Schedule	\$431,181.00	\$388,062.90	\$43,118.10	Three (3) weeks prior to start of design sessions for Release 1
Release 1	1.039	Detailed Design Session Agendas	\$323,897.00	\$291,507.30	\$32,389.70	One (1) business day before identified session for Release 1
Release 1	1.040	Detailed System Design Session Meeting Minutes	\$425,966.00	\$383,369.40	\$42,596.60	Within two (2) business days of session for Release 1
Release 1	1.041	Online Application Template	\$649,210.00	\$584,289.00	\$64,921.00	One (1) business day before identified session for Release 1
Release 1	1.042	Enterprise Architecture and Implementation Plan	\$1,056,613.00	\$950,951.70	\$105,661.30	No later than two (2) weeks following the final design session for Release 1
Release 1	1.043	Physical and System Security Plan	\$997,747.00	\$897,972.30	\$99,774.70	No later than two (2) weeks following the final design session for Release 1
Release 1	1.044	System Generated Reports	\$950,027.00	\$855,024.30	\$95,002.70	Five (5) business days after the identified session(s) for Release 1

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.045	Detailed Design Specification Document (DSD)	\$1,116,167.00	\$1,004,550.30	\$111,616.70	No later than one (1) month following the final design session for Release 1. Design specifications can be incrementally delivered based on a schedule agreed to with the State.
Release 1	1.046	Updated Requirements Traceability Matrix (RTM)	\$643,168.00	\$578,851.20	\$64,316.80	Two (2) weeks following final detailed design session for Release 1
Release 1	1.047	Unit Test Plan and Checklist Template	\$940,512.00	\$846,460.80	\$94,051.20	One (1) month prior to beginning system construction (Release 1)
Release 1	1.048	Unit Test Checklists	\$0.00	\$0.00	\$0.00	Two (2) weeks prior to beginning of system test (Release 1)
Release 1	1.049	EA integrations for components available prior to the Construction and Configuration phase (i.e. ESB, MDM, DWH, IAM, EDMS, CC, BRE)	\$0.00	\$0.00	\$0.00	N/A
Release 1	1.050	Data Conversion Plan	\$870,789.00	\$783,710.10	\$87,078.90	One (1) month prior to start of data conversion activities
Release 1	1.051	Data Conversion Test Results	\$608,405.00	\$547,564.50	\$60,840.50	One (1) week following conversion testing activities
Release 1	1.052	Testing Plan	\$964,299.00	\$867,869.10	\$96,429.90	One (1) month prior to start of test execution Release 1
Release 1	1.053	EA Integration Testing Plan	\$340,236.00	\$306,212.40	\$34,023.60	One (1) month prior to start of test execution Release 1

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.054	Test Cases	\$1,111,341.00	\$1,000,206.90	\$111,134.10	One (1) month prior to start of test execution Release 1
Release 1	1.055	Business Continuity and Disaster Recovery Plan	\$887,861.00	\$799,074.90	\$88,786.10	Two (2) weeks prior to start of test execution Release 1
Release 1	1.056	Final Test Results	\$4,989,606.25	\$4,490,645.63	\$498,960.63	One (1) week following the completion of testing including any retesting required to demonstrate defect resolution - Release 1
Release 1	1.057	Training Plan	\$398,476.00	\$358,628.40	\$39,847.60	One (1) month after approval of Detailed System Design - Release 1
Release 1	1.058	Training Schedule	\$746,880.00	\$672,192.00	\$74,688.00	Two (2) months prior to start of training delivery - Release 1
Release 1	1.059	Training Materials	\$775,830.00	\$698,247.00	\$77,583.00	One (1) month prior to start of training delivery - Release 1
Release 1	1.060	Online training demonstration for Client Web Portal	\$443,875.00	\$399,487.50	\$44,387.50	One (1) month prior to implementation of the Client Web Portal - Release 1
Release 1	1.061	Completed Training Sessions	\$583,244.00	\$524,919.60	\$58,324.40	Completion of the Training Phase - Release 1
Release 1	1.062	Implementation Strategy	\$583,244.00	\$524,919.60	\$58,324.40	Six (6) months prior to implementation - Release 1
Release 1	1.063	Operational Readiness Walkthrough	\$583,244.00	\$524,919.60	\$58,324.40	One (1) week prior to Implementation – Release 1

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.064	"Go-Live" Support Plan	\$583,244.00	\$524,919.60	\$58,324.40	Two (2) months prior to implementation - Release 1
Release 1	1.065	Rollout Plan	\$579,977.00	\$521,979.30	\$57,997.70	Two (2) months prior to implementation - Release 1
Release 1	1.066	Updated System and Operational Documentation	\$474,371.00	\$426,933.90	\$47,437.10	One (1) week prior to implementation - Release 1
Release 1	1.067	Post-Implementation Operational Monitoring Plan	\$474,371.00	\$426,933.90	\$47,437.10	One (1) week prior to implementation - Release 1
Release 1	1.068	Agency documentation of E&E solution acceptance	\$4,118,634.25	\$3,706,770.83	\$411,863.43	Two (2) weeks prior to implementation Release 1
Release 1	1.069	Operations and Maintenance Plan	\$725,509.00	\$652,958.10	\$72,550.90	One (1) week prior to implementation - Release 1
Release 1	1.070	System documentation library	\$641,797.00	\$577,617.30	\$64,179.70	One (1) month prior to implementation - Release 1
Release 1	1.071	Retainage Pay Point #1	\$0.00	\$0.00	\$0.00	6 months after Implementation – Release 1
Release 1	1.072	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.073	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.074	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.075	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 1	1.076	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.077	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.078	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.079	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.080	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.081	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.082	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.083	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.084	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 1	1.085	Updated Design of Extended Scope	\$4,552,976.25	\$4,097,678.63	\$455,297.63	10 Days After Completion of Last Design Session
Release 1	1.086	Completion of Technical Training/Knowledge Transfer	\$4,027,976.25	\$3,625,178.63	\$402,797.63	10 Days After Implementation

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	2.001	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.002	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.003	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.004	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.005	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.006	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.007	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.008	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.009	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.010	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.011	Project Plan Baseline and Monthly Project Plan	\$136,828.00	\$123,145.20	\$13,682.80	(10) days after start of each month thereafter
Release 2	2.012	Project Management Plan: '- Quality	\$2,033,641.00	\$1,830,276.90	\$203,364.10	Thirty (30) days prior to Release 1

