

Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

- August 23, 2022
- 10 a.m. - 12 p.m.
- Room- Minnesota Senate Building Room #1100

Participants

Voting Members

- Greg Poehling, DHS - present
- Cynthia MacDonald, DHS - not present
- Nate Clark, MNSure - present
- Kari Koob, MNSure - present
- Janet Goligowski, Stearns County - not present
- Kari Ouimette, Scott County - present

Non-Voting Members

- Jon Eichten, MNIT - present
- Mike Wright, MNIT - not present

Guests

- Brian Sittarich, MNIT - present
- Jackie Hippen, MNIT - present

Agenda Items

Call to Order & Welcome

Greg Poehling, MNIT

Greg Poehling, co-chair, called the meeting to order at 10:02 a.m. Members introduced themselves. Quorum was met. Greg reviewed the meeting agenda.

Administrative Items

Executive Steering Committee Members

Greg Poehling (DHS) - Moved to co-chair for DHS replacing Chuck Johnson

Jon Eichten (MNIT) - Moved to co-chair for MNIT

Mike Wright (MNIT) - Replaced Greg Poehling

Janet Goligowski (Stearns County) - Leaving the ESC; a replacement may be known at the next ESC meeting.

Minute Approvals

The committee needed to approve the May 24, 2022, minutes as that is the last time the METS ESC met.

MOTION: Nate Clark motioned to accept the draft of the May 24, 2022 meeting minutes.

SECOND: Kari Ouimette

DISCUSSION: No discussion took place.

VOTE: In favor (four), apposed (none), the motion passed and minutes are approved as written.

Finance Update

Jackie Hippen, (Director of Enterprise Planning and Administration) MNIT Services @ DHS/MNsure

METS Fiscal report for FY 2022, quarter 4

Jackie Hippen of MNIT presented the METS Fiscal report for FY 2022, quarter 4. which is the Minnesota Eligibility Technology System Fiscal Report for the quarter ended June 30, 2022.

Page One - Introduction to the report. This explains the statutory requirement, provides definitions of the report tables and cost categories, and contains information about lag and why the report shows 5 quarters.

Page Two - The second page provides a four-year view, with two biennium shown across four columns at the top of the page. The FY20 column includes actual expenses, FY21 shows estimated actuals and FYs 22 & 23 include budget information, as available.

- For FY20 Actual Spend - FY20 are final and reflect actual expenses.
- For FY21 Estimated Actuals - The total difference between what is currently shown and actual expenses is estimated to be less than \$50K across development and operations.
- For FFY22 Budget - a total development budget of \$38.3M, which is approx. \$500K less than the budget shown in Q3.
 - Developmental Budget
 - The total APD budget in FY22 equals \$37.5M approx. \$11M from the FFY21 award and \$26.5M from the FFY22 award.
 - The FY22 development total is approx. \$50K for MNsure-only development, as well as \$735K for COVID-related enhancements funded by the American Rescue Plan.
 - Operations Budget

A total FY22 operations budget of approx. \$37.6M. The operations budget is higher than in previous years due to three significant enhancement efforts

being funded thru operations this year. This will cause a budget shift of \$1.1M from FY22 to FY23 and will be reflected in the next quarterly update, along with the presentation of FY23's annual operations budget.

- FY23 Preliminary - operations budget of approx. \$37.6M.
 - The development budget shows the final quarter of the FFY22 APD award. Once DHS receives federal approval for the FFY23 submission, the budget will be added to this fiscal report.
 - For operations, MNIT's budget is assumed to continue at the same level from year to year, but is currently being re-evaluated. Presentation of the SFY23 operations budget will be a part of the next quarterly update, scheduled to be delivered in November.

Question (Greg Poehling) - *Under the operations piece its approx. 37.6M with one project complete and two projects will trickle into FY23 and the estimated 1.1M will move to FFY23 to cover those additional expenses?*

Response (Jackie Hippen) - *Move into SFY23*

Question (Greg Poehling) - *Are the requested APD funds reflected on the document or not at this point?*

Response (Jackie Hippen) - *What is reflected are the awards that have been approved. Everything FFY22 has been included an as needed updated that was approved in June. FFY23 award has not been approved but will be added when it is.*

Question: (Greg Poehling) - *For FFY23 once we hear back positively that the funds DHS requested from the Federal Government will be added to the development budget.*

