Vital Statistics Unit
Stakeholder Conference Call

November 18, 2015
Agenda

- Introductions
  - Host for today: Victor Farinelli,
  - New TxEVER Project Manager – Sal Cipres
  - TxEVER update
- Update on background checks
- Update on purchasing of certificate paper
- TxMOVE update
- Annual Conference
Objective: Brief vital statistics stakeholders on status of TxEVER implementation project

Agenda:

- Project Status FY16Q1 – Sal Cipres, TxEVER Project Manager
  - Overall project status
  - Formal solicitation update
  - Project phases & major milestones
  - Opportunities for engagement & participation
    - Customization design milestones
    - Testing & Training planning and execution
    - Go-live readiness & post go-live system stabilization
- Activities for FY16Q2
- Action Items
TxEVER Major Activity Threads: Big Picture

1. Technology Base Update
2. Data Migration & Information Security
3. Business Processes Changes and Updates
4. Field Service & Support Systems Readiness
5. Operational Transition, Switchover, Stabilization, and Sustainment

No Business Continuity Impacts!

“Strengthening the Security and Protection of the Statewide System of Vital Events”
Project Headlines:

1. FY16 TxEVER implementation project approved by agency
2. Solicitation released on 18 September 2015
3. Vendor conference held on 08 October 2015
4. Sponsor alignment meeting held on 09 October 2015
5. Project Vision Statement established:

“Strengthening the Security and Protection of the Statewide System of Vital Events”
VSU – Is Now/To Be State Roadmap

Planned GO-LIVE
01 Jan 2018

Major System Components

Is Now

Multiple Manual and/or Paper Processes
AOP (Teleform, Fax Server)
Reporting (Access)
ITOP (Access)
TER (Birth/Death/Marriage)
Fetal Death (FoxPro)
Adoption Registry (Oracle/Sybase/Excel)
Paternity Registry (Oracle)

Multiple File Imports / Exports
STEVE
State and Territorial Exchange

To Be

HL7 Interface to EMRs
EVVE
Birth/Death Verifications
STEVE
NCHS, State and Territorial Data Exchange
HSSC Gateway
Manage file imports/exports

TEXEVR
AOP, Reporting, Issuance

Single Image Repository
AOP, Registration, Issuance
TxEVER Project: Solicitation update

**Business Elements Evaluators**
- COO - Business team members include VSU, CHS, IT

**Technical Elements Evaluators**
- COO - Technical team members include VSU, CHS, IT

**Cost Elements Evaluators**
- COO/CFO Cost team members include VSU, IT, CFO

**HHSC/DSHS Support**
Multiple vendors interested based on vendor conference attendance and subsequent formal questions submitted to HHSC procurement office.

**Timeline**
- RFP Released & Vendor Conf.: Sep-Oct 15'
- Proposals Due: Nov 15'
- Evaluation: Nov 15’ - Jan 16’
- Award & Contract Start: Jan - Mar 16’

**Contacts**
- Diana McIntosh – PCS Project Manager
- Sal Cipres – DSHS TxEVER PM
- Joe James – General Counsel
- Michael Herman – HUB SME
Project Overview: Four Phases, 18 Milestones, 35 Months POP

Baseline System Requirements – 796 Total [709 Must Have, 36 Should Have, 51 Nice To Have]

<table>
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<tr>
<th>TxEVER Requirements</th>
<th>New</th>
<th>Existing</th>
<th>Total</th>
<th>% New</th>
<th>% Existing</th>
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<tr>
<td>Total System Requirements</td>
<td>496</td>
<td>300</td>
<td>796</td>
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<tr>
<td>Must Have</td>
<td>420</td>
<td>289</td>
<td>709</td>
<td>59%</td>
<td>41%</td>
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<tr>
<td>Should Have</td>
<td>26</td>
<td>10</td>
<td>36</td>
<td>72%</td>
<td>28%</td>
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<tr>
<td>Nice to Have</td>
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<td>1</td>
<td>51</td>
<td>98%</td>
<td>2%</td>
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TxEVER Implementation Project: High Level WBS

