Appendix A California Exchange Level I Establishment Grant Work Plan

| California Exchange Establishment Grant | | | | | | | | | |
|---|------------------|-------------|---------------|--------------|---------|--|--|--|--|
| Level I Work Plan by Core Area | | | | | | | | | |
| | Completed | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | | | | |
| Core Area / Key Tasks and Milestones | | 2011 Q1 | 2011 | 2012 | 2012 | | | | |
| | Q2 | Q3 | Q4 | | | | | | |
| Strategic Visioning (No comparable federal core area) | | | | | | | | | |
| Goal: Inform development and implementation | ion of the Calij | fornia Exch | ange with st | rategic goal | s and | | | | |
| vision for the work | T | | T | T | ı | | | | |
| Engage Exchange Board, staff and | | | | | | | | | |
| stakeholders in setting the vision and goals | | X | | | | | | | |
| for the California Exchange. | | | | | | | | | |
| Business and Operational Planning (Fede | | | • | | | | | | |
| Goal: Assess the role and the markets for Ex | | | | | | | | | |
| considerations, strategies and timelines for it | • | of a viable | e and success | sful Exchang | ge in | | | | |
| compliance with state and federal requireme | nts | | | | 1 | | | | |
| Engage in a two-part business and | | | | | | | | | |
| operational planning process to identify | | | | | | | | | |
| Exchange markets, products, programs and | | | | | | | | | |
| detailed system and operational | | | | | | | | | |
| requirements for Exchange implementation | | | | | | | | | |
| and application for the Level II | | | | | | | | | |
| establishment grant. | | | | | | | | | |
| Part I will focus on eligibility and | | | | | | | | | |
| enrollment processes, including: | | Part I: | Part I: | | | | | | |
| Applications and notices; | | X | X | | | | | | |
| Eligibility screening; | | | | | | | | | |
| Enrollment and disenrollment; | | | | | | | | | |
| Eligibility appeals; | | | | | | | | | |
| Call center, web site and in-person | | | | | | | | | |
| eligibility functions; | | | | | | | | | |
| Seamless eligibility with Medi-Cal, | | | | | | | | | |
| Healthy Families and other state health | | | | | | | | | |
| programs; and | | | | | | | | | |
| • SHOP functionality for enrollment. | | | | | | | | | |
| Part II will focus on other functionalities of | | | | | | | | | |
| the Exchange, including: | | D . II | D . H | D . II | | | | | |
| • Call center consumer assistance | | Part II: | Part II: | Part II: | | | | | |
| functions; | | X | X | X | | | | | |
| Website functionality for benefit | | | | | | | | | |
| and cost comparison, cost calculator, | | | | | | | | | |
| complaints, benefit and coverage | | | | | | | | | |
| appeals; | | | | | | | | | |
| Adjudication of appeals;Administration of individual | | | | | | | | | |
| | | | | | | | | | |
| responsibility, tax credits and cost- | | | | | | | | | |
| sharing reductions; | | | | | | | | | |

| California Exchange Establishment Grant Level I Work Plan by Core Area | | | | | | | |
|---|-----------------|----------------|---------------|---------------|------------|--|--|
| Leveri | Completed | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | | |
| Core Area / Key Tasks and Milestones | Completed | 2011 | 2011 | 2012 | 2012 | | |
| | | Q1 | Q2 | Q3 | Q4 | | |
| Employer liability notifications and | | | | | | | |
| appeals; | | | | | | | |
| Reporting to the IRS; and | | | | | | | |
| SHOP functionality as appropriate. | | | | | | | |
| As part of business and operational | | | | | | | |
| planning, ** begin developing | | | | | | | |
| requirements for systems and program | | | | | | | |
| operations [in specific functional areas], | | | | | | | |
| including, among other elements, | | | | | | | |
| eligibility and enrollment, Exchange web | | X | X | X | X | | |
| site and calculator, exemptions from | | | | | | | |
| individual responsibility requirement, | | | | | | | |
| premium tax credits and cost-sharing | | | | | | | |
| reductions, free choice vouchers, | | | | | | | |
| notifications and appeals, and reporting | | | | | | | |
| to the Internal Revenue Service. | | | | | | | |
| Prepare and submit a Level II Exchange | | | | | | | |
| grant application for the remainder of the | | | | X | | | |
| implementation and planning period | | | | | | | |
| through January 2014. | | | | | | | |
| I. Background Research Goal: Conduct and regularly evaluate resea | urch and analys | eas to inform | n davalonma | ont and impl | emantation | | |
| of the California Exchange | ren ana anaiys | ses to trijori | п исчеторте | т апа тре | memanon | | |
| Conduct needed research and analysis to | | | | | | | |
| inform exchange policy options (e.g. | | | | | | | |
| Demographics and health status of | | X | X | X | X | | |
| potential Exchange enrollees). | | | | | | | |
| II. Stakeholder Consultation | | | | | | | |
| Goal: Provide regular opportunities for inp | ut from diverse | stakeholde | ers and the p | ublic to info | rm | | |
| Exchange programs and operations | J | | 1 | J | | | |
| During the Level I grant period, conduct up | | | | | | | |
| to five public meetings of the California | | | | | | | |
| Health Benefits Exchange Board | | | | | | | |
| (Exchange Board) and / or stakeholder | | X | X | X | X | | |
| meetings outside of Sacramento to engage | | | | | | | |
| and seek input from the public and local | | | | | | | |
| stakeholders. | | | | | | | |
| Conduct stakeholder meetings on key | | | | | | | |
| business and operational planning issues | | X | X | | | | |
| and topics during the period of the Level I | | Λ | Λ | | | | |
| grant. | | | | | | | |
| Incorporate in all consulting and planning | | | | | | | |
| project scopes of work stakeholder input | | X | X | X | X | | |
| process and requirements specific to the | | | •• | | | | |
| issue or project. | | | | | | | |

