New York Health Benefit Exchange

Detailed Blueprint Summary for

9.4.12 Release Plan

October 26, 2012

Item Number	**Topic**
9.4.12	Release Plan

Version Number	Modified By	Revision Date	Description of Change
1.1			Updates as requested by CCIIO from CMS Design Review on 10/9/2012 and 10/10/2012

New York State Department of Health

New York Health Exchange

CSC

NY-HX Release Plan

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Distribution/Version History

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0.1	N. Simpson	8/24/2012	N/A	N/A	First draft
0.2	C. Adams	09/07/2012	N/A	N/A	Initial QA review and feedback
0.3	N.Graziade	09/18/2012	N/A	N/A	Edited and Formatted
0.4	T. Silvious	10/14/2012	N/A	N/A	Updated Content by Release

Document Distribution

Any delivered versions of the Release Plan document will be stored in the deliverable tracker section of the NY-HX SharePoint repository, and will be available to all via this medium.

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1 Introduction

1.1 Purpose of The Release Plan

This Release Plan focuses on releases for NY-HX capabilities over time. The Release Plan introduces the approach to defining the software release contents.

The intended audience of the New York Health Exchange Release Plan the project Core Team, Scrum Masters, and Managers/Leads of the Development, Architecture and Testing Team.

1.2 Overview

The NY-HX project is designed to establish a Health Benefit Exchange by 2014 that conforms to the U.S. Department of Health and Human Services requirements. The NY-HX is being performed with CSC as the contractor to design, build, test, deploy, and operationally support this exchange. To meet the necessary requirments, New York State has chosen to adopt an Agile software development lifecycle (SDLC). This approach provides the flexibility to design and develop the Exchange in a rapid, iterative process.

Figure 1 illustrates the business domain of the exchange. Releases of NY-HX functionality will be organized using this reference model.

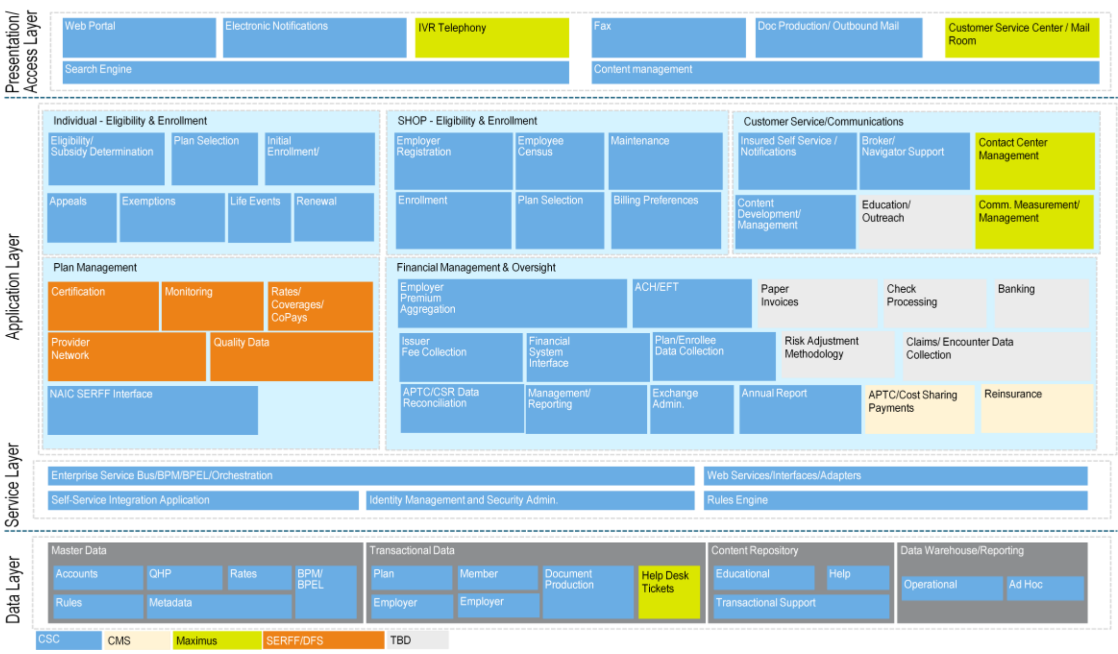

Figure 1: NY-HX Business and Technical Model

1.3 Assumptions

This section identifies the statements believed to be true for the release of the product or IT system.

1. Go live dates and scope for State ACA Health Benefit Exchanges will remain as currently defined by CMS
2. NY-HX operates within the DOH (A Public Benefit Corporation will not be established before January 2014 to operate the NY-HX)
3. CMS will Certify the NY-HX in winter 2013
4. Current levels of funding and support will continue
5. New NY-HX requirements will be processed expediently through Change Control and there will be sufficient funding and support
6. NY-HX capabilities will have passed User Acceptance Testing (UAT) in advance of the Release dates identified
7. Data exchange partners capabilities will have passed UAT and be ready to pass production data in advance of the Release Dates identified
8. The architecture of the environments for staging and production will conform to the descriptions in the Configuration Management Plan

1.4 Constraints

This section identifies any limitations that must be taken into consideration prior to the release of the product or IT system. Constraints include:

- The date for open enrollment is fixed on October 1, 2013.
- The date on which the federal data services hub becomes available remains an external dependency for this release plan.
- The dates by which data use agreements can be in place for federal and state interfaces may affect the contents of any given release.