Project Major Work Packages

- **TxEVER System 0.0**
  - Project Management 1.0
    - Delivery Framework Management 1.1
    - IPT Management 1.2
  - Procurement Management 2.0
    - Solicitation 2.1
    - Contract Management 2.2
  - Technology Management 3.0
    - Requirements Management 3.1
    - COTS System Customization 3.2
  - Integration & Testing 4.0
    - Test Planning 4.1
    - System Testing 4.2
  - Training 5.0
    - Training Materials 5.1
    - Training Classes 5.2
  - Operations 6.0
    - Pilot Testing 6.1
    - Production Stabilization 6.2
DSHS Application Lifecycle Management (ALM) Tool

DSHS Rider 72 H.B. 1 Requirements

VSU Process Re-engineering Workflow(s)

TxEVER System Requirements

TxEVER RFP (SOW) (RQMTS)

COTS Vendor Contract (SOW) (Proposal)

Systems Engineering Management Plan (SEMP)

System Design Document

Software Requirements Specification (SRS)

Test & Evaluation Management Plan (TEMP)

System Test Reports

System Test Scenarios

System Test Plans

System Training Plan

Full traceability through project lifecycle and available for entire product lifecycle
Opportunity

- System Requirements Review (SRR)
- Preliminary Design Review (PDR)
- Critical Design Review (CDR)
- Test Readiness Review (TRR)
- Pilot Readiness Review (PRR)
- Production Readiness Review (PRR)
- Go-Live
- System Stabilization Period

Time Frame

- April 2016
- July 2016
- Oct 2016
- Apr 2017
- Aug 2017
- Nov 2017
- Jan 2018
- Jan-Jul 2018
Next Steps: (FY16Q2)
- Complete detailed project planning
- Proposal evaluations, vendor selection,
- Contract award, begin COTS customization (Phase II)

Action Items:
- Send suggestions or questions to TxEVER@dshs.texas.gov
Health and Safety Code 191.022 (g) Each local registrar shall annually submit a self-assessment report to the state registrar. The department shall prescribe the information that must be included in the report to allow a thorough desk audit of a local registrar.
Self Assessment is a tool to evaluate how your office is performing the various vital registration functions.

We will be asking for more documentation and open ended questions.

Field Services will evaluate each survey and apply a score based on the information provided.

Other factors that will affect the weight risk score are:
- Whether or not your using the TER system
- If a local registrar files more that 10,000 records each year
- If the county has three or more local registrars
- Whether or not you have had a site visit in the past year.
Desk Audits and Site Visits

- Self Assessment
- Score
- High Risk: Site Visit
- Medium Risk: Desk Audit
- Low Risk: Self Assessment only.
- Field Representative Reviews Self Assessment.

- Contact Local Registrar and schedule a conference call to go over items on the assessment.

- Field Representative may ask local to provide additional documentation.

- After conference call, Field Representative will provide a finding statement.
Site visit will be more in-depth.

- We will be looking at your physical security

- Training opportunity

- Fewer site visits and more desk audits
Timeline

- 10/2015 – VSU Internal Monitoring Policy Completed
- 10/2015 – 12/2015 – Prepare for Annual Conference
- 12/2015 Annual Conference
  - Go over finalized policy
- 01/2016 score self assessments and begin scheduling desk audits and site visits.
Update on Background Checks

2015 84th Regular Session - Senate Bill 200, Article 5 - Section 5.03 requires fingerprint-based background checks for anyone accessing vital records maintained by HHSC/DSHS or the electronic vital records system.

- Background checks have been run for all VSU employees, contractors, and temps.
- HHSC legal department is reviewing the statute, in preparation for developing policies and procedures.
- There will be more information available at the Annual Conference.
Rider 72 called for the standardization of the certified birth certificate to one statewide format.

- All security paper will be supplied by one vendor.
- Local Registrars will order and pay for certificate paper under a single VSU contract number.
- VSU issued a solicitation for a vendor and is currently evaluating bids.
2015 Annual Conference

Early Registration Ends November 1, 2015

2015
A Vital Statistics Odyssey:
To Registration and Beyond

61st Annual Vital Statistics Conference
December 9 - 11, 2015 — Renaissance Austin Hotel