| California Exchange Establishment Grant Level I Work Plan by Core Area | | | | | | | |
|--|------------------|-----------------------|-----------------------|-----------------------|---------------------------------------|--|--|
| Core Area / Key Tasks and Milestones | Completed | Jul-Sep 2011 Q1 | Oct-Dec 2011 Q2 | Jan-Mar 2012 Q3 | Apr-Jun 2012 Q4 | | |
| | | | (- | | | | |
| **Establish, implement and document a | | | | | | | |
| process for consultation with federally recognized Indian tribes. | | | X | | | | |
| Develop and implement the short- and | | | | | | | |
| long-range process and approach for active stakeholder involvement and input. | | | | X | X | | |
| Conduct regular one-on-one and group meetings with key stakeholders on issues related to the development and | | Х | Х | X | X | | |
| implementation of the Exchange. | | | | | | | |
| III. Legislative and Regulatory Action Goal: Ensure that the California Exchange | has sufficient s | tate and fed | leral author | itv for its pro | ograms and | | |
| operations and complies with applicable star | 00 | | | ing general pro | · · · · · · · · · · · · · · · · · · · | | |
| Conduct timely review and evaluation of | J | | 1 | | | | |
| federal regulations and guidance which | | | | | | | |
| may affect Exchange programs or | | X | X | X | X | | |
| operations. | | | | | | | |
| dentify specific state authority and requirements necessary for Exchange operations, advise the Legislature and support legislative proposals necessary to enhance the authority of the Exchange and other state agencies as needed to comply with federal law and ensure effective Exchange implementation. | | х | х | x | x | | |
| IV. Governance | 1 | . 11 1. | , | | | | |
| Goal: Ensure that the California Exchange | | | | | | | |
| staffed with competent leadership and is in c | | ı applicable | e conflict of | interest prov | isions | | |
| **Establish governance structure. | X | | | | | | |
| Conduct regular public meetings of the Exchange Board. | | Х | Х | X | x | | |
| Adhere to state open public meeting laws. | | X | X | X | X | | |
| Implement and monitor conflict of interest | | X | X | X | X | | |
| provisions in state and federal law. | | | | | | | |
| Regularly post and update Exchange main web site with meeting agendas, minutes, grant reports and other materials related to Exchange activities and operations. | | x x | | X | х | | |
| Determine the need for Board operational rules or bylaws, consistent with state and federal law. | | x x | | X | X | | |
| Recruit and hire Executive Director for the Exchange and authorize the Executive | | X | | | | | |

| California Exchange Establishment Grant | | | | | | | |
|--|------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|--|
| Level I Work Plan by Core Area | | | | | | | |
| Core Area / Key Tasks and Milestones | Completed | Jul-Sep 2011 Q1 | Oct-Dec 2011 Q2 | Jan-Mar 2012 Q3 | Apr-Jun 2012 Q4 | | |
| Director to recruit and hire key staff and | | , | | | | | |
| consultants as proposed and authorized in | | | | | | | |
| the federal Level I grant. | | | | | | | |
| V. Program Integration | | | | | | | |
| Goal: Identify, evaluate and implement oppo | ortunities for c | oordinatior | and collabo | oration with | state | | |
| agencies, including health and human servic | es program ag | encies and | state health | insurance re | egulators | | |
| Initiate and maintain communication with | | | | | | | |
| state HIT programs, state insurance | | | | | | | |
| regulators, and Medi-Cal/Healthy Families | X | X | X | X | X | | |
| and hold regular collaborative meetings. | | | | | | | |
| A. Coordination with State Health and | | | | | | | |
| Human Services Programs: | | | | | | | |
| Manage and coordinate an internal working | | | | | | | |
| group of staff from key state agencies and | | X | X | X | X | | |
| departments administering state health and | | | | | | | |
| human services programs. | | | | | | | |
| **Perform detailed business process | | | | | | | |
| documentation to reflect current state | | | | | | | |
| business processes and a baseline | | | | | | | |
| assessment of existing state coverage | | | | | | | |
| programs, such as Medi-Cal and | | | | | | | |
| Healthy Families, including implications | | | X | X | X | | |
| for IT systems design, process, and | | | | | | | |
| coordination. Develop options for | | | | | | | |
| meeting federal requirements related to | | | | | | | |
| program integration. | | | | | | | |
| Assess eligibility, program rules and | | | | | | | |
| program benefits and services in other state | | | | | | | |
| health and human services programs and | | | X | | | | |
| identify coordination and integration | | | 11 | | | | |
| opportunities. | | | | | | | |
| **Execute an agreement with the state | | | | | | | |
| Medicaid agency and any other | | | | | | | |
| applicable state health subsidy program | | | | | | | |
| consistent with federal Level I grant | | | X | | | | |
| requirements to clarify roles and | | | == | | | | |
| responsibilities consistent with federal | | | | | | | |
| requirements. | | | | | | | |
| B. Coordination with State Insurance | | | | | | | |
| Regulators: | | | | | | | |
| Assess existing public and private health | | | | | | | |
| plan standards, requirements and | | | X | X | | | |
| performance measurements and evaluate | | | A | A | | | |
| the feasibility and advisability of aligning | | | | | | | |
| health care purchasing strategies and | | | | | | | |
| meanin care purchasing strategies and | L | | | | <u> </u> | | |

