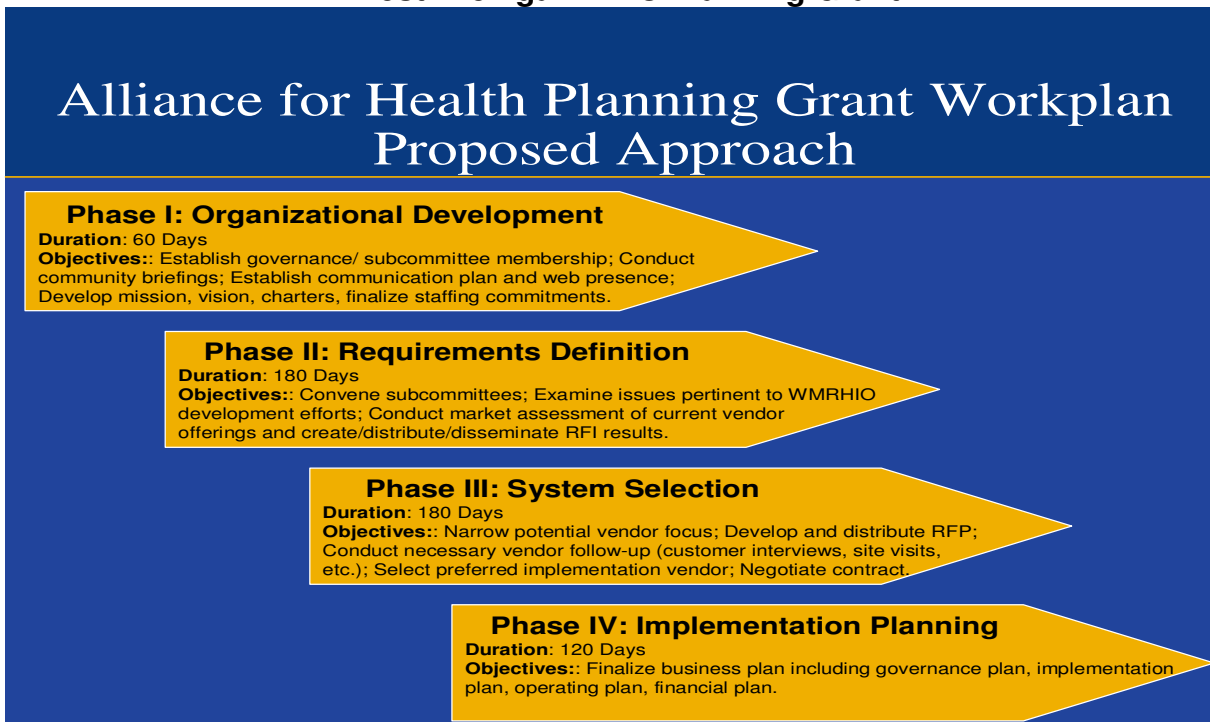


**Detailed Work plan
West Michigan RHIO Planning Grant**



Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
Phase I - Organizational Development (60 Days)			5/1/2007	7/30/2007	
Phase Objective: WMRHIO Organizational Development					
1	Initial Community Briefing – Preparation		5/1/2007	6/30/2007	AFH Staff
2		Determine locations for initial community briefings			
3		Confirm presenters			
4		Prepare initial community briefing materials / standardized messages			
5		Bridge the process established in regional preliminary meetings in 2006			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
6	WMRHIO Initial Community Briefing (Actual Meeting Event)		5/18/2007	6/30/2007	EPD/ Gov Bd
7		Grand Rapids			