Response (Jackie Hippen) - *Correct.*

Question (Kari Koob) - *Please share what is the requested amount that would be added if approved.*

Response (Jackie Hippen) - *I don't have the answer in front of me but I can provide it to you later.*

Comment (Greg Poehling) - *Action Item: Jackie please provide the details to Kari.*

Response (Jackie Hippen) - *On 8/26/2022 Jackie responded to Kari and the ESC membership.*

DHS has requested \$18,381,000 from the federal government for METS Development (CC1 - Medicaid Share Is Eligible for 90% FFP) next Federal Fiscal Year. I have included a break-out by cost category in the table below. If anyone has questions about my response, I ask that you bring those questions to the next public meeting for further, formally documented discussion.

A. METS Component	Estimated Total Expenditures
CC1 - Medicaid Share Is Eligible for 90% FFP	18,381,000
State Personnel	4,374,000
Staff Augmentation	1,841,000
Service Contracts	5,479,000
Hardware/Software	6,172,000
MN.IT Central Services	233,000
General Administration	282,000

Page Three - The layout here is the same as the previous page in that the top half of the page shows expenditures, and the bottom half shows financing.

- Development
 - On a budget of \$38.3M, we expect to spend \$31.4M, leaving an unspent amount of \$6.9M.
 - This further breaks down to a \$6.5M underspend in the APD development budget and \$400K underspend in development funded by the American Rescue Plan.
 - For the APD, we are underspending in all cost categories, except General Administration. For State Staff, Staff Augmentation and Service Contracts, this appears to be the result of two factors:
 1. Over-budgeting - meaning the projects continue to be on track, but are requiring less resources than anticipated.
 2. The recent change in scope of work, which necessitated an as-needed update. The process to submit and wait for approval created a pause in planned spend.

Looking at HW/SW specifically, approx. \$1M of unspent funds will be shifted forward to satisfy obligations in the last quarter of the FFY22, or first quarter of SFY23. The overspend in General Administration is due to a settlement of occupancy expenses dating back to the previous fiscal year.
 - For the COVID-related development work, we expect about \$25K of the underspend to shift forward into SFY23 as the current project work wraps up in the first quarter of next year.
- Operations
 - On a budget of \$37.6M, we expect to spend \$34.1M.
 - As mentioned during the review of Table 1, two of the system enhancement projects being completed in Operations will continue into SFY23. We expect about \$1.1M will be shifted into SFY23 to fund the work needed to complete the projects.
 - Beyond that, our goal is to be within 5% of budget. Acknowledging the totals that will be shifted forward into SFY23, we expect to end the year very close to that mark in operations.

Comment (Greg Poehling) - *Let the record show that Mike Wright has joined the meeting.*

Financial Report Approval

The committee needed to approve the METS Fiscal report for FY 2022, quarter 4.

MOTION: Kari Koob motioned to accept the METS Fiscal report for FY 2022.

SECOND: Kari Ouimette

DISCUSSION: No discussion took place.

VOTE: In favor (four), opposed (none), the motion passed as completed.

METS IT Program Status Update

Brian Sittarich, METS Program Manager, MNIT Services @ DHS/MNsure

Brian Sittarich of MNIT presented the METS ESC Update slide deck. Slides of note are described below:

Open Enrollment Update

- Open enrollment dates will be from 11/1/2022 through 1/15/2023.
- MNIT teams have been meeting weekly with technical stakeholders to track the status of necessary tasks.
- A change freeze will be in place starting Monday, October 24, 2022, and continue through the end of open enrollment. Change Advisory Board (CAB) - During the CAB meeting, the change will be reviewed and must show the need for being completed during the freeze before being approved. This is to minimize impact to systems and staff supporting open enrollment.
- The OE Command Center will be virtual and will be staffed by the DHS/MNsure Service Desk (Tier 2) at all times that the MNsure Contact Center is open.

The Status of the Public Health Emergency (PHE) declaration

The U.S. Department of Health and Human Services Secretary has committed to providing a 60-day notice to states before the end of the emergency and because October 12 is less than 60 days away, we are now expecting the emergency to be extended beyond October 12.

Renewals Self-Service project

The project will enable public program enrollees to complete their renewal online if they wish. Public renewals completed online will eliminate the need for county and DHS workers to enter renewal data manually.