| California Exchange Establishment Grant Level I Work Plan by Core Area | | | | | | | |
|--|-----------------|--------------|--------------|--------------|--------------|--|--|
| Level I | Completed | | | | | | |
| Core Area / Key Tasks and Milestones | | 2011 | 2011 | 2012 | 2012 | | |
| standards among multip and mirrota | | Q1 | Q2 | Q3 | Q4 | | |
| standards among public and private | | | | | | | |
| programs. | | | | | | | |
| **Execute an agreement with California | | | | | | | |
| Department of Insurance and | | | | | | | |
| Department of Managed Health Care | | | | | | | |
| consistent with Level I grant | | | | X | | | |
| requirements clarifying roles and | | | | | | | |
| responsibilities related to qualified health plans. | | | | | | | |
| VI. Exchange IT Systems | | | | | | | |
| Goal: Ensure a modular, flexible approach | to systems devi | elonment av | nd complete | IT milestone | s related | | |
| to Exchange business and operations | io systems devi | портен и | ia compicie | 11 milesione | 3 Tetatea | | |
| Development of an IT strategy to meet | | | | | | | |
| Exchange requirements, acquisition of | | | | | | | |
| the necessary services to implement the | | | | | | | |
| strategy, and commencement of the | | | | | | | |
| systems development phase of the SDLC. | | | | | | | |
| Individual tasks will include: | | | | | | | |
| Assess innovator state assets; | | | | | | | |
| Assess vendor offerings; | | | | | | | |
| Continue development of business | | | | | | | |
| requirements and IT architectural and integration and integration framework; | | | (C IT | Tr. 1.) | | | |
| Develop business operations alternatives | | | (See 11 | Timeline) | | | |
| and recommendations; | | | | | | | |
| Develop purchasing strategies; | | | | | | | |
| Issue appropriate vendor solicitations; | | | | | | | |
| Evaluate and select vendor(s); | | | | | | | |
| Contract negotiations and approvals; | | | | | | | |
| Begin development of IT systems to | | | | | | | |
| support eligibility and enrollment functions and, | | | | | | | |
| Complete requirements and design | | | | | | | |
| milestones. | | | | | | | |
| VII. Financial Management | | | | | | | |
| Goal: Establish a financial management str | ucture that adh | neres to gen | erally accep | ted accounti | ing | | |
| principles, ensures sound financial managen | nent of Exchan | ge funds an | d ensures lo | ng range sus | stainability | | |
| of the Exchange as required by federal law | 1 | | | | | | |
| Develop and maintain routine internal | | | | | | | |
| financial and accounting systems, protocols | | | | | | | |
| and policies to monitor and track Exchange | | X | X | X | X | | |
| revenues and expenditures consistent with | | - | - | - | - | | |
| state and federal requirements and good | | | | | | | |
| accounting practices. | | | | | | | |