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8		Holland			
9		Muskegon			
10		Montcalm County / Greenville / Carson City			
11		Big Rapids			
12		Hastings / Barry County			
13	Convene Governance Steering Committee (RWJF and MiHIN)		5/1/2007	Ongoing	AFH Bd. of Directors
14		Identify potential co-chairs			AFH Bd. of Directors
15		Conduct co-chair vetting process and finalize co-chairs			EPD/AFH Bd. Of Directors
16		Review MiHIN Conduit to Care report findings and recommendations			Gov Bd.
17		Define governance roles and expectations			Gov Bd.
18		Confirm governance model			Gov Bd.
19		Define shared vision statement and guiding principles			Gov Bd.
20		Agree upon name (acronym) for HIE initiative			Gov Bd.
21		Create multi-stakeholder subcommittees and determine meeting frequency	6/18/2007	7/30/2007	Gov Bd. Community Resources
22		<ul style="list-style-type: none"> Clinical Subcommittee 			Gov Bd. Community Resources
23		<ul style="list-style-type: none"> Technical Subcommittee 			Gov Bd. Community Resources
24		<ul style="list-style-type: none"> Legal Subcommittee 			Gov Bd. Community Resources
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
25		<ul style="list-style-type: none"> Financial Subcommittee 			Gov Bd. Community Resources
26		Review and confirm committee charters			Gov Bd. Community Resources
27		Determine communication approach to AFH Board			Gov Bd.
28		Determine role of external support (vendors & consultants) in planning process			Gov Bd. Community Resources
29		Review resource needs and secure staffing commitments			EPD / Gov

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					Bd., Community Resources
30	Communication Plan		5/1/2007	Ongoing	EPD/PM
31		Determine information needs and communication methods			
32		Develop & distribute communication templates for standardized reporting			
33	Establish Web Presence		5/1/2007	Ongoing	PM
34		Secure web hosting site			
35		Create shared workspace and usage guidelines			
36		Determine required web content			
37		Develop web content			
38		Establish WMRHIO.org web site			
39	WMRHIO Planning Kickoff Meeting - Preparation / Logistics / Details of Planning Process and Work of the Committees		5/1/2007	7/30/2007	PM/Gov. Bd.
40		Kickoff date determined			
41		Location reserved			
42		Presenters contacted			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
43		External expertise (eHI, MiHIN Resource Center, others) contacted, scheduled, compensated			
44		Prepare / finalize invitations			
45		Invitations to attendees sent			
46		Meeting materials developed and finalized			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
47	WMRHIO Planning Kickoff Meeting		5/1/2007	7/30/2007	PM/Gov Bd.
48		Review subgroups and overall governance structure			
49		Review project approach and work plan			
50		Confirm stakeholder involvement			
51	WMRHIO Community Briefing Progress Update #1		6/18/2007	6/30/2007	PM/Gov. Bd.
52		Confirm briefing presenters			
53		Prepare briefing materials			
54		Grand Rapids presentation			
55		Holland presentation			
56		Muskegon presentation			
57		Other locations TBD			
58	MiHIN Resource Center Update #1				PM
59		Prepare update materials			
60		Communicate findings and lessons learned to MiHIN Resource Center			

Phase II - Requirements Definition (180 Days)			8/1/2007	1/30/2008	
Phase Objective: WMRHIO Requirements Definition					
61	Commence Sub Committees		8/1/2008	9/30/2008	Committee Chairs Community Resources
62		-Clinical			PS/PM
63		<ul style="list-style-type: none"> Review MiHIN Conduit to Care report findings and recommendations 			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
64		<ul style="list-style-type: none"> Investigate EMR usage/penetration within the WMRHIO community 			
65		<ul style="list-style-type: none"> Identify current practices for clinical information exchange and (linked item #71) 			
66		<ul style="list-style-type: none"> Determine clinical HIE processes to be enabled 			
67		<ul style="list-style-type: none"> Develop clinical outcome success factors 			
68		<ul style="list-style-type: none"> Identify specific data elements needed to assess outcomes 			
69		<ul style="list-style-type: none"> Determine analytical and reporting requirements 			
70		<ul style="list-style-type: none"> Determine source of needed data elements 			
71		<ul style="list-style-type: none"> Prioritize key clinical HIE processes 			
72		<ul style="list-style-type: none"> Identify potential barriers to adoption and strategies for overcoming them 			
73		-Technical			
74		<ul style="list-style-type: none"> Review MiHIN Conduit to Care report findings and recommendations 			
75		<ul style="list-style-type: none"> In coordination with the Clinical Sub Committee Conduct WMRHIO current state technology analysis & technical readiness assessment 			
76		<ul style="list-style-type: none"> Investigate potential data exchange technologies 			
77		<ul style="list-style-type: none"> Identify potential approaches for the WMRHIO technical architecture 			
78		<ul style="list-style-type: none"> Provide recommendations for adhering to state and national standards for health data exchange 			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
79		<ul style="list-style-type: none"> Create technical requirements based upon clinical HIE processes determined by the Clinical sub committee 			
80		-Legal			