In our previous updates to the METS ESC, we indicated the project team was targeting a mid-October 2022 release. Since then the project sponsors, representing DHS, Counties, and MNsure, made the decision to extend the release date to address usability concerns and complete elicitation of business and stakeholder requirements.

Summer 2022 Release Recap

- The METS release included the final deploys for two, long-standing projects that have deployed in multiple releases over multiple years: Unique Person ID and Effective Dates.
- In our last METS ESC meeting, we reported under the M&O: Non-project Work effort recently got approval to implement a mechanism to “revert back” changes that were previously implemented to support the American Rescue Plan Act. The “revert back” would have become effective starting January 1, 2023. However, due to the team anticipating the impacts of the Inflation Reduction Act, the team removed the “revert back” updates prior to the deployment.

METS Roadmap

The chart reflects the Ongoing/Annual Work.

- Human Services Disaster Recovery Exercise 2022 - the project successfully completed their efforts in early August.
- Data Access & Management Reports - FFY22 will conclude their project efforts and will move to the Maintenance & Operations in FFY2023 to continue their core efforts.
- 1095-B Tax Year 2022 project was approved by the I-ESC in July and was transferred to the MMIS SGG.

The five development projects to conclude by the end of FFY2022 include:

- Unique Person ID and Effective Dates will be closing by September 30th as mentioned in our Summer 2022 Release Recap.
- In addition, Grant/Pope County Merger (Western Prairie), MNsure PARN Updates, and Infrastructure Improvements - IAM MNsure MFA & Dev Enhancements are expected to close as well.

METS Eligibility Determination: Pregnant Women and Auto Newborns was already defunded for FFY2023.

There are two projects added to the METS portfolio after the start of FFY22 notated in red font with a delta symbol, MinnesotaCare Eliminate the Family Glitch and Renewals Self-Service. Both projects will be moving forward in the proposed METS FFY2023 Roadmap.

METS FFY 2023 Roadmap - For Approval

There are three projects slated for FFY23 under this category:

- M&O: Non Project Work, and like other years, the project typically includes defects and some minor enhancements.
- Human Services Disaster Recovery Exercise 2023.1 reflects another annual exercise that prepares for some of the core DHS and MNIT IT systems to

function in an unlikely disaster.

- The last project reflected in the Ongoing/Annual work is the Curam Upgrade 2022. This work effort is expected to be deployed in the upcoming 2023 Spring Release.

There are two IAPD projects on the METS FFY23 roadmap notated by the asterisk sign.

- The first project, Tribes as Processing Entities, is expected to be completed in the Spring timeframe. The project delivered the METS scope in April, 2022, and only MAXIS development to support the processing entities remain.
- The second project, Renewals Self-Service, is completing their analyst to determine a release date.

The remaining six development projects are carryover projects from the METS FFY22.

- Data Mart 1.5
- Eligibility and Enrollment Certification
- Infrastructure Improvements - Compliance/Audits
- METS Configuration Auditing
- Extending MA Postpartum Period for Pregnant Women
- MinnesotaCare Eliminate the Family Glitch

These projects represent the METS FFY23 Roadmap.

Comment (Kari Ouimette) - *I want to acknowledge that Unique Person ID and Effective Dates we know that they are multiphase and multi-year projects that resulted in great work. I do want the record to reflect, on behalf of the counties, our grave concern of the lack of development projects that are going into FFY23. We certainly understand the METS SGG your hands are really tied given the fact that the state share of the funding has been depleted. We know there has been a lot of great work done on the METS system since implementation a lot of functionality improved. We do feel there is a lot of work left to be done. On the county side of things we some appeals to our legislators and work to be done in that area to try to draw in some funds for future development.*

Comment (Greg Poehling) - *Thank you for that comment Kari. On behalf of DHS I want acknowledge your comment and know the counties are aware of this. DHS did have a legislative package this past session that would have put some dollar investment into METS. We all know how that went and nothing passed related to those asks. Now we are in the legislative process at the DHS now. What I would say at this point is we're well aware of those feelings and appreciate you making that comment. I will pass this on to Cynthia McDonald who isn't here today.*

Question (Greg Poehling) - *Brian will Extending MA Postpartum Period for Pregnant Women that will be complete in October of 23, is that the plan?*

Response (Brian Sittarich) - *Yes that's the plan. It remains open for one report then it will be complete.*

METS FFY23 Roadmap Approval

The committee needed to approve the METS FFY23 Roadmap.