| California Exchange Establishment Grant | | | | | | | | |
|--|-----------------|------------|----------------------|----------------|---------------------------------------|--|--|--|
| Level I Work Plan by Core Area | | | | | | | | |
| | Completed | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | | | |
| Core Area / Key Tasks and Milestones | _ | 2011 | 2011 | 2012 | 2012 | | | |
| · | | Q1 | Q2 | Q3 | Q4 | | | |
| **Adhere to DHHS financial monitoring | | | | | | | | |
| activities and establish a financial and | | | | | | | | |
| management structure with experienced | | X | X | X | X | | | |
| staff and ability to respond to federal | | | | | | | | |
| audits. | | | | | | | | |
| Manage and evaluate Exchange funding | | | | | | | | |
| sources and projected expenditures, and | | | | | | | | |
| comply with related reporting | | | | | | | | |
| requirements, to ensure adequacy of non- | | X | X | X | X | | | |
| state General Fund resources for Exchange | | | | | | | | |
| programs and operations. | | | | | | | | |
| Develop scenarios and adopt a | | | | | | | | |
| sustainability plan for the Exchange after | | | | X | | | | |
| 2015. | | | | | | | | |
| VIII. Oversight and Program Integrity | | | | | | | | |
| Goal: Implement an effective program to pro | event waste, fr | aud and ab | use with fund | ds used to sto | art up and | | | |
| operate the Exchange | , , | | ···· <i>y</i> ··· ·· | | · · · · · · · · · · · · · · · · · · · | | | |
| Establish and implement internal policies | | | | | | | | |
| and procedures to comply with State and | | | | | | | | |
| Federal requirements related to Exchange | | X | X | X | X | | | |
| operations, including annual audits. | | | | | | | | |
| Engage external consultants to develop a | | | | | | | | |
| plan that **ensures the prevention of | | | | | | | | |
| waste, fraud and abuse in Exchange | | | | X | X | | | |
| programs. | | | | | | | | |
| IX. Health Insurance Market Reforms | | | | | | | | |
| Goal: Monitor and demonstrate state compli | ance with and | enforcemer | nt of federal | health insur | ance | | | |
| market reforms | | | | | | | | |
| Track and monitor state legislation, | | | | | | | | |
| regulations and implementation of health | | X | X | X | X | | | |
| insurance market reforms. | | | | | | | | |
| Work with the Legislature, the | | | | | | | | |
| Administration, CDI and DMHC to | | | | | | | | |
| monitor and consider enforcement of | | X | X | X | X | | | |
| consumer protections, including specific | | | | | | | | |
| requirements that impact the Exchange. | | | | | | | | |
| Work with CDI and DMHC to monitor and | | | | | | | | |
| consider enforcement of consumer | | ** | ** | • | • | | | |
| protections, including specific | | X | X | X | X | | | |
| requirements that impact the Exchange. | | | | | | | | |
| W.C. A.I.A. D. III. A.I | | • • • • | I.C. II.D. | • ~ | | | | |

X. Consumer Assistance -- Providing Assistance to Individuals and Small Businesses, Coverage, Appeals and Complaints

Goal: Develop a plan for meaningful statewide assistance for individuals eligible for Exchange and state health coverage programs through multiple access points, including but not limited to a toll-free hotline, web site and in-person capability

| California Exchange Establishment Grant | | | | | | | | |
|---|----------------|------------|---------------|-----------------|----------|--|--|--|
| Level I Work Plan by Core Area | | | | | | | | |
| | Completed | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | | | |
| Core Area / Key Tasks and Milestones | | 2011 | 2011 | 2012 | 2012 | | | |
| | | Q1 | Q2 | Q3 | Q4 | | | |
| Make early updates and improvements on | | | | | | | | |
| the Exchange web site and tools to educate | | X | | | | | | |
| the public about health reform and future | | A | | | | | | |
| Exchange services and activities. | | | | | | | | |
| Develop in the business and operational | | | | | | | | |
| plan for Exchange operations as above | | | | | | | | |
| specific operational elements related to | | | | | | | | |
| consumer assistance, including | | 37 | 37 | 37 | | | | |
| identification of services and programs | | X | X | X | | | | |
| necessary to provide culturally competent | | | | | | | | |
| and linguistically appropriate services and | | | | | | | | |
| consumer assistance. | | | | | | | | |
| Dedicate a full time Exchange staff person | | | | | | | | |
| to ensuring that Exchange programs and | | | | | | | | |
| services are culturally and linguistically | | | | | | | | |
| appropriate for the demographics of | | | X | X | X | | | |
| individuals likely to be enrolled in | | | | | | | | |
| coverage through the Exchange. | | | | | | | | |
| Reach out to and receive input from diverse | | | | | | | | |
| stakeholders to identify options for | | | X | | | | | |
| consumer assistance. | | | 71 | | | | | |
| Identify and evaluate existing state and | | | | | | | | |
| local consumer assistance programs and | | | | | | | | |
| specific strategies for partnership and | | | | X | | | | |
| coordination with existing or new | | | | A | | | | |
| programs. | | | | | | | | |
| **Establish protocols and scopes of | | | | | | | | |
| work for building capacity to handle | | | | | ent with | | | |
| consumer assistance functions such as | | | | | ess and | | | |
| coverage appeals. | | | | Operation | nal Plan | | | |
| **Analyze data collected by consumer | | | | | | | | |
| assistance programs and report on plans | | | | | | | | |
| for use of information to strengthen | | | | X | | | | |
| qualified health plan accountability and | | | | A | | | | |
| functioning of the Exchange. | | | | | | | | |
| Begin developing requirements for systems | | | | | | | | |
| and program operations related to | | | | Consistent with | | | | |
| consumer assistance functions and | | | | Business and | | | | |
| operations. | | | | Operation | nal Plan | | | |
| Navigator Program (Federal core area 11 - | - Rusiness one | rations) | | | | | | |
| Goal: Design a navigator program that will | | , | ating their c | hoices in the | e health | | | |
| insurance marketplace, including facilitating | | _ | | noices in int | neatti | | | |
| Evaluate navigator program design and | , em oument th | quanjieu n | caim piuns | | | | | |
| funding options with input from key | | | | X | X | | | |
| stakeholders and experts | | | | Λ | Λ | | | |
| stanchiologis and experts | | | | | | | | |