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
		Assurance/Quality Management Plan - Project Communication Plan - Risk Management Plan - Resource Management and Staffing Plan - Change Management Plan				
Release 2	2.013	Requirements Definition Session Schedule	\$114,360.00	\$102,924.00	\$11,436.00	Thirty (30) days prior to Release 1
Release 2	2.014	Requirements Definition and Validation Plan	\$181,056.00	\$162,950.40	\$18,105.60	Thirty (30) days prior to Release 1
Release 2	2.015	Requirements Session Meeting Minutes	\$279,042.00	\$251,137.80	\$27,904.20	Two (2) business days following the session for Release 2
Release 2	2.016	Detailed Requirements Specification Template	\$0.00	\$0.00	\$0.00	N/A
Release 2	2.017	Detailed Requirements Specification Document (RSD)	\$871,323.00	\$784,190.70	\$87,132.30	Two (2) weeks following the session for Release 2
Release 2	2.018	Requirements Traceability Matrix (RTM)	\$527,525.00	\$474,772.50	\$52,752.50	Two (2) weeks following the final requirements session for Release 2
Release 2	2.019	Detailed System Design Plan	\$505,019.00	\$454,517.10	\$50,501.90	One (1) month prior to start of design sessions for Release 2
Release 2	2.020	Detailed Design Session Schedule	\$359,814.00	\$323,832.60	\$35,981.40	Three (3) weeks prior to start of design sessions for Release 2

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	2.021	Detailed Design Session Agendas	\$111,617.00	\$100,455.30	\$11,161.70	One (1) business day before identified session for Release 2
Release 2	2.022	Detailed System Design Session Meeting Minutes	\$470,411.00	\$423,369.90	\$47,041.10	Within two (2) business days of session for Release 2
Release 2	2.023	Online Application Template	\$333,479.00	\$300,131.10	\$33,347.90	One (1) business day before identified session for Release 2
Release 2	2.024	Enterprise Architecture and Implementation Plan	\$911,270.00	\$820,143.00	\$91,127.00	No later than two (2) weeks following the final design session for Release 2
Release 2	2.025	Physical and System Security Plan	\$1,242,747.00	\$1,118,472.30	\$124,274.70	No later than two (2) weeks following the final design session for Release 2
Release 2	2.026	System Generated Reports	\$585,338.00	\$526,804.20	\$58,533.80	Five (5) business days after the identified session(s) for Release 2
Release 2	2.027	Detailed Design Specification Document (DSD)	\$1,361,167.00	\$1,225,050.30	\$136,116.70	No later than one (1) month following the final design session for Release 2. Design specifications can be incrementally delivered based on a schedule agreed to with the State.
Release 2	2.028	Updated Requirements Traceability Matrix (RTM)	\$594,346.00	\$534,911.40	\$59,434.60	Two (2) weeks following final detailed design session for Release 2
Release 2	2.029	Unit Test Plan and Checklist Template	\$396,146.00	\$356,531.40	\$39,614.60	One (1) month prior to beginning system construction (Release 2)

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	2.030	Testing Plan	\$512,512.00	\$461,260.80	\$51,251.20	One (1) month prior to start of test execution Release 2
Release 2	2.031	EA Integration Testing Plan	\$284,224.00	\$255,801.60	\$28,422.40	One (1) month prior to start of test execution Release 2
Release 2	2.032	Test Cases	\$1,259,698.00	\$1,133,728.20	\$125,969.80	One (1) month prior to start of test execution Release 2
Release 2	2.033	Business Continuity and Disaster Recovery Plan	\$552,804.00	\$497,523.60	\$55,280.40	Two (2) weeks prior to start of test execution Release 2
Release 2	2.034	Final Test Results	\$541,073.00	\$486,965.70	\$54,107.30	One (1) week following the completion of testing including any retesting required to demonstrate defect resolution - Release 2
Release 2	2.035	Training Plan	\$353,873.00	\$318,485.70	\$35,387.30	One (1) month after approval of Detailed System Design - Release 2
Release 2	2.036	Training Schedule	\$291,396.00	\$262,256.40	\$29,139.60	Two (2) months prior to start of training delivery - Release 2
Release 2	2.037	Training Materials	\$674,836.00	\$607,352.40	\$67,483.60	One (1) month prior to start of training delivery - Release 2
Release 2	2.038	Online training demonstration for Client Web Portal	\$217,802.00	\$196,021.80	\$21,780.20	One (1) month prior to implementation of the Client Web Portal - Release 2
Release 2	2.039	Completed Training Sessions	\$587,183.50	\$528,465.15	\$58,718.35	Completion of the Training Phase - Release 2

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	2.040	Implementation Strategy	\$474,371.00	\$426,933.90	\$47,437.10	Six (6) months prior to implementation - Release 2
Release 2	2.041	Operational Readiness Walkthrough	\$452,596.00	\$407,336.40	\$45,259.60	One (1) week prior to Implementation – Release 2
Release 2	2.042	“Go-Live” Support Plan	\$565,408.50	\$508,867.65	\$56,540.85	Two (2) months prior to implementation - Release
Release 2	2.043	Rollout Plan	\$565,408.50	\$508,867.65	\$56,540.85	Two (2) months prior to implementation - Release 2
Release 2	2.044	Updated System and Operational Documentation	\$565,408.50	\$508,867.65	\$56,540.85	One (1) week prior to implementation - Release 2
Release 2	2.045	Post-Implementation Operational Monitoring Plan	\$565,408.50	\$508,867.65	\$56,540.85	One (1) week prior to implementation - Release 2
Release 2	2.046	Agency documentation of E&E solution acceptance	\$503,470.50	\$453,123.45	\$50,347.05	Two (2) weeks prior to implementation Release 2
Release 2	2.047	Operations and Maintenance Plan	\$838,326.50	\$754,493.85	\$83,832.65	One (1) week prior to implementation - Release 2
Release 2	2.048	System documentation library	\$754,290.50	\$678,861.45	\$75,429.05	One (1) month prior to implementation - Release 2
Release 2	2.049	Retainage Pay Point #2	\$0.00	\$0.00	\$0.00	5 months after Implementation – Release 2
Release 2	2.050	Data Conversion Plan	\$245,000.00	\$220,500.00	\$24,500.00	One (1) month prior to start of data conversion activities
Release 2	2.051	Data Conversion Test Results	\$225,625.00	\$203,062.50	\$22,562.50	One (1) week following conversion testing activities

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	2.052	Unit Test Checklists	\$245,000.00	\$220,500.00	\$24,500.00	Two (2) weeks prior to beginning of system test (Release 2)
Release 1	3.001	Operations Issue Reports (Baseline)	\$895,679.00	\$806,111.10	\$89,567.90	Two (2) weeks prior to implementation – Release 1
Release 2	3.002	System Turnover Plan	\$558,084.00	\$502,275.60	\$55,808.40	Six (6) months prior to contract termination date
Release 2	3.003	System Requirements Statement	\$558,084.00	\$502,275.60	\$55,808.40	Six (6) months prior to contract termination date
Release 2	3.004	EA Enterprise Service Bus (ESB) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.005	EA Master Data Management (MDM) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.006	EA Data Warehouse (DWH) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.007	EA Identity and Access Management/Single Sign-On (IAM/SSO) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.008	EA Document Management (EDMS) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.009	EA Consumer Communications (CC) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.010	EA Business Rules Engine (BRE) Integration	\$0.00	\$0.00	\$0.00	N/A
Release 2	3.011	Lessons Learned document	\$697,605.00	\$627,844.50	\$69,760.50	One (1) month prior to contract termination
Release 2	3.012	Documentation Transfer	\$0.00	\$0.00	\$0.00	N/A