MOTION: Jon Eichten motioned to accept the METS Fiscal report for FY 2022.

SECOND: Kari Ouimette

DISCUSSION: No discussion took place.

VOTE: In favor (four), apposed (none), the motion passed as written.

Rolling Deliverable Schedule - New Development Projects

There were multiple changes to the Rolling Deliverable Schedule since our last METS ESC meeting in May:

- Cost Sharing for MA, a long standing on hold project due to COVID, along with METS Eligibility Determination: Pregnant Women and Auto Newborns are no longer being listed on the Roadmap Efforts column and were put back into the METS project queue list. This is more of a reporting change as the METS SGG can activate the project when they deem the resources are available.

2022 Summer Release Timeframe three projects were deployed and reflected as completed:

- Unique Person ID
- Effective Dates
- MNsure PARN Updates

2022 Fall Release Timeframe, you will see several updates that are reflected in RED font:

- Grant/Pope County Merger (Western Prairie)
- Infrastructure Improvements - IAM MNsure MFA & Dev Enhancements
- Extending MA Postpartum Period for Pregnant Women

2022 Fall Release Timeframe

- METS Configuration Auditing

2023 Winter and Spring Release Timeframe, There are two updates to note:

- MinnesotaCare Eliminate the Family Glitch
- Tribes as Processing Entities

Rolling Deliverable Schedule - Ongoing/Annual Work

There are two updates to note in the Current Phase column:

- 1095-B Tax Year 2021 shifted to Closed.
- Curam Upgrade 2022 shifted from Initiation to Planning.

Other updates reflected in Red font include:

- M&O Non-project work
- Data Access & Management Reports- FFY2022

- Curam Upgrade 2022 and M&O: Non Project Work

Winter 2023 Release Timeframe

Winter 2023 Release Timeframe includes:

- MinnesotaCare Eliminate the Family Glitch
- M&O: Non Project Work projects

Spring 2023 Release Timeframe

Spring 2023 Release Timeframe includes two projects for the METS Release

- Curam Upgrade 2022
- M&O: Non Project Work

Stoplight Report

For the week ending Friday, August 19, 2022.

- Red Three projects:
 - Data Access & Management Reports - FFY2022 is RED status due to risk and schedule issues: the Project team may be unable to fulfill upcoming project report requests by required dates due to development resource constraints.
 - MinnesotaCare Eliminate the Family Glitch Project overall status is red as release 23.1.1 dates are not yet finalized. Team has come up with two options on release schedule that was shared with sponsors to confirm one. In the meantime, development work (METS and Eligibility Gap report) are in progress.
 - Renewals Self-Service project is in Red Status due to schedule delays associated with the Online Renewals Submission piece of the project scope. Business partners have usability concerns requiring potential enhancements and rework and the team is refining their list of associated needs. Further analysis is underway on the “Top 10 Must Haves” to elicit business and stakeholder requirements for more detail into business needs. This effort will help develop an updated level of effort and a projected project release schedule.
- Yellow Two Projects:
 - Extending MA Postpartum Period for Pregnant Women is Yellow due to a delay in generating a required report. The project was expected to close in September, but due to the delay in the needed production data to create the report, it is now expected to close in the October timeframe.
 - DataMart 1.5 is Yellow due to risk and schedule issues. A change request to re-baseline the schedule, accounting for a missed requirement for capturing

historical data, was approved by the sponsors and the METS SGG. However, the schedule is being impacted due to limited resources.

Question: (Greg Poehling) - *MinnesotaCare Eliminate the Family Glitch Project it's because we don't have a winter release date? Are there any development issues?*

Response (Brian Sittarich) - *It's a release date.*

Question: (Greg Poehling) - *Renewals Self-Service Project you mention going through a process to get the top ten business needs... are you reaching out to Counties? Please tell me a little about the process.*

Response (Brian Sittarich) - *That effort was HCO and HCA led the discussion effort with counties on their 10 must-haves coming out of the RSS project. They've giving communication this is what we need. Now the technical teams are going say if that's what you need what are the requirements to meet those needs. (Greg) Excellent, that would help the counties once the PHE ends. (Brian) Yes.*

New Business

No new business.

Public Comment

No public comment.

Adjourn

Greg adjourned the meeting at 10:54 a.m.

Next meeting is expected to be held Sept 27, 2022, at 10 a.m.