| California Exchange Establishment Grant | | | | | | | | |
|--|--------------------|--------------|---------------|----------------|---------|--|--|--|
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| | Completed | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | | | |
| Core Area / Key Tasks and Milestones | | 2011 | 2011 | 2012 | 2012 | | | |
| | | Q1 | Q2 | Q3 | Q4 | | | |
| Develop a timeline and process for | | | | | X | | | |
| selection and funding of navigators. | | | | | Λ | | | |
| Identify organizations and criteria for | | | | | X | | | |
| navigators. | | | | | | | | |
| Health Plan Management (Federal core are | ea 11 Busine | ess operatio | ns) | | | | | |
| Goal: Offer qualified health plans through the | he Exchange ti | hat meet sto | ate and feder | al certificati | on | | | |
| requirements, avoid adverse selection in Exc. | hange coverag | ge program. | s and implen | nent risk adji | ustment | | | |
| and reinsurance programs consistent with fee | deral requiren | ients | | | | | | |
| Evaluate existing state and federal statutory | | | | | | | | |
| and regulatory standards for health | | | v | v | | | | |
| insurance issuers and for qualified health | | | X | X | | | | |
| plans participating in the Exchange. | | | | | | | | |
| Implement a process and structure to solicit | | | | | | | | |
| expert and stakeholder written comments | | | | | | | | |
| and recommendations for plan certification | | | X | | | | | |
| standards and qualified health plan | | | | | | | | |
| selection and contracting. | | | | | | | | |
| Develop standards, process and compliance | | | | | | | | |
| monitoring for plan certification. | | | | X | X | | | |
| Develop a model contract, solicitation | | | | | | | | |
| document and process for selection of | | | | | X | | | |
| qualified health plans. | | | | | | | | |
| Seek internal and external guidance and | | | | | | | | |
| assistance on strategies for Exchange | | | | | | | | |
| design and outside market requirements to | | | X | X | | | | |
| mitigate adverse selection inside and | | | | | | | | |
| outside of the Exchange. | | | | | | | | |
| Evaluate existing research and other state | | | | | | | | |
| Exchange activities and research for | | | | | | | | |
| assistance in designing a risk adjustment | | | X | X | | | | |
| program. | | | | | | | | |
| Develop data collection standards and | | | | | | | | |
| process to provide baseline data for | | | | | | | | |
| implementation of risk adjustment | | | | X | | | | |
| methods. | | | | | | | | |
| Identify additional expertise, research and | | | | | | | | |
| resources that will be needed to implement | | | | | X | | | |
| risk adjustment and reinsurance. | | | | | | | | |
| Conduct research and analysis on the | nd analysis on the | | | | | | | |
| options for a state reinsurance program. | | | | | X | | | |
| Monitor and track federal standards for | | | | | | | | |
| quality ratings of qualified health plans and | | | | | | | | |
| consider strategies related to value-based | | X | X | X | X | | | |
| purchasing, including efficiency, quality | | | | | | | | |
| and consumer experience. | | | | | | | | |

| California Exchange Establishment Grant | | | | | | | |
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| Level I V | Vork Plan by | Core Area | ı | | | | |
| Core Area / Key Tasks and Milestones | rea / Key Tasks and Milestones Completed Jul-Sep Oct-Dec 2011 2011 Q1 Q2 | | | | | | |
| | | Ų1 | QZ | Q3 | Q4 | | |
| | | | | | | | |
| | | | | | | | |
| Outroach and Education (Enderel core are | a 11 Dugings | a anaration | (a) | | | | |
| Outreach and Education (Federal core are Goal: Design effective communications, pub | | - | | activities to | s <i>ecure</i> | | |
| and maintain Exchange enrollment at levels | | | | | | | |
| opportunities for cross program strategies, n | | | | | | | |
| human services programs | | | | | | | |
| Assess communications, public education, | | | | | | | |
| marketing and outreach needs of the | | | | | | | |
| Exchange and develop a short-term | | | | | | | |
| (preoperational) and long-term marketing, | | | | X | | | |
| outreach and communications plan aimed | | | | | | | |
| at securing and maintaining Exchange enrollment. | | | | | | | |
| Conduct focus group tests with diverse | | | | | | | |
| consumers regarding consumer needs. | | | | X | X | | |
| Include funding and implementation | | | | | | | |
| timeline in the Level II Exchange grant | | | | | | | |
| application for communications, public | | | | | | | |
| education, marketing, outreach and | | | | X | | | |
| enrollment activities, including focus group | | | | | | | |
| testing and language and literacy | | | | | | | |
| competency. | | | | | | | |
| Develop a solicitation process for outreach | | | | | X | | |
| and marketing activities. | 11 D : | | | | | | |
| Employer Relationships (Federal core area | | | | an natificati | ~** | | |
| Goal: Implement systems to ensure compliant | nce wiin jeaeri | u reporung | g ana empioy | er noujicano | on | | |
| Include in the business and operational | | | | Consist | ent with | | |
| plan functionalities for employer notices | | | | | ess and | | |
| and appeals related to employer liability. | | | | Operational Plan | | | |
| Begin developing requirements for systems | | | | Î | | | |
| and program operations related to | | | | | ent with | | |
| employee and employer assistance | | | | | ess and | | |
| functions and operations. | | | | Operano | onal Plan | | |
| Small Business Health Options Program (| , , | | | | | | |
| Goal: Develop a viable design and approach to provide Exchange coverage for small businesses and | | | | | | | |
| their employees consistent with state and fed | eral requireme | ents | | | | | |
| Assess existing and past models, options | | | | | | | |
| and approaches for SHOP and develop a design and operational plan for the SHOP | | | v | v | v | | |
| to include at a minimum: | | | X | X | X | | |
| Services and benefits to be provided to | | | | | | | |