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Release 2	3.013	Transition Results Report	\$0.00	\$0.00	\$0.00	N/A
System Enhancement	4.001	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.002	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.003	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.004	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.005	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.006	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.007	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.008	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.009	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
						(10) days after start of each month thereafter
System Enhancement	4.010	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.011	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.012	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.013	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.014	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.015	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.016	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.017	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.018	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
						(10) days after start of each month thereafter
System Enhancement	4.019	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.020	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.021	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.022	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.023	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.024	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.025	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.026	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.027	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
						(10) days after start of each month thereafter
System Enhancement	4.028	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.029	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.030	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.031	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.032	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.033	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.034	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.035	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten (10) days after start of each month thereafter
System Enhancement	4.036	System Enhancement and Support Report	\$226,042.00	\$203,437.80	\$22,604.20	One (1) month from contract execution; ten

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
						(10) days after start of each month thereafter
M&O	N/A	Maintenance and Operations August 2018	\$332,409.00	\$332,409.00	\$0.00	Monthly
M&O	N/A	Maintenance and Operations September 2018	\$332,409.00	\$332,409.00	\$0.00	Monthly
M&O	N/A	Maintenance and Operations October 2018	\$332,409.00	\$332,409.00	\$0.00	Monthly
M&O	N/A	Maintenance and Operations November 2018	\$332,409.00	\$332,409.00	\$0.00	Monthly
			\$88,900,381.00	\$80,143,306.50	\$8,757,074.50	

Retainage Payments

Release	Deliverable ID	Deliverable Name	Deliverable Amount	Invoice Amount	Retainage Amount	Timeframe
Retainage	1.071	Retainage Pay Point #1	\$0.00	\$6,096,763.80	\$0.00	6 months after Implementation – Release 1
Retainage	2.049	Retainage Pay Point #2	\$0.00	\$2,660,310.70	\$0.00	5 months after Implementation – Release 2
			\$0.00	\$8,757,074.50	\$0.00	

Attachment 3(A): Revised Design, Development & Implementation Deliverable Description

Project Phase	Tasks	Deliverable#	Deliverable	Description
Start Up	<ul style="list-style-type: none"> • Initial Project planning • Set-up activities • Develop Project Management Plan • Define Deliverable Acceptance Criteria for project deliverables • Produce other Start-Up Phase Deliverables 	1.001-1.020	Project Plan Baseline and	Contractor will provide a Project Plan Baseline documented in an industry-accepted tool such as MS Project.
		1.072-1.084	Monthly Project Plan	This initial, baseline work plan will identify deliverables, tasks, subtasks, duration, start and end dates, and milestones required to complete the scope of work defined for the project and keep the project on track. The project plan baseline is the fixed work plan that will be used for tracking progress of the project and contract performance.
		2.001-2.011		
		1.021	Project Management Plan:	The contractor will develop a comprehensive master project management plan to include the Work Breakdown Structure, Risk Management Plan, Resource and Staff Management Plan, Communication Plan, Scope Management Plan, Quality Assurance/Quality Monitoring Plan, deliverable approval process, and milestones.
		2.012	<ul style="list-style-type: none"> - Quality Assurance/ Quality Management Plan - Project Communication Plan - Risk Management Plan - Resource Management and Staffing Plan - Change Management Plan 	<p>The Project Management Plan may be broken into separate files, but should be considered components of the Project Management Plan. The sub-plans will include:</p> <p>Quality Assurance/Quality Management Plan – Contractor will develop a plan that describes quality assurance activities and tasks to be performed and processes and procedures for conducting quality assurance activities.</p> <p>Communication Plan: Contractor will develop a plan describing the Contractor's approach to managing communications internally with their own organization and with the State and externally with stakeholders. The plan should include identification of planned communication tools, formats, frequency, etc.</p> <p>Risk Management Plan – Contractor will develop a plan describing how the Contractor will manage risks including identification, escalation, tracking, and resolution. The plan will include discussion/description of the tool(s) that will be used to support management of risks.</p> <p>Resource and Staffing Management Plan - Contractor will develop a plan describing the Contractor's approach to resource management</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
				including staff training, staff retention, staff replacement and any tools to support resource management. Change Management Plan - Contractor will develop a plan that describes the mutually agreed to processes for managing task orders.
		1.022	Phase Entrance and Exit Criteria	Contractor will establish documented entrance and exit criteria for each phase and the process for State validation of the achievement of criteria. The entry and exit criteria will define whether the solution meets quality criteria to advance to the next level of testing until finally accepted by the business for production operation.
		1.023	Monthly Status Report Template	Contractor will provide a template for the Monthly Status Report that demonstrates the format containing elements required by the State.
		1.024	Deliverable Review and Acceptance Procedures	Contractor will provide established procedures for accommodating a walkthrough and Agency review of deliverable outline and draft documents to ensure common understanding of the purpose and content of documentation prior to final version delivery. Contractor will work with the State to define the process and procedures for Deliverable Review and Acceptance. This will include defining acceptance criteria for all project deliverables.
		1.025	ELC Gate Review Crosswalk	Contractor will develop a crosswalk that describes how the Contractor's E&E solution project deliverables align with CMS ELC Gate Reviews that will be conducted throughout the course of the Contract.
		1.026		
		1.027		
		1.028		
		1.029	Workflow Management Plan	Contractor will summarize the Contractor's workflow tools and describe the Contractor's approach to identifying and implementing workflows specific to the E&E solution.
		1.030	Transition Plan	Transition is defined as those activities that the Contractor is required to perform upon termination of the contract in situations in which the Contractor must transition contract operations to the State or a third party. The transition requirements are applicable upon any termination