1.5 Risks

NY-HX program risks and their management are addressed in the Risk Management Plan. This plan does not identify specific risks that are not addressed by the program's Risk Management Plan.

1.6 Referenced Documents

Related NY-HX Deliverables and Work Products

ID	Name	Location
P-03	Project Management Plan (PMP)	https://workspace.nyhx.emedny.org/_layouts/images/checkoutoverlay.gif
P-05	Change Control Management Plan (CCMP)	https://workspace.nyhx.emedny.org/_layouts/images/icdocx.png
P-06	Configuration Management Plan (CMP)	https://workspace.nyhx.emedny.org/_layouts/images/icdocx.png
D-12	Requirements Document	https://workspace.nyhx.emedny.org/_layouts/images/icdocx.png
D-14	Requirements Traceability Matrix	
P-16	Test Plan	In Progress
D-17	System Design Document	In Progress
D-18	Interface Control Document	In Progress
D-19	Database Design Document	
P-17	Data Management Plan	https://workspace.nyhx.emedny.org/pal/NY-HX%20Data%20Management%20Plan.docx

2 Release Approach

This section describes CSC's approach to the release process for the NY-HX project. Funtionality has been organized into releases by when key populations will be served by the Exchange. The earlier releases will focus on the requirements of the Affordable Care Act (ACA) leading to the certification of the exchange prior to open enrollment on October 1, 2013.

Subsquent releases of NY-HX functionality are planned to extend the features of the Exchange system to serve additional populations' access to insurance affordability programs as shown in Table 1.

Event	Timing
Phase 1 – MAGI Eligibility Determination for IA programs, Open enrollment for Individual and Small	October 2013

Event	Timing
group QHPs, Medicaid, CHIP	
Phase 1a – Additional functionality supporting Medicaid and CHIP	January 2014
Phase 1b – Incorporate existing Medicaid/CHIP Renewals	April 2014
Phase 1c – Additional functionality supporting new/changed requirements	April 2014 – Sep 2014
Phase 1d – Incorporate MAGI based Renewals	October 2014
Phase 2 other than MAGI eligibility determinations	2015
Phase 3 Interoperability with other HHS programs	2016 -

Table 1: NY-HX Initial Release Plan

2.1 Release Content

2.1.1 Initial Design and Development Release

The approach to defining the content of the Initial release is described in the NY-HX Project Management Plan.

As part of the PMO cycle in April 2013 the specific scope of Release 0.1 Preview Release will be determined. The scope will be reflected in the requirements management tool set consisting of Rational Requirements Composer (RRC) and Rational Team Concert (RTC).

The specific scope of the first production release of the NY-HX will also be defined at this time. It will be similarly reflected in RRC and RTC. As the work is being completed in Agile sprints, the team will identify all of the functionality required in the given release in terms of user-stories. These user stories will be slotted to be worked on in a given sprint using the Agile SDLC reflected in the NY-HX project process agreement.

While the detailed release contents for each release is described at the user-story level within the RTC toolset, the following table describes the basic functionality in each initial design and development release of the NY-HX, leading to open enrollment in October 2013:

Release	Description of Release Content	Timing
Individual Eligibility and Enrollment Release 1	• Eligibility and Enrollment functions for Individuals selecting Individual market Qualified Health Plans	March 2013

Release	Description of Release Content	Timing
	(QHP)s without requesting Insurance Affordability (IA) options • Ability for individual to apply for Advanced Premium Tax Credits (APTC) and Cost Sharing Reductions (CSR) • Verifications (Citizenship, Incarceration status, etc) required to enroll through the exchange	
Individual Eligibility and Enrollment Release 2	• MAGI Eligibility determinations for Medicaid/CHIP and/or BHP • Ability to apply for an exemption • Ability to respond to life event changes during the plan year • Anonymous Shopping • Individual online account maintenance	August 2013
Individual Eligibility and Enrollment Release 3	• Ability to process disenrollments and appeals	September 2013
SHOP Release 1	• Ability for Employers to select small group QHPs for their employees • Ability for employees to select plans based on employer selections	April 2013
SHOP Release 2	• Anonymous Shopping for Small group plans • Premium aggregation • Employer and Employee Account maintenance	June 2013
Consumer Assistance Release 1	• Contact Center functions to assist callers with general questions • Data entry screens for contact center questions	May 2013

Release	Description of Release Content	Timing
	• Data capture capabilities to process paper applications	
Consumer Assistance Release 2	• Navigator/Third Party Assistor support • Back office workflows for Eligbility specialists to handle exceptions	August 2013
Plan Management Release 1	• Workflow to accept certified QHPs from the System for Electronic Rate and Form Filing (SERFF) • Ability to accept plan Quality Data about plans into the exchange • Ability to accept Medicaid and CHIP plan data into the exchange	April 2013
Plan Management Release 2	• Ability to accept provider network data from QHPs, Medicaid and CHIP plans • Ability to maintain plan data, recertify QHPs and de-certify QHPs • Issuer Portal to provide web based self service to issuers submitting plans to the exchange	June 2013
Financial Management and Oversight Release 1	• Financial transactions for the exchange • Control functions of the exchange • Financial reporting for the exchange	July 2013