| California Exchange Establishment Grant Level I Work Plan by Core Area | | | | | | | |
|---|--|--|--|--|--|--|--|
| Core Area / Key Tasks and Milestones Completed Jul-Sep Oct-Dec Jan-Mar Apr-J 2011 2011 2012 201 Q1 Q2 Q3 Q4 | | | | | | | |
| SHOP employers; Strategies for outreach and marketing and ways to mitigate adverse selection; Options for coordination / integration with other Exchange programs and functions; and System and IT supports needed. ** Begin developing requirements for system and program operations. | | | | | | | |

* Required Federal Milestones during the grant period

Exchange IT Work Plan

California is committed to the timely and cost effective implementation of Exchange IT systems that support a high quality customer experience, seamless coordination between stakeholders, collaboration and sharing within and among states, and adherence to industry standards.

In terms of the CMS Integrated IT Investment and System Life Cycle Framework¹, the Exchange IT Systems Level 1 work plan continues the Initiation, Concept and Planning Phase activities already begun, encompasses the Requirements Analysis and Design Phases, and begins the Development and Test phase of Exchange implementation. Because California anticipates the use of competitively acquired services for development and implementation of the major Exchange systems, the planned activities are similar in scope to a system planning project as typically described in a Planning Advance Planning Document (P-APD), albeit reflecting a more aggressive timeline than is typical of such projects. A more aggressive schedule, dictated in part by the target implementation dates set out by the Affordable Care Act, is possible given adequate resources, expedited federal approval processes, and the acquisition policy flexibility provided to the Exchange under State law. A fundamental assumption of this grant application is that California does not have a preconceived notion of the high-level technical design of our Exchange systems and that the preliminary gap analysis does not suggest a compelling business case for a single definitive configuration based upon existing systems.

As discussed under "Demonstration of Past Progress," California is in the process of:

- Evaluating the requirements contained in the ACA, HHS Guidance for Exchange and Medicaid Information Technology Systems, Version 2.0 and Exchange Business Architecture Supplements ("Blueprints"), Section 1561 Recommendations and other documents,
- Refining the gap analysis based upon existing systems, and our current best understanding of the federal requirements and their implications,
- Engaging stakeholders, and

• Collaborating with the Medi-Cal program.

All of this is being done with a view toward supporting the development of a robust Business Process Model, which will form a key component of the Business/Operational Plan to be developed under this

¹ www.cms.gov/SystemLifecycleFramework/downloads/ILC Framework ACA.pdf

Level 1 grant. At the highest level, the work plan consists of three phases, with the first two more elaborated as part of the Level 1 plan:

- Development of an IT strategy to meet Exchange requirements and support California's business operations approach, currently in progress and scheduled to be completed by October, 2011,
- Acquisition of the necessary services to implement the systems necessary to support the business operations approach, with vendors beginning work by March 2012, and
- Commencement of the development and test phase during the last months of the Level 1 grant period.

Key Tasks and Activities

The first phase of the project will focus on analyzing and modeling the currently known and emerging requirements, continuing the search for prospective reusable components, and developing a high-level technical design and Business Process Model to support the Business/Operational plan, to be presented to the Exchange Board in the fall of 2011. This phase consists of four major tasks in the work breakdown structure.

Task 1 - Analysis of requirements and support for Business/Operational planning, including ongoing elaboration of requirements and preliminary technical design and business models during the period up to and including the time of development of acquisition documents for development/implementation vendors. This process will be informed by stakeholder input, evaluation of existing California systems, early innovator state developments, the UX 2014 project and private sector market offerings, as well as California policy decisions and federal guidance and requirements as they continue to be issued and clarified.

Task 2 - Identification and assessment of prospective IT assets, including, as noted above, California eligibility and enrollment and other relevant systems, early innovator state developments and private sector offerings. We intend to actively seek information on private sector offerings, and expect to conduct a Request for Information (RFI) or similar type of process to obtain information from vendors.

Task 3 - Participation in the UX 2014 project, with an expectation of providing material input into this effort to design components of the high-quality customer experience envisioned by the ACA.

Task 4 - Evaluation of alternatives and selection of an IT solution strategy to support the Exchange Business/Operational objectives, with a view toward presenting the Exchange Board with an IT approach that supports timely and cost effective implementation of Exchange systems that deliver a high quality customer experience, seamless coordination between stakeholders, collaboration and shared resources, and adherence to standards.

The second phase of the project, covered in Task 5 of the work breakdown structure, will result in the acquisition of the products and services necessary to support Exchange IT operations. Upon Board approval of the Business/Operational plan, an acquisition strategy will be developed and executed. This task includes development and release of solicitation documents, evaluation of proposals, and approval of selected vendors by the Exchange Board.