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<p>of the contract: 1) initiated by the Contractor, 2) initiated by the State, or 3) at the expiration of the contract period and any extensions. In the event the contract is terminated for any reason, the Contractor shall:</p> <p>Comply with all terms and conditions stipulated in the contract until the termination effective date.</p> <p>Comply with direction provided by the State to assist in the orderly transition of equipment, services, software, leases, etc. to the State or a third party designated by the State.</p> <p>Contractor must provide a Transition Plan within 6 months of contract start date, unless other appropriate timeframes have been mutually agreed upon by both the Contractor and the State. The Contractor shall address the turnover of records and information maintained by the Contractor. The Transition Plan must be a comprehensive document detailing the proposed schedule, activities and resource requirements associated with the transition tasks. The Transition Plan must be approved by the State.</p> <p>If the contract is not terminated by written notification, the Contractor shall propose a transition plan six months prior to the end of the contract period, including any extensions to such period. The Contractor shall address the possible turnover of the records and information maintenance to either the State or a third party designated by the State. The transition plan must be a comprehensive document detailing the proposed schedule, activities, and resource requirements associated with the transition tasks. The transition plan must be approved by the State.</p> <p>As part of the Transition Plan, the Contractor must provide the State with copies of all relevant Member data, documentation, or other pertinent information necessary, as determined by the State, for the State or a subsequent Contractor to assume the operational activities successfully. This includes correspondence, documentation of ongoing outstanding issues, and other operations support documentation. The Contractor will describe the Contractor's approach and schedule for transfer of all data and operational support information as applicable. The information must be supplied in media and format specified by the State and according to the schedule approved by the State</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description		
				<p>Upon written request from the State, an updated Transition Plan should be compiled, completed and submitted to the State within thirty (30) business days.</p> <p>Thirty (30) days following turnover of operations, the Contractor must provide the State with a transition results report documenting the completion and results of each step of the transition plan. Transition will not be considered complete until this document is approved by the State.</p> <p>The Contractor also must pay any and all additional costs incurred by the State that are the result of the Contractor's failure to provide the requested records, data or documentation within the time frames agreed to in the Transition Plan.</p> <p>The Contractor must maintain all files and records related to Medicaid Recipients until the resolution of all litigation, financial management review or audit pertaining to the contract. The Contractor must agree to repay any valid, undisputed audit exceptions taken by the State in any audit of the contract.</p>		
Detailed Requirement Definition	<ul style="list-style-type: none"> • Validate and further define the architecture and requirements • Submit Detailed Requirements Definition Phase Deliverables 	1.031	Requirements Definition Session Schedule	<p>Contractor will provide a schedule identifying the topic, date, time, and recommended stakeholders for each Requirements Definition Session. The key activities to be performed during the Detailed Requirement Definition Phase include planning, initiating and validating system requirements. Requirements are validated during Requirements validation sessions hosted by Deloitte and held in a mutually agreeable office location. The State identifies SMEs across field operations, policy, training, and technology to assist in the validation of requirements.</p>		
		2.013				
		1.032	Requirements Definition and Validation Plan		<p>Contractor will develop a plan outlining the approach to definition and validation of requirements including discussion of tools used to track issues and capture potential training considerations.</p>	
		2.014				
		1.033	Requirements Session Meeting Minutes			<p>Contractor will document the discussion for each Requirements Session meeting and provide electronic meeting minutes/documentation from each session.</p>
		2.015				
1.034	Detailed Requirements Specification Template	<p>Contractor will develop a template to be used for the Detailed Requirements Specification document that includes specifications for Contractor-proposed modules and/or functional areas.</p>				
2.016						

Project Phase	Tasks	Deliverable#	Deliverable	Description	
		1.035 2.017	Detailed Requirements Specification Document (RSD)	The Contractor will develop a draft Requirements Specification Document (RSD) for contractor-proposed system components/modules and/or functional areas for submission to the Agency. The RSD reflects requirements including the business rules gaps identified in the review of business rules.	
		1.036 2.018	Requirements Traceability Matrix (RTM)	Contractor will develop a matrix that tracks detailed requirements to RFP requirements.	
		1.037 2.019	Detailed System Design Plan	Contractor will develop a plan describing tools to be used, the issue tracking approach for detailed design sessions, how training considerations will be captured during sessions, and the proposed format for the detailed design specification document.	
Design	<ul style="list-style-type: none"> • Complete the Design and Definition of the following in conformance with the requirements that were validated during the Detailed Requirements Definition Phase: <ul style="list-style-type: none"> - Reports - Data - Interfaces o See Appendix 2 - DHH ADABAS Systems/Interfaces and Functions <ul style="list-style-type: none"> - Screens - Business Rules • Submit Detailed System Design Plan that lays out: <ul style="list-style-type: none"> - Tools to be used 	1.038 2.020	Detailed Design Session Schedule	Contractor will provide a schedule for facilitated detailed design sessions.	
		1.039 2.021	Detailed Design Session Agendas	Contractor will provide agendas that include a description of session topic, list of suggested participants, and flow of session.	
		1.040 2.02	Detailed System Design Session Meeting Minutes	Contractor will provide meeting notes including decisions made during the session, justification for changes to requirements, outstanding issues requiring follow-up, and impacts to future detailed design sessions.	
		1.041 2.023	Online Application Template	Contractor will provide a recommended draft template/functionality for the online application(s) based on program and Agency rules.	
		1.042 2.024	Enterprise Architecture and Implementation Plan	Contractor will describe their approach to developing, implementing, and integrating the solution components in the E&E solution project.	
		1.043 2.025	Physical and System Security Plan	Contractor will provide a plan that describes the Contractor's approach and implementation of E&E solution security design.	
		1.044 2.026	System Generated Reports	Contractor will provide agency-defined system generated reports as identified in the Detailed Requirement Specification Document Deliverable	
		1.045			

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> - Approach to issue tracking including items from the design sessions and future training considerations identified during the design sessions - Format of the Detailed Design Specification Document (DSD) • Conduct Joint Application Design (JAD) sessions • Conduct technical design working sessions • Define Data Architecture • Define Integration Architecture • Define Application Architecture • Design Logical Data Model • Produce Physical Data Model • Submit Design Phase Deliverables 	2.027	Detailed Design Specification Document (DSD)	Contractor will develop a DSD that reflects the design as defined in the facilitated design work sessions. Detailed design specifications may be delivered incrementally, as they are developed for each functional component or module, with final approval when all are approved. The DSD must also include a Systems Documentation Template depicting the outline for the proposed contents of the system documentation for the E&E solution.
		1.046	Updated Requirements Traceability Matrix (RTM)	Contractor will provide an updated RTM based on any changes resulting from detailed design sessions.
		2.028		
		1.047	Unit Test Plan and Checklist Template	Contractor will provide a plan that describes Contractor's approach, methodology and schedule for unit testing as well as a template for the unit test checklist that will be used by developers. The Checklist Template should depict the module being unit tested, placeholder for developer's signature, checklist criteria, attestation that the module is ready for integration/system test.
		2.029		
1.085	Updated Design of Extended Scope	The Detailed Design Specification Document (DDSD) will be updated to reflect the design as defined in the Joint Application Design Sessions and EDT process for Sprint 1, 2, 3, and 4.		
Construction and	• Build and configure the LA	1.048	Unit Test Checklists	Contractor will submit filled out unit test checklist template listing the modules that are unit tested.

