Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

- December 5, 2017
- 10 a.m. – 12 p.m.
- Room 1100, Minnesota Senate Building, 95 University Ave W, St. Paul, MN 55155

Participants

Voting Members

- Janet Goligowski, Stearns County – present via phone
- Deborah Huskins, Hennepin County – present
- Chuck Johnson, DHS - present
- Kari Koob, MNsure – present via phone
- Nathan Moracco, DHS - present
- Allison O'Toole, MNsure – present via phone

Non-Voting Members

- Jenna Covey, MNIT – present
- Greg Poehling, MNIT – present

Guests

- Deb Tibstra, MNIT
- Jamin Johnson, MNIT
- Stephanie Grisell, MNsure

Agenda Items

Call to Order & Welcome

Greg Poehling, MNIT

Greg Poehling, co-chair, called the meeting to order at 10:07 a.m.

Administrative Items

MOTION: Janet Goligowski moved to approve the draft October 24 meeting minutes. Nathan Moracco seconded. All voting members present voted in favor and the motion was approved.

METS IT Program Status Update

Deb Tibstra, Director of Application Services Division, MNIT Services @ DHS/MNsure

Deb Tibstra of MNIT presented the ESC Program Update.

Deb began by discussing the 2017 winter release. She briefly reviewed the work contained within the release, including updates to the MMIS interface, notice redesign, carrier integration, periodic data matching, and defect work.

Deb explained that the MMIS Interface project is work primarily focused on supporting the Periodic Data Match (PDM) project, but will have updates to MinnesotaCare billing functionality and MinnesotaCare Premium defect fixes. Deb also noted two items related to MinnesotaCare billing functionality will be deploying early, ahead of the early January 2018 deployment date. Next, Deb discussed the Notices project. Similar to the MMIS Interface project, a major focus of the notices in the 2017 winter release is related to the changes for the PDM project. The Carrier Integration team has three projects scheduled to deploy in a mid-December winter release. Deb clarified the Carrier Integration work has a December release date to meet their critical production dates. These three projects are automated 1095-A corrections and voids, phase two of 1095-A enrollment caps, and 834 EDI member-level terminations. The Periodic Data Match and FTI Masking project is developing functionality to obtain updated electronic information about Medical Assistance (MA and MinnesotaCare enrollees outside of their annual renewal and re-determine their eligibility. Finally, defect fixes in the 2017 winter release include fixes that address batch and process issues, including formatting corrections.

Deb noted the 2017 winter release is scheduled to be released in January 2018 with the carrier integration projects expected to be released in mid-December 2017. Testing for these projects, Deb noted, is over 60% complete at the time of the presentation.

Chuck Johnson asked Deb to confirm the dry run test for the PDM project. Deb confirmed the dry run will take place in early January 2018. Nathan asked for specificity on the date of the dry run of the PDM project and Deb indicated she would need to seek further clarification from the Project Management Team.

Deb presented on the defect work completed in 2017, indicating the chart on slide four is from September 2017 showing the spring and summer releases defect work. Deb defined the terms found on the slide. Project Fixes are defect fixes that are a part of active METS projects, priority defects are defect fixes based on priority from the METS backlog that are not part of an active project, and new functionality is the time spent on new development and functionality. Based on spring and summer releases, MNIT showed 18% of work delivered was on project fixes, 13% was on priority defects, and 69% was on new functionality. The defect numbers illustrate the importance for a dedicated project team to identify and resolve defects that are not associated with active projects, something the METS PMT has put a priority to review in 2018.

Deb continued, presenting on the 2017/2018 METS Release Roadmap. Since the September meeting work has been ongoing to finalize the full roadmap for calendar year 2018. Deb noted

the PMT had originally planned to bring the full 2018 METS Release Roadmap to the December meeting; however, work continues to fully understand the levels of effort for METS, especially with the outstanding MNsure RFP and the possible impact on the roadmap. As such, Deb did not have a roadmap recommendation to present.

Deb also updated the committee about a concern related to the 2018 Release Roadmap. Deb indicated the Cúram Instance Alignment project has been reporting red due to delays with the sign off of business requirement documents. The questions and concerns raised during the review of these documents has forced the Strategic Alignment Team to delay the merge of the SMRT and METS instances originally scheduled for the summer 2018 release. Deb noted for the committee the decision to put the merge on hold does not change or impact plans for new projects to be built on the METS instance. Furthermore, Deb indicated the PMT does not yet know the impact that this decision will have on the METS summer 2018 release. Janet asked how the delay in the instance alignment merge would affect other projects, such as the reasonable opportunity period project. Deb was unable to provide a finite answer but noted the PMT is reviewing the capacity gained to potentially implement more projects in the 2018 spring release.

Deb reviewed the Carrier Integration project 2017 roadmap. Deb noted there are about 70,000 1095-A forms to be mailed this year and the team is currently in the midst of a trial run of the forms, which will conclude in early December.