81		<ul style="list-style-type: none"> Review MiHIN Conduit to Care report findings and recommendations 			
82		<ul style="list-style-type: none"> Review state and HISPC (Michigan Health Information Security & Privacy Collaborative) recommendations 			
83		<ul style="list-style-type: none"> Understand legal barriers regarding health data exchange and proposed solutions for dealing with them 			
84		<ul style="list-style-type: none"> Identify best practices for data exchange that comply with HIPAA 			
85		<ul style="list-style-type: none"> Determine requirements for data sharing agreements 			
86		-Financial			
87		<ul style="list-style-type: none"> Review MiHIN Conduit to Care report findings and recommendations 			
88		<ul style="list-style-type: none"> Evaluate and assess current HIE cost models 			
89		<ul style="list-style-type: none"> Evaluate HIE business case 			
90		<ul style="list-style-type: none"> Determine WMRHIO funding and financing considerations 			
91		<ul style="list-style-type: none"> Evaluate Kent MTA with use of Blue Cross / Priority Health data 			
92	Conduct monthly Governance co-chairs meeting		5/1/2007	Ongoing	
93	RHIO Vendor RFI / Market Assessment		3/17/2008	6/18/2008	PM
94		Assess and investigate potential RHIO vendors			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
95		Create comparison of current vendor solutions			
96		Develop RFI			
97		Submit RFI to potential vendors			
98		Assess RFI responses			
99		Consolidate findings and report to WMRHIO governance committee			
100		Disseminate findings to various subcommittees			
101	WMRHIO Community Briefing Progress Update #2		12/1/2007	12/30/2007	PM/ Gov Bd.
102		Confirm briefing presenters			
103		Prepare briefing materials			
104		Grand Rapids presentation			
105		Holland presentation			
106		Muskegon presentation			
107	MiHIN Resource Center Update #2		12/15/2007	1/30/2008	PM Gov Bd.
108		Prepare update materials			

109		Communicate findings and lessons learned to MiHIN Resource Center			
Phase III - System Selection (180 Days)			2/1/2008	7/30/2008	
Phase Objective: Preferred Technology Vendor Solution					
110	Develop RFP		9/1/2008	9/30/2008	PM / EPD / Gov. Bd. / Comm. Chairs
111		Goals and objectives			
112		Response guidelines			
113		Response timetable			
114		Selection criteria and scoring methodology			
115		Vendor contract requirements (duration, intellectual property, warranties, etc.)			
116		Define technical and functional requirements			
117		Determine "build" vs. "buy" needs			
Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
118		Identify where WMRHIO technology will be hosted			
119		Proposed scope of work and timetable for deployment			
120	Distribute RFP		9/30/2008	10/30/2008	PM / Gov. Bd. / Comm. Chairs
121		Develop vendor RFP short list based upon staff research / RFI responses			
122		Distribute RFP			
123		Conduct RFP follow-up (conference calls, bidders' conference, etc.)			
124	Review & evaluate RFP responses with inclusive participation		10/30/2008	11/28/2008	PM / Gov. Bd. / Selection Committee
125	Conduct additional vendor follow-up		10/30/2008	11/28/2008	PM / Gov. Bd. / Selection Committee
126		Vendor presentations			
127		Conduct reference checks and customer interviews			
128		Conduct site visits			
129		Conduct vendor demonstrations (Create scripts/testing scenarios for vendors)			
130	Select preferred implementation vendor		10/30/2008	11/28/2008	PM / Gov. Bd. SelectionCom