Project Phase	Tasks	Deliverable#	Deliverable	Description
Configuration	Medicaid E&E solution <ul style="list-style-type: none"> • Establish and coordinate testing strategies • Complete Unit Testing on the LA Medicaid E&E solution • Develop Software Build and Migration Plan • Implement Technical Architecture • Implement Physical Database • Develop Application Components • Develop Data Conversion Components • Develop Integration Components • Develop Rule Components • Develop Integrations with Enterprise Architecture (EA) components available prior to the Construction and Configuration phase 	1.049	EA integrations for components available prior to the Construction and Configuration phase (i.e. ESB, MDM, DWH, IAM, EDMS, CC, BRE)	

Project Phase	Tasks	Deliverable#	Deliverable	Description
Data Conversion	Define Conversion Strategy: <ul style="list-style-type: none"> • Define goals for conversion and overall approach and roadmap to meet those goals. • Define Team organization structure, roles and responsibilities • Define resource requirements including people, hardware and software • Identify risks/issues Develop Conversion Plan: <ul style="list-style-type: none"> • Define all activities, schedules and milestones • Specify how and when data cleansing is performed, and back-end data reporting Conduct Legacy Study/Data Mapping: <ul style="list-style-type: none"> • Identify legacy data sources and 	1.050	Data Conversion Plan	Contractor will provide a Data Conversion Plan that describes the Contractor's comprehensive approach to meeting the detailed conversion requirements outlined in the RFP including State participation in conversion activities, a test plan that provides sample use cases and test data, post-migration cleanup, and contingency procedure. The plan will also include, but not be limited to, the description of software tools to be used, resources and assumptions, testing approach, and progress tracking and reporting approach. Reports on historical legacy data will not be part of conversion. Only a snapshot of the active case as of the date of production conversion will be included. Contractor Responsibilities: <ul style="list-style-type: none"> • Understand the data in the legacy system • Create the plan and the strategy for data conversion • Drive data mapping sessions and understand the conversion of data • Create Data mapping for each program • Define the automated process for conversion of data that is present as per the agreed upon format • Define manual conversion for data that fails the rules set for automated conversion State Responsibilities: <ul style="list-style-type: none"> • Provides the data for initial analysis and for final conversion • Review and accept Data Conversion Plan • SMEs for Legacy systems to help analyze data structure and existing business processes • Communicate issues identified during data mapping sessions • Accept Data Mapping created for each program • Provide Legacy production data in agreed upon format • Make modifications needed to the legacy systems to support conversion activities; these will be identified, designed, developed and tested in alignment with the System application development timeline
		1.051	Data Conversion Test Results	The Contractor will provide documentation of the test results that demonstrate a comparison that transferred programs, files, utilities, etc. were migrated successfully.

Project Phase	Tasks	Deliverable#	Deliverable	Description
	define criteria for conversion <ul style="list-style-type: none"> • Establish data validation rules • Define mappings for legacy data elements Construct Conversion Software: <ul style="list-style-type: none"> • Create tables/entities, jobs and scripts to extract data from legacy sources • Create data element mappings in ETL • Create scripts and jobs to execute mappings and automation Conversion Prep: <ul style="list-style-type: none"> • Test data extracts • Text and validate data mappings • Conduct internal data validation checks including business rules and referential integrity checks • Correct conversion software 			

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> • Identify and report data issues • Perform data clean-up as per the defined schedule Continual Conversion Enhancement: <ul style="list-style-type: none"> • Measure conversion execution time • Perform data cleansing Converted Data: <ul style="list-style-type: none"> • Execute conversion software and mapping rules using ETL tool to convert data • Flag legacy cases/clients as “converted” • Provide statistics on conversion processing 			
Testing	<ul style="list-style-type: none"> • Develop and Submit Testing Plan • Manage the Testing Process including: <ul style="list-style-type: none"> – Unit and Integration Testing 	1.052	Testing Plan	Contractor will provide a plan describing the Contractor’s approach to each type of testing specified in the RFP, how and where defects will be tracked, how testing data will be maintained so testing will be indicative of production results, and contains detailed test scripts with expected results. Testing is a discipline and parts of testing occur throughout the project lifecycle. Test plan development occurs in the Design phase, unit and performance testing in the Construction and Configuration phase, and the Production validation testing in the Transition phase.
		2.030		

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> - Interface and Batch testing - Conversion Testing - User Acceptance Testing - Performance/Stress Testing • Complete Independent Validation and Verification testing • Deploy and Test patches and bug fixes • Submit Testing Phase Deliverables 			<p>During test planning, Contractor will formulate the comprehensive system integration test plan with the objective of confirming that the code modules work as specified and that the system as a whole performs as defined in the requirements and system design. Contractor will review the traceability between functional and technical requirements as well as check consistency with requirements. The test plan will include the following test phases:</p> <p>Unit Test - Isolated testing of a specific software code change from a code-level. Confirms the application components adhere to the project associated coding standards and guidelines</p> <p>Installation Test - Smoke testing performed after each build to verify most important functions work correctly. Validates that a new build are not affect previously operational systems and integration points.</p> <p>Functional/System Test - Functional testing of an isolated piece of functionality. Ability to quickly confirm that the complete/integrated solution meets business requirements</p> <p>Integration Test - End to end functional testing across multiple components. Collaboratively test with external vendors and systems to identify gaps and prepare for end to end testing that encompasses complete business scenarios.</p> <p>Security Test - Including penetration and vulnerability assessments such as SQL Injection tests. Tests results are supplied to Louisiana and quickly allow State IT staff to confirm security requirements are met.</p> <p>Stress/Performance Test - To determine the load that can be placed on the system; it is imperative this occur on a production-like environment. Validates that performance, load balance, and capacity benchmarks from the non-functional requirements are met before UAT.</p> <p>Conversion Test - To validate the cutover activities that occur as programs are migrated to the LA Medicaid E&E solution. Identifies data quality problems in the conversion process early.</p> <p>User Acceptance Test (UAT) - The opportunity for Louisiana to do its own round of hands on testing to validate that the solution meets their requirements. Early involvement in the design, development, and testing process and have the opportunity to be familiar with the system well before UAT.</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
				Backup/Disaster Recovery Test - To conduct complete fault tolerance and disaster recovery execution of the system. Provides a process by which Louisiana can return to a secure state in the event of a catastrophic event.
		1.053 2.031	EA Integration Testing Plan	Contractor will provide a plan describing the Contractor's approach on how the E&E solution will be adjusted to integrate and use all of the EA components once they become available
		1.054 2.032	Test Cases	Contractor will design, implement, and document detailed test cases for each sub-phase of testing. Test cases should include IDs, detailed steps, expected results, actual results (where appropriate), and be traceable to requirements listed in this contract in the RTM. All test cases will be released to the State upon request.
		1.055 2.033	Business Continuity and Disaster Recovery Plan	Contractor will provide a plan that covers emergencies that could interrupt the ability of the State to access and/or use the E&E solution for business purposes. The Plan must address recovery of business functions, units, processes, human resources, and technology infrastructure. Contractor will conduct an annual test of the Disaster Recovery Plan and provide subsequent written report outcomes, corrective actions and revisions, if necessary.
		1.056 2.034	Final Test Results	Contractor will provide results documentation demonstrating the successful execution of test scripts (e.g. screenshots, report, other outputs), any defects identified during testing, and the final state of each test script and defect. Results should indicate the system is ready for production.
		1.057 2.035	Training Plan	Contractor will provide a plan describing the Contractor's approach to training Contractor and State staff on the E&E solution. The plan will include the training methodology; course information with expected topics, timeframes, target audience, method of delivery, and evaluation method; and training course synopsis providing sample content. The goals of training are to make sure that State key staff are able to deliver effective training such that, and key non-technical staff are self-sufficient and can manage and operate the new system on upon each release.

