



## Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.7, 2/28/2022)

### 3.1 General Information

**1. Agency or State Entity Name: 4170 - Aging, Department of**

If Agency/entity is not in the list, then enter here. [Click or tap here to enter text.](#)

**2. Proposal Name: MSSP Case Management System**

**3. Department of Technology Project Number (0000-000): 4170-021**

**4. S3SD Version Number: Version 1**

**5. CDT Billing Case Number: CS0072788**

Don't have a Case Number? [Click here to get one.](#)

### 3.2 Submittal Information

**1. Contact Information**

Contact Name: [Audrey Kagiyama](#)

Contact Email: [Audrey.Kagiyama@aging.ca.gov](mailto:Audrey.Kagiyama@aging.ca.gov)

Contact Phone: [916-283-7131](tel:916-283-7131)

**2. Submission Type: New Submission**

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

**Sections Changed if an update or resubmission:** (List all the sections that changed.)

[Click or tap here to enter text.](#)

**Summary of Changes:** (Summarize updates made.)

[Click or tap here to enter text.](#)

3. **Attach [Project Approval Executive Transmittal](#)** to your email submission.
4. **Attach updated [Procurement Assessment Form](#)** with Stage 3 information to your email submission.
5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

[No conditions specified.](#)

### 3.3 Detailed Solution Requirements and Outcomes

1. **Attach detailed** Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements.
2. **Stage 2 Requirements and Outcomes Changes**

Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? [Yes](#)

If "Yes," explain:

[After further review and discussion with project stakeholders it was decided that instead of having a mid-level requirement for every Assessment/Form \(qty. 48\) a revised approach would be more appropriate. The Assessment/Form mid-level requirements have been consolidated into one, and each Assessment/Form is listed as a functional requirement. This strategy is based on the fact that CDA is only considering using a Commercial-Off-The-Shelf \(COTS\) Software as a Service \(SaaS\) solution rather than building a solution from the ground up; therefore, eliminating the need to direct only the what, not the how, to the vendor/developer when the solution has the desired form building functionality within.](#)

[The main business requirement now states, "The system must automate the following manual forms, and assessments for the purpose of data capture, eligibility, and reporting."](#)

[In addition, other mid-level requirements were removed as they were identified as duplicative and/or because they were more appropriate for inclusion in the contract agreement.](#)

If "Yes," please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

[The requirement changes did not impact overall scope.](#)

3. **Attach** the updated To-Be Workflow(s) to your email submission.

If To-Be business process workflow(s) is not attached, explain why:

[See attached.](#)

4. **Attach** the Statement of Work to your email submission.

## 3.4 Project and Procurements Roadmap

**Attach** a Project and Procurements Roadmap or Summary to the submission.

The roadmap or summary should include both the primary and all ancillary procurements.

## 3.5 Project Planning

Are the following Project Management Plans or artifacts completed to the required level, approved by the designated agency/state entity authority, and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

[Project Management Plan \(Draft\):Yes](#)

Status: Approved during Stage 2. Minor changes made during Stage 3.

[Risk Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 2

[Issue and Action Item Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 2

[Change Control Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 3

[Quality Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 3

[Testing Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 3

[Security Management Plan \(Approved\):Yes](#)

Status: Approved during Stage 2

[Contract Management Plan \(Updated Draft\):Yes](#)

Status: Approved during Stage 2. No changes identified during Stage 3.

Other (enter name) [Click here to enter text.](#) Plan: Choose an item.

Status: [Click or tap here to enter text.](#)

## 3.6 Primary Solicitation

**Attach** the Primary Solicitation document to your email submission.

For a standard procurement, please attach a copy of your IFB, RFP, or RFO.

For a challenge-based procurement, please attach a copy of the solicitation.

## 3.7 Ancillary Procurements

1. **Attach** all in-progress and completed ancillary procurement documents to your email submission.
2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? **Yes**

If "Yes," indicate the planned start date for IV&V services below:

1/14/2026

If "No" or "Not applicable," provide a brief explanation below:

Provide the following information for each of your ancillary procurements:

**Service Type:** Organizational Change Management

If "Other," specify: [Click or tap here to enter text.](#)

**Roles/Responsibilities or Tasks:** Organizational Change Management (OCM) services are critical to successfully implementing the new system. OCM services will ensure stakeholder engagement, readiness, communications, and adoption of the new processes and system. OCM is a specialized skillset and not widely available via state resources. The project requires a heightened sense of political awareness and change management and program development skills to manage diverse stakeholders at the local level.

**Status:** In-Progress

**CDT STP Conducted:** No

**Procurement Type:** IT-MSA

If "Other," specify: [Click or tap here to enter text.](#)

**Length of Contract:** 2 years

**Service Type:** Other

If "Other," specify: [IV&V](#)

**Roles/Responsibilities or Tasks:** IV&V services are comprised of verification and validation activities performed by an agency not under the control of the organization developing the technology solution. At a high level, IV&V services includes, but is not

limited to, the review of project related activities and deliverables with the intent to assess applicability, quality, and make recommendations.

**Status:**In-Progress

**CDT STP Conducted:** Yes

**Procurement Type:**IT-MSA

If “Other,” specify: [Click or tap here to enter text.](#)

**Length of Contract:** 2 years

**Service Type:**Business Analyst

If “Other,” specify:

**Roles/Responsibilities or Tasks:** The Business Analyst shall provide services required to support activities associated with the Project Approval Lifecycle (PAL) and project implementation. The project will seek resource(s) to assist with project management, project planning, testing, deployment, and maintenance and operation transition activities.

**Status:**Complete

**CDT STP Conducted:** No

**Procurement Type:**Other

If “Other,” specify: [Inter-Agency Agreement](#)

**Length of Contract:** 2.5 years

*TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.*

**End of agency/state entity document.**

**Please ensure ADA compliance before submitting this document to CDT.**

**When ready, submit Stage 3 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission. [GATE 3 Evaluation Scorecard](#)*

## Department of Technology Use Only

**Original “New Submission” Date:** 08/04/2025.

**Form Received Date:** 08/04/2025.

**Form Accepted Date:** 08/04/2025.

**Form Status:** Complete

**Form Status Date:** 02/02/2026

**Form Disposition:** Approved

**Form Disposition Date:** 02/02/2026