2.1.2 Operational Phase Releases

Once NY-HX is released to production and customers begin utilizing the system, the method for determining release content will shift to being more customer driven. Figure 2 below identifies the communications paths for identify possible changes to NY-HX. In general these include:

- Break-Fix where the system doesn't work as designed and immediate corrective action is needed. (This is covered in detail in the service-level agreement between CSC and DOH) In cases where the resolution was a work-around, these issues may become input to release content
- Data Maintenance and running of reports. Maintenance of data, as relates to repairs of production issues, may yield additional features that will be placed in future releases.
- New regulation or guidance is issued that necessitate a change to NY-NX. NY-HX DOH staff will be the primary source for these inputs
- User suggestion will be a major driver of change content for the next release

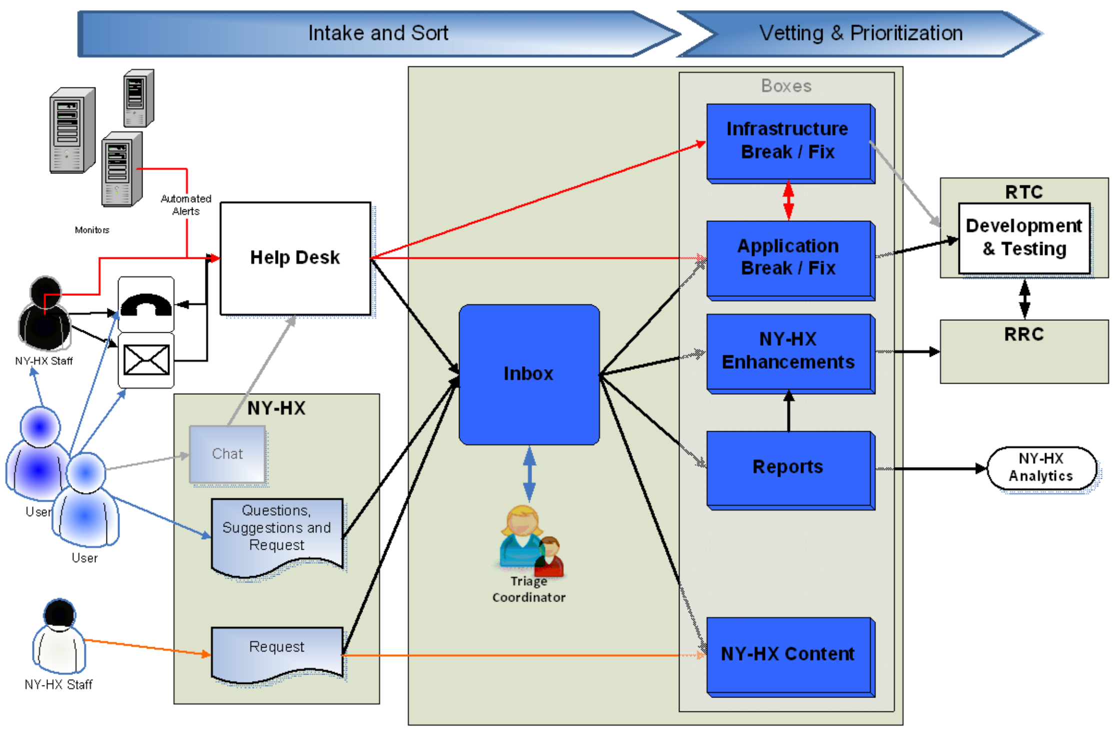

Figure 2: NY-HX Support & Enhancement Operations

2.2 Release Impacts

For operational releases, the systems, interfaces, new or modified business processes, and impacts to end users will be addressed in Release planning.

2.3 Release Notification

Release communication is described in the Project Management Plan, Communication Management Plan and Change Control Management Plan.

Details of communications such as:

- Content and responsibility for Release notes documentation updates, Tip Sheets, and training material

- Notification prior to and/or following successful release of the system/application.
- Information required by each person or group
- Timeframes for dissemination of the information, prior to release for key constituents such as Help Desk, Brokers and Navigators.

2.4 Demonstrations and Feedback of Release Content

The NY-HX Project Management Plan describes the Agile SDLC in which demonstrations of and feedback regarding release content are embedded in the requirements definition, system design, construction and testing phases of each release. Business owners for each functional area are actively responsible for deriving the content of releases, approving elicited requirements, observing the application as it is being developed and participating in the testing of each release.

2.5 Release Management

The framework for Release Management is addressed in the Project Management Plan and the Configuration Management Plan.

2.6 Release Numbering

Build and release numbering is addressed in the Configuration Management Plan.

Appendix A: Glossary and Acronyms

A separate Glossary of Terms and Table of Acronyms exists for the NY-HX. Please refer to that document in the project's SharePoint.