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<p>The Contractor will provide a training plan that will include, but not be limited to, the following training requirements:</p> <ol style="list-style-type: none"> 1) How to use Eligibility and Enrollment System <ul style="list-style-type: none"> - Must provide on-site training at one or more DHH-specified locations training up to fifty (50) key staff (Train-the-Trainer). - Must include self-paced online courses which allow Members to start, stop, pause and restart as necessary. - Must have the ability to document and verify that training has taken place. - Must include training materials 2) How to operate and maintain Eligibility and Enrollment System <ul style="list-style-type: none"> - On-site training must be provided at DHH for key non-technical staff responsible for operating and maintaining the system. All training material must be provided in electronic form and submitted to DHH for review prior to training sessions. In addition to on-site training, self-paced online courses with start, stop, pause and restart options must also be included. Training must include, but is not limited to: <ul style="list-style-type: none"> - Enterprise Service Bus (ESB) management - Master Data Management (MDM) - Business Intelligence management - Identity and Access Management - Document Management - Consumer Communications management - Business Rules management <p>The Contractor's training approach will include four main stages: Plan, Develop, Deploy and Post-Implementation:</p> <ol style="list-style-type: none"> 1) Plan <ul style="list-style-type: none"> Contractor's Responsibilities: <ul style="list-style-type: none"> • Conduct Training Needs Assessment • Develop Training Plan and Schedule State's Responsibilities: <ul style="list-style-type: none"> • Identify Training Needs Assessment Stakeholders (Key Staff) • Identify Subject Matter Experts to Advise Training Development 2) Develop <ul style="list-style-type: none"> Contractor's Responsibilities: <ul style="list-style-type: none"> • Design and Develop Online Courses and Train-the-Trainer Training Curriculum and Materials

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<ul style="list-style-type: none"> • Build Training Environment <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Subject Matter Experts Provide Input into Online Courses and Train-the-Trainer Training Material Content • Reviews and Approves Online Courses and Train-the-Trainer Training Materials <p>3) Deploy</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Execute Training Logistics • Deploy Online Courses • Deliver Train-the-Trainer Training • Verify and Monitor Training Progress and Completion <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Identify Training Facilities • Respond to Program/Policy Questions During Train-the-Trainer Training <p>4) Post-Implementation</p> <p>Contractor's Responsibilities:</p> <ul style="list-style-type: none"> • Support Training Delivery • Review and Update Training Materials <p>State's Responsibilities:</p> <ul style="list-style-type: none"> • Support Training Delivery • Review and Update Training Materials <p>All Training Plans will be reviewed and approved by the State prior to the start of specified training to facilitate comprehensive trainings.</p>
		1.058	Training Schedule	<p>Contractor will provide a schedule for training delivery that will provide details including training locations and durations.</p> <p>Contractor will work closely with the State Training Manager to determine the appropriate scope, target audience groups, and appropriate time frame to deliver the most efficient and cost-effective training delivery program for the project.</p> <p>The Training Schedule will be reviewed and approved by the State prior to the start of training to facilitate comprehensive trainings.</p>
		2.036		
Training	Contractor Tasks:	1.059	Training Materials	Contractor will provide complete training materials developed based on approval of the course synopsis information included in the Training

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<ul style="list-style-type: none"> • Conduct Training Needs Assessment • Develop Training Plan and Schedule • Design and Develop Online Courses and Train-the-Trainer Curriculum and Materials 	2.037		<p>Plan. Training Materials should include any evaluation tools (e.g. learning checks). This includes: all Instructor Lead Training (ILT) materials; Computer Based Training (CBT) materials; and application student guides as described in the Implementation Plan.</p> <p>All training materials will be provided in an electronic format and submitted to State for review and approval prior to the start of training to facilitate comprehensive trainings.</p>
	<ul style="list-style-type: none"> • Build Training Environment • Execute Training Logistics • Deploy Online Courses 	1.060	Online training demonstration for Client Web Portal	Contractor will develop an online training demonstration that clients may select to take them through the self-screening tool and the Online Application.
	<ul style="list-style-type: none"> • Deliver Train-the-Trainer Training • Verify and Monitor Training Progress and Completion • Support Training Delivery • Review and Update Training Materials 	2.038		
	<ul style="list-style-type: none"> • State Tasks: Identify Training Needs Assessment Stakeholders (Key Staff) • Identify Subject Matter Experts to 	1.061	Completed Training Sessions	<p>Contractor will provide train-the-trainer sessions for Agency and other State Contractor staff who will assume the responsibility for training new E&E solution users.</p> <p>Training will include:</p> <ul style="list-style-type: none"> • How to Use the Eligibility and Enrollment System • Online Courses (Web-based Training) • Train-the Trainer Training • Training Environment • Post-Go Live Support <p>How to Operate and Maintain the Eligibility Enrollment System</p> <ul style="list-style-type: none"> • On-Site Training • Online Courses (Web-based Training) <p>Online Courses (Web-based Training) – For each release, Contractor will develop self-paced online courses aimed at clients and community partners in order to familiarize them with the functionality that will be available to them in the LA Medicaid E&E solution.</p> <p>Train-the-Trainer (TTT) - Contractor will design a TTT training approach in order for State key staff to become proficient in the system's business functions in order to effectively deliver end user training on the system. The TTT training will be provided for each</p>
		2.039		