Task ID	Activity	Subtasks	Start Date	End Date	Assigned to
131	Conduct vendor contract negotiations		11/30/2008	12/30/2008	PM / Gov. Bd.
132	WMRHIO Community Briefing Progress Update #3		5/1/2008	5/30/2008	HVC2020 Staff
133		Confirm briefing presenters			
134		Prepare briefing materials			
135		Grand Rapids presentation			
136		Holland presentation			
137		Muskegon presentation			
138	MiHIN Resource Center Update #3		5/1/2008	5/30/2008	HCV2020 Staff
139		Prepare update materials			
140		Communicate findings and lessons learned to MiHIN Resource Center			
Phase IV - Implementation Planning (180 Days)			7/1/2008	9/30/2008	
Phase Objective: Finalized Business Plan					
141	Finalize Business Plan, Keeping constituents up-to-date through formal and informal methods throughout the business plan development process				PM / Gov. Bd. / Comm. Chairs
142		WMRHIO opportunity assessment			
143		Governance plan			
144		<ul style="list-style-type: none"> Principle activities Governance organizational structure 			
145					
Task ID	Activity	Subtasks	Start Date	End Date	Assign-ed to
146		<ul style="list-style-type: none"> Determine entity (501c3, etc.) Provide community briefing regarding model recommendation 	9/1/2008	9/30/2008	
147		Implementation plan			
148		<ul style="list-style-type: none"> Finalize on-going governance structure Resource plan User agreements Policies, consent forms and information materials related to privacy and security 			
149					
150					
151					
152					
153		<ul style="list-style-type: none"> Develop education and community support plan Initial Pilot plan 			
154					

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155		• Pilot testing plan			
156		• Identify required technical infrastructure			
157		• Establish security			
158		• Establish connectivity			
159		• Develop training plan			
160		• Develop evaluation plan			
161		• Develop backup & disaster recovery testing plan			
162		• Execute training plan			
163		• Execute Pilot testing plan			
164		• Execute backup & disaster recovery testing plan			
165		• Assess testing results			
166		• Assess Pilot results			
167		• Communicate Pilot results			
167		• Initiate planning process for broader deployment			
168		Operating plan			
169		• Cost/Benefit projections / ROI analysis			
Task ID	Activity	Subtasks	Start Date	End Date	Assign-ed to
170		• Cost model assumptions			
171		• Participation agreements			
172		• Savings model			
173		• Plan for data exchange			
174		• Communications plan			
175		Financial plan			
176		• Financial sustainability model			
177		• Financial projections			
178		• Fee structure analysis (subscription, per use, etc.)			
179	Appendices (Deliverables from WMRHIO subcommittees)		7/15/2008	8/1/2008	PM
180		WMRHIO market overview & analysis			
181		• Provider environment			
182		• Physician environment			
183		• Consumer environment			
184		• Employer environment			
185		Technology and connectivity assistance strategy			
186		Risks and risk mitigation approach			
187		Regulatory environment assessment and strategy			
188		Define success metrics and on-going measurement process			
189		Approach for dealing with divergent financial interests (unequal benefit of participants)			

190		Patient access to data			
191	WMRHIO Community Briefing Progress Update #4		9/1/2008	9/30/2008	PM
192		Confirm briefing presenters			
193		Prepare briefing materials			
194		Grand Rapids presentation			
195		Holland presentation			
196		Muskegon presentation			
197	MiHIN Resource Center Update #4		9/1/2008	9/30/2008	EPD
Task ID	Activity	Subtasks	Start Date	End Date	Assign-ed to
198		Prepare update materials			
197		Communicate findings and lessons learned to MiHIN Resource Center			
187	Transition Process to Implementation Plan		10/1/2008	12/30/2008	EPD / PM