The third phase of the project, Systems Development and Testing, covered in Task 6, is targeted to begin during the Level 1 grant period, in early 2012. The work breakdown structure is not elaborated at this time, given the need to complete the Phase 1 analysis and high-level design, and the Business/Operational plan before a tentative task and activity structure can be defined. At this time, Task 6 is framed around the key tasks and milestones contained in the grant announcement Appendix B.

Resources

The resources to support these efforts are set forth in the grant budget. The first phase of the project, as described above, will be staffed by a consultant team made up of experts in enterprise business, technical and data architecture and related fields. The Exchange has coordinated with the Medi-Cal program (Department of Health Care Services) for the engagement of consultants in early July 2011, so our aggressive schedule can be met. The Exchange will bring on its own additional consultant support as well. The second phase will be supported by another consulting team, bringing the necessary acquisition expertise to the effort.

Concurrently, the Exchange will recruit and hire its permanent IT staff, led by the statutorily authorized Chief Information Officer (CIO), and consisting of the various project management office (PMO) and administrative positions necessary to oversee and direct the entire effort.

Work Breakdown Structure

Below is a table of key tasks, activities and milestones for the California Exchange Level 1 IT work plan is included on the following pages.

| | | CALIFORNIA EXCHANGE | | | | | | | |
|----|--|--|-------|-----------|-------------|--|--|--|--|
| | CALIFORNIA EXCHANGE LEVEL I GRANT IT TIMELINE | | | | | | | | |
| | | LEVEL I GRANT IT TIMELINE | | | | | | | |
| # | WBS- | Task Description | | Expected | Expected | | | | |
| | Code | | Mile- | Start | End | | | | |
| | | | stone | | | | | | |
| 0 | IT | Exchange Level 1 IT Plan | | 7/1/11 | 1/1/14 | | | | |
| 1 | IT1 | Analyze requirements and support Business | | 7/1/11 | 1/1/14 | | | | |
| | | Operational Planning | | | | | | | |
| 2 | IT1.A | Complete preliminary business requirements | | 7/1/11 | 8/11/11 | | | | |
| | | analysis and modeling to support gap analysis | | | | | | | |
| | | and preliminary solution framework | | | | | | | |
| 3 | IT1.B | **HHS Mandatory Milestone: Preliminary | | 8/11/11 | 8/11/11 | | | | |
| | | business requirements and IT architectural and | | | | | | | |
| | | integration framework | | | | | | | |
| 4 | IT1.C | Obtain stakeholder input | | 8/1/11 | 9/20/11 | | | | |
| 5 | IT1.D | Review, model and integrate emerging federal | | 7/1/11 | 9/20/11 | | | | |
| | | requirements | | - / / / / | 0.45.0.44.4 | | | | |
| 6 | IT1.E | Collaborate with Business Operational Planning | | 7/1/11 | 9/20/11 | | | | |
| | TTT 1 TO | process | , | 0/20/11 | 0/00/11 | | | | |
| 7 | IT1.F | **HHS Mandatory Milestone: Prelim detailed | | 9/30/11 | 9/30/11 | | | | |
| 0 | IT1.G | design & system requirements documentation | | 0/10/11 | 0/20/11 | | | | |
| 8 | 111.G | Elaboration on system requirements & high-level | | 8/12/11 | 9/20/11 | | | | |
| 9 | IT1.H | technical design | | 9/21/11 | 10/18/11 | | | | |
| 9 | 111.П | Further elaboration to support vendor solicitation development | | 9/21/11 | 10/18/11 | | | | |
| 10 | IT2 | Identify and assess prospective IT assets/usable | | 7/1/11 | 8/25/11 | | | | |
| 10 | 112 | components | | //1/11 | 0/23/11 | | | | |
| 11 | IT2.A | Establish Initial Assessment Criteria | | 7/1/11 | 8/25/11 | | | | |
| 12 | IT2.B | Complete assessment of State of CA Government | | 7/1/11 | 8/25/11 | | | | |
| 12 | 112.D | Assets | | //1/11 | 0/23/11 | | | | |
| 13 | IT2.B.1 | Complete assessment of integrated eligibility | | 7/1/11 | 8/25/11 | | | | |
| 15 | 112.5.1 | systems (SAWS) | | 7,1,11 | 0/25/11 | | | | |
| 14 | IT2.B.1.a | Complete assessment of C-IV | | 7/1/11 | 8/25/11 | | | | |
| 15 | IT2.B.2.b | Complete assessment of CalWIN | | 7/1/11 | 8/25/11 | | | | |
| 16 | IT2.B.1.c | Complete assessment of LEADER | | 7/1/11 | 8/25/11 | | | | |
| 17 | IT2.B.2 | Complete assessment of Healthy Families | | 7/1/11 | 8/25/11 | | | | |
| | | (MRMIB) | | | | | | | |
| 18 | IT2.B.3 | Complete assessment of MEDS | | 7/1/11 | 8/25/11 | | | | |
| 19 | IT2.B.4 | Complete assessment of other systems | | 7/1/11 | 8/25/11 | | | | |
| 20 | IT2.C | Assess Innovator States Assets | | 7/1/11 | 8/25/11 | | | | |
| 21 | IT2.C.1 | Conduct preliminary screening | | 7/1/11 | 7/14/11 | | | | |