Project Phase	Tasks	Deliverable#	Deliverable	Description
	<p>Advise Training Development</p> <ul style="list-style-type: none"> • Subject Matter Experts Provide Input into Online Courses and Train-The-Trainer Training Material Content • Reviews and Approves Online Courses and Train-The-Trainer Training Materials • Identify Training Facilities • Respond to Program/Policy Questions During Train-The-Trainer Training • Support Training Delivery • Review and Update Training Materials 			<p>release, and training curriculum will be tailored to the specific functionality within each Go-Live. TTT training will complement and build upon that information with interactive exercises that mirror actual business processes. Contractor will provide on-site TTT training for up to fifty (50) key staff. During the delivery of TTT, Contractor will provide two (2) trainers in each classroom, one serving as the primary trainer and the other serving as the assistant to the trainer. The two trainers coordinate with State program and policy staff to document and provide the answers to questions that arise in the training classroom that require follow-up. Contractor will follow up on system related questions and processes, while coordinating with State staff to answer business and policy related questions. Training sessions for TTT will accommodate up to twenty (20) key staff per class, with a maximum of four (4) classes total being held in a centrally-located facility provided by the State. The training will occur in close proximity to the LA Medicaid E&E Project site. The State will facilitate the scheduling and registration of trainees for these sessions. Contractor will coordinate attendance tracking and evaluations to verify that training has taken place and to capture feedback and comments after the TTT training has concluded.</p> <p>For both on-site training and Web-based training, Contractor will work with the State to employ tracking mechanisms to document and confirm that training sessions took place and staff attendance.</p> <p>Training Environment – The Training Environment will provide the ability to allow key staff to become familiar with the LA Medicaid E&E solution through extensive hands-on practice exercises, system simulations and walk-throughs of realistic business scenarios. The Contractor will develop and maintain a Training Environment that will be used during and after on-site training that will mirror the final production environment.</p> <p>Post-Go-Live Support - Upon completion of on-site training, Contractor and State will review training reports and evaluations and collaborate to determine whether any additional training requirements or materials, including interviewing key staff for feedback and suggestions. Contractor will work with the State to review these recommendations for improvement and include the prioritized feedback and changes into the training program for the Release 2 training delivery. After each</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
				<p>release, Contractor will work with the State to identify any changes required to the online courses and/or on-site training material. Updates required based on system enhancements will be scoped inside new maintenance releases.</p> <p>Upon implementation of the LA Medicaid E&E solution, Contractor will provide functional analysts to serve as post-implementation field support staff for each system release. By having system specialists on-site, this “high-touch” approach minimizes delays and helps identify and resolve system issues faster. Also as part of Contractor’s “high touch” approach, Contractor will centrally manage both release Go-Lives via a Command Center centrally located near the LA Medicaid E&E project site for two weeks post Go-Live. The Command Center will serve as a centralized location for coordination, communication, and issue escalation. The Command Center will be empowered to rapidly analyze issues and provide timely decisions. The Command Center will be staffed with a mix of Contractor and State resources that have specific roles to facilitate the open communication and timely issue resolution that will be key to a successful implementation.</p>
		1.062	Implementation Strategy	<p>Contractor will develop a strategy that describes the mutually agreed to approach to phased rollout of E&E solution proposed implementation schedule, issue tracking process, communication and help desk procedures, Contractor and Agency roles and responsibilities, and approach to operational readiness walkthrough including the operational readiness criteria.</p> <p>The Contractor’s Implementation Team will provide oversight and coordination of statewide implementation support activities. At a minimum, the following will be including in the Implementation Plan:</p> <ul style="list-style-type: none"> • Project guidelines • Execution Approach • Implementation roadmap • Governance structure
		2.040		
		1.063	Operational Readiness Walkthrough	<p>Validate the Contractor’s, System’s and State’s operational readiness. Contractor will provide an Operational Readiness Walkthrough at DHH for key non-technical staff responsible that will be operating and maintaining the system.</p>
		2.041		

Project Phase	Tasks	Deliverable#	Deliverable	Description
		1.086	Completion of Technical Training/Knowledge Transfer	Provision of technical training and knowledge sharing as defined in Section 3.11 of the Statement of Work for the following sections: Code Structure, Batch Processing, and Build and Deployment.
Implementation & Rollout	<ul style="list-style-type: none"> • Establish and Approve Implementation Plan that includes the following: <ul style="list-style-type: none"> – Project guidelines – Execution approach – Implementation roadmap – Governance structure • Implement the LA Medicaid E&E solution • Submit Implementation & Rollout Phase Deliverables 	1.064	"Go-Live" Support Plan	<p>Contractor will document the onsite and offsite user support provided by the Contractor and Agency during the initial E&E solution implementation.</p> <p>Upon completion of on-site training, Contractor and the State will review training reports and evaluations and collaborate to determine whether any additional training requirements or materials, including interviewing key staff for feedback and suggestions. Contractor will work with the State to review these recommendations for improvement and include the prioritized feedback and changes into the training program for the Release 2 training delivery. After each release, Contractor will work with the State to identify any changes required to the online courses and/or on-site training material. Updates required based on system enhancements will be scoped inside new maintenance releases.</p> <p>Upon implementation of the LA Medicaid E&E solution, Contractor will provide functional analysts to serve as post-implementation field support staff for each system release. Contractor will centrally manage both release Go-Lives via a Command Center centrally located near the LA Medicaid E&E project site for two weeks post Go-Live. The Command Center will serve as a centralized location for coordination, communication, and issue escalation. The Command Center is empowered to rapidly analyze issues and provide timely decisions. The Center will be staffed with a mix of Contractor and State resources that have specific roles to facilitate the open communication and timely issue resolution that is key to a successful implementation. Contractor will develop and provide a "Go-Live" Support Plan.</p>
		2.042		
		1.065	Rollout Plan	<p>Contractor will provide a plan that details planning and roadmaps for managing all System releases (if applicable). This includes managing dependencies across releases along with handling technology stacks, databases and infrastructure to match the rollout needs.</p> <p>The plan will explain how the Contractor will support the State's implementation/rollout needs across staging, readiness, and deployment. The plan will also identify tools and techniques that will be</p>
		2.043		

Project Phase	Tasks	Deliverable#	Deliverable	Description
				used to support the proper sequencing of deployment processes and functions for the project and to help verify that the application is ready for pilot and statewide rollout.
		1.066	Updated System and Operational Documentation	Contractor will provide System and operational documentation that represents the production system to be implemented.
		2.044		
		1.067	Post-Implementation Operational Monitoring Plan	Contractor will provide a plan describing methods and schedule for the State to conduct post-implementation monitoring of system operations related to performance standards outlined in this contract.
		2.045		
		1.068	Agency documentation of E&E solution acceptance	Contractor will request formal acceptance of the E&E solution as operational, in Production, according to State-defined acceptance criteria.
		2.046		
		1.069	Operations and Maintenance Plan	Contractor will provide a plan that describes data center operations, approach to monitoring daily operations performance, approach to performing maintenance functions, ongoing defect management processes, security management processes, a Help Desk Support Plan, system documentation, approach to archiving requirements, proposed staffing model and approach to production of and submission of operations issue reports to the State.
		2.047		
		1.070	System documentation library	Contractor will provide a searchable library, with highly flexible search criteria to enable a user to quickly find needed information in policy manuals, training material, implementation memos, etc. and all help functions.
		2.048		