Deb continued by providing an update on the public program work. She touched base on all the open projects. The PMT is on track to send files for the 1.2 million 1095-B forms to the operations center in early December with an expectation to meet the January 31, 2018 deadline. In regards to the MAXIS to METS migration, Deb noted work on this projected wrapped up in late October. The final numbers show that 88% of the 250,000 individuals who needed to be migrated have been successfully migrated to METS with 10% remaining in progress. The MinnesotaCare Premium Reconciliation project team continues to work on reconciling MinnesotaCare premiums from between January 2014 and April 2016. Deb noted that validation is currently underway for the MinnesotaCare Premium Reconciliation project. Deb also noted 2018 spring release will include annual periodic work, including the annual MA federal poverty level updates.

Finally, Deb provided an overall project status update, noting there are two projects in red and five in yellow as of December 1, 2017. She began by discussing the red projects, beginning with the DEED for renewals projects. This project is reporting red due to missing a December 1, 2017 deadline. There are resource conflicts the PMT is working to resolve to ensure the project stays on track so that other phases are not impacted by delays. Second, the Cúram Instance Alignment project is red due to the process of re-baselining the project.

Deb moved on to the projects in yellow. She began with the periodic data match project, which is in yellow as the PMT works to resolve defects discovered during testing. The Reasonable Opportunity Period (ROP project is in yellow, as the December 1, 2017 requirements deadline was not met. The Carrier Integration automated corrections and voids

project is yellow since the testing for the project is trending behind schedule. Next, Deb reviewed the MinnesotaCare Premium Reconciliation Project. Deb clarified this project is in yellow as work will not be completed by the end of 2017. She noted PMT is working with DHS on a revised schedule. The final project reporting in yellow is the MMIS Interface Project. The project is reporting yellow primarily due to planned minor releases related to the defect fixes track, but also to help resolve some workarounds to MMIS processing of eligibility messages during the renewals period.

Chuck raised a concern about the PDM project, and asked if Deb believed there is any concern relative to deploying the project beginning in January. Deb noted this is the natural testing progression and expects the project to be moved to green.

Quarterly Financial Report

Jamin Johnson Director of Enterprise Planning and Administration Services, MNIT

Jamin Johnson provided the [ESC fiscal report](#) for the quarter ending September 30, 2017.

Jamin explained that the first page outlines the statutory requirement as well as definitional explanations of budget lines. Jamin noted that there has been efforts to organize and adjust the financial data to make the report more automated.

Jamin moved on to the second page. The second page provides a four year view for years 2016, 2017, and 2018, including projects for 2019. He noted the budget can be broken down into expenditures and financing sections with two categories, development and operations, contained within those sections. In regards to the CCIIO contributions, there is a deadline at the end of the year to reconcile any remaining CCIIO grants. The METS Development Fund, Phase Two was approved in 2016 and the next federal calendar year was approved in October. The final development category, the QHP-specific development category, was approved this past summer. Jamin had nothing new to report on the state fiscal year 2016 actual. For the state fiscal year 2017, Jamin noted the column had moved from budget to estimated actual, with only about $3,000 outstanding for fiscal year 2017. Jamin noted the fiscal year 2018 budget was approved effective October 1, 2017 with Jamin indicating the budget before the committee represents a full picture of the 2018 budget. Finally, Jamin noted that some development funding for fiscal year 2019 has been approved.

Jamin moved on to the quarter three state fiscal year report on page three. He noted any future changes will be reflected on the four-year overview. Jamin raised a few numbers for the committee's review, including the remaining $40,000 left in encumbrances. For development, only about $40 million of the $60 million was spent, and the rest will be reinvested in state fiscal year 2018. Jamin also noted the operations budget came in under budget and re-adjustment will be completed to reflect that change.

Greg asked when Jamin is expecting to close the 2017 budget. Jamin noted he could not provide a definitive response due to a few outstanding bills at two separate agencies.

The last page of the report illustrated the first quarter expenditures of the state fiscal year 2018 budget. Jamin noted the development budget for 2018 is lower than previous years. Along with the development budget, the operations budget has also been revised, acknowledging work projected to be completed versus actual projects projected. Jamin noted that MNIT has encumbered the full $6 million in the MNIT central services based on DHS and MNsure projections. Chuck noted that the development budget came in under budget for 2017, so when the Budget Work Group convened to discuss the 2018 budget, the group attempted to align the future budget with the actual projections of the budget, all while being realistic.

MOTION: Chuck moved to approve the METS fiscal report for the quarter ending September 30, 2017 and send it to the Legislative Oversight Committee as outlined in statute. Deborah Huskins seconded. All voting members present voted in favor and the motion was approved.

New Business

ESC Members

Allison O'Toole provided a brief update on MNsure's 2018 open enrollment. MNsure is approaching the January 1, 2018 coverage deadline, which is December 20, 2017 this year. Allison noted her appreciation for the work the Department of Human Services and MNIT have done to help MNsure have a successful 2018 enrollment period.

Public Comment

None.

Adjourn

MOTION: Chuck moved to adjourn. Nathan seconded. All voting members present voted in favor and the meeting adjourned at 10:48 a.m.