CALIFORNIA EXCHANGE LEVEL I GRANT IT TIMELINE WBS-Task Description Expected Expected Start End Mile-Code stone Conduct in-depth evaluation of selected states 7/15/11 22 IT2.C.2 8/25/11 Assess COTS and other vendor offerings 7/1/1123 IT.2.D 8/15/11 24 IT2.D.1 7/1/11 7/21/11 Develop RFI 25 IT2.D.2 Issue RFI 7/25/11 7/25/11 Receive RFI Responses 26 IT2.D.3 7/25/11 8/15/11 7/26/11 8/15/11 27 | IT2.D.4 **Evaluate RFI Responses** Participate in UX 2014 Project 7/1/11 10/6/11 28 | IT3 IT3.A Participate in development of UX 2014 7/1/11 10/6/11 29 9/22/11 30 IT3.B Make decision on CA use of UX 2014 9/22/11 31 IT4 Alternatives analysis for IT solution strategy to 8/26/11 10/21/11 support Business/ Operational objectives Develop alternative descriptions/ scenarios 32 | IT4.A 8/26/11 9/15/11 33 | IT4.B Evaluate and rank alternatives 8/26/11 9/19/11 34 IT4.C Develop recommendation(s) to Board 8/26/11 9/20/11 Present alternatives and recommendation(s) to 9/27/11 IT4.D 9/27/11 36 IT4.E Board adopts recommendation(s) 10/21/11 10/21/11 37 IT5 **Conduct Acquisition Process** 8/26/11 3/13/12 38 | IT5.A Develop acquisition strategy 8/26/11 9/22/11 Develop vendor solicitation(s) to support adopted 9/20/11 IT5.B 10/21/11 approach Submit vendor solicitation(s) to CMS for 40 IT5.C 10/21/11 10/21/11 approval IT5.D Receive CMS approval to release vendor 12/9/11 12/9/11 41 solicitation(s) Manage Proposal Writing Period 42 | IT5.E 12/12/11 1/23/12 43 IT5.E.1 Issue vendor solicitation(s) 12/12/11 12/12/11 44 IT5.E.2 Respond to vendor inquiries 12/12/11 1/13/12 45 | IT5.E.3 Conduct vendor conferences if needed 12/12/11 1/13/12 Receive vendor proposals $\sqrt{1/23/12}$ 1/23/12 46 | IT5.E.4 47 | IT5.F **Evaluation Process** 1/23/12 2/29/12 1/23/12 2/23/12 48 | IT5.F.1 Evaluate proposals 49 | IT5.F.2 Document recommended selection(s) 1/23/12 2/23/12 Board adopts recommended selection(s) $\sqrt{ |2/29/12|}$ 2/29/12 50 | IT5.F.3 51 IT5.G Negotiate contract(s) 2/29/12 3/13/12 IT5.H Vendors start work 3/13/12 3/13/12 52 53 IT6 Systems development & testing 3/14/12 12/10/13 IT6.A Finalize business and system requirements 3/14/12 5/22/12 54 IT6.B **HHS Mandatory Milestone: Final business 5/22/12 5/22/12 requirements and interim detailed design & system requirements documentation Finalize technical architecture 56 | IT6.C 3/14/12 4/24/12 57 | IT6.D **HHS Mandatory Milestone: Final requirements $\sqrt{\frac{4}{24}/12}$ 4/24/12

CALIFORNIA EXCHANGE LEVEL I GRANT IT TIMELINE WBS-Expected Expected Task Description Code Mile-Start End stone (and design) documentation 58 | IT6.E Perform systems development and testing 3/14/12 12/10/13 **HHS Mandatory Milestone: 59 IT6.F 6/29/12 6/29/12 Preliminary/interim development of baseline IT6.G **HHS Mandatory Milestone: Final development 9/30/12 9/30/12 60 of baseline system **HHS Mandatory Milestone: 61 IT6.H 12/31/12 12/31/12 System/integration testing **HHS Mandatory Milestone: Final user testing IT6.I $\sqrt{9/30/13}$ 9/30/13 62 **HHS Mandatory Milestone: End-to-end testing 63 IT6.J 9/30/13 9/30/13 & security validation review 64 IT7 **Systems Implementation/ Deployment** 9/30/13 3/31/13 65 IT7.A Launch information website $\sqrt{}$ 3/31/13 3/31/13 **HHS Mandatory Milestone: Operational 9/30/13 66 IT7.B 9/30/13 readiness review 67 IT7.C Launch comparison tool with pricing information 9/30/13 9/30/13 $\sqrt{}$ 68 IT7.D Launch enrollment functionality √ 9/30/13 9/30/13 **System Operations** 9/30/13 1/1/14 69 IT8 Open enrollment 9/30/13 12/31/13 70 | IT8.A 71 IT8.B First effective date of coverage 1/1/14 1/1/14