Project Phase	Tasks	Deliverable#	Deliverable	Description
Operations & Maintenance	See Operations and Maintenance in Attachment I – Statement of Work for tasks and associated roles for each	3.001	Operations Issue Reports	Contractor will provide reports that document an operational problem, when the problem was identified, nature of the problem, and expected impact on on-going functions, a corrective action plan, and expected time of problem resolution.
		3.002	System Turnover Plan	<p>Contractor will provide a plan that describes approach to turnover, tasks and subtasks for turnover, schedule for turnover, documentation update procedures during turnover, and description of Contractor coordination activities that will occur during the turnover task to ensure the continued system and services are deemed appropriate by the State.</p> <p>Contractor will develop and provide a System Turnover Plan which will address the following components: Transfer of Data, Documentation, Roles and Responsibilities, staff skills, tools and delivery methods necessary to take over the E&E solution.</p> <p>Contractor will work with the State to define a comprehensive list of documentation, artifacts and work products that need to be transferred at the time of transition. The transfer of documentation will be accompanied by knowledge transfer activities with experienced technologists who are specialists in their fields to help State staff or a third party understand how to use and maintain every transferred component.</p> <p>Transition Results Report - Contractor will work closely with the State to define objectives and success criteria during transition planning. After transition activities take place, Contractor will evaluate them against commonly established criteria to measure effectiveness and recommend next steps in the Transition Results Report.</p>
		3.003	System Requirements Statement	Contractor will provide a statement that describes what would be required by the State or another Contractor to fully take over system, technical, and business functions outlined in the contract(s).
EA Integration	Implement remaining integrations with Enterprise Architecture (EA) components that	3.004	EA Enterprise Service Bus (ESB) Integration	<p>Contractor will implement the Enterprise Service Bus (ESB) as a core component of Release 1.</p> <p>The Enterprise Service Bus (ESB) orchestrates a number of business services in Release 1.</p> <p>As part of Release 1, the Medicaid E&E solution will integrate with the DCFS Print Shop, Scanners, LaHIPP, DCFS, MMIS, IVR System,</p>

Project Phase	Tasks	Deliverable#	Deliverable	Description
	became available only after the Construction and Configuration phase			DHH Accounts Payable, App Center Management & Payment, and Facility Notification System (FNS). This integration will be facilitated by the Enterprise Service Bus, where possible.
		3.005	EA Master Data Management (MDM) Integration	Contractor will integrate the Master Data Management (MDM) as part of Release 1. The management of hierarchal data is achieved in Release 1 through the use of the Master Data Management product and techniques to collect, and manage master data. The Master Person Index realizes the vision for the MDM Enterprise Architecture in Release 1.
		3.006	EA Data Warehouse (DWH) Integration	Contractor will integrate the Data Warehouse in Release 2. With the worker and self-service portals operating with full functionality, data is exposed and shared with the Data Warehouse (DWH). The Data Warehouse will be capable of accepting the data and will use a set of services to achieve analytics and reports.
		3.007	EA Identity and Access Management/Single Sign-On (IAM/SSO) Integration	Contractor will integrate Identity and Access Management as part of Release 1. Users will be able to seamlessly and securely log in to the worker and self-service features. Identity will be managed using the features of the IAM solution and made visible through security management in the worker portal and the MyAccount in the self-service portal. Account management features in Release 1 will save time and money for support staff. Security is a key component of the first release so that staff are able to access and process cases securely.
		3.008	EA Document Management (EDMS) Integration	In Release 1, the Enterprise Document Management component is implemented through a set of services that connect the existing scan solution and exposes the meta-data, and documents to the worker
		3.009	EA Consumer Communications (CC) Integration	Contractor will integrate Consumer Communications as part of Release 1. Consumer Communications, enabled by HP Exstream, will allow important notices of decision, denial, and approval to be sent to applicants and recipients. Service enabled, the HP Exstream engine, will provide a number of services for document generations and communication routing and distribution.

Project Phase	Tasks	Deliverable#	Deliverable	Description
		3.010	EA Business Rules Engine (BRE) Integration	Contractor will implement the Business Rules Engine as a core component of Release 1. The Business Rules Engine (BRE) will enable the Medicaid policy into a real time, machine driven way to make benefit determinations in a matter of seconds. The business rules engine will be service enabled and offer a number of pre-built services to run eligibility. This will be made available to the worker portal in Release 1 and the self-service portal in Release 2.
Turnover	<ul style="list-style-type: none"> • Documentation Transfer • Transitions Results Report • Perform system health checks for the first 30 days after Release 1 go-live • Transition health checking to technical management staff at OTS 	3.011	Lessons Learned document	Contractor will provide a document that describes valuable lessons learned during the E&E solution phases.
		3.012	Document Transfer	Contractor will provide the mutually agreed upon list of documentation, artifacts and work products that need to be transferred at the time of transition.
		3.013	Transition Results Report	After transition activities take place, Contractor will evaluate them against mutually agreed criteria to measure effectiveness and recommend next steps in the Transition Results Report.
System Enhancement and Support		4.001-4.036	System Enhancement and Support Report	Contractor will provide monthly System Enhancement and Support reports to the State. These Reports may include: Work accomplished for each work period Hours consumed for each period Summary of approved project changes and pending task orders
Retainage		1.071	Retainage Pay Point #1	Payment will be released 6 months after the Release 1 go-live date. The Retainage amount for Retainage Point #1 will be the retainage amount which corresponds with the approved deliverable(s) as set forth in Attachment V – Payment Schedule up to the date of Retainage Payment request. The payment will not exceed full amount as noted under deliverable payment (less retainage) column. If the approved deliverable(s) retainage amount is above the full amount as noted under deliverable payment (less retainage) column, the difference

Project Phase	Tasks	Deliverable#	Deliverable	Description
				between full amount and the retainage amount for such approved deliverable(s) will be withheld from this payment point and transferred to Retainage Point #2, and the payment for Retainage Point #1 will be the amount as noted under deliverable payment (less retainage) column.
		2.049	Retainage Pay Point #2	Payment will be released 5 months after the Release 2 go-live date. The Retainage amount for Retainage Point #2 will be the sum of: (a) the amount from Retainage Point #1 which was transferred to Retainage Point #2 as described above, and (b) the additional approved deliverable(s) retainage amount as set forth in Attachment V – Payment Schedule up to the date of Retainage Payment request #2. If there are deliverables pending approval after this Payment point, the remaining retainage amount for those approved deliverables will be released by month 36 of the project.