



# Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.8, 2/28/2022)

## 4.1 General Information

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

If Agency/State entity not in the list, enter here with the [organization code](#).

[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. **S4PRA Version Number:** [Version 1](#)

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

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

## 4.2 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](#)

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 updated or resubmission** (List all the sections that have 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 Final [Procurement Assessment Form](#) to your email submission.
5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):
  1. The Detailed Solution Requirements and Outcome document shall be updated in the PAL Stage 4 Project Readiness and Approval submittal to include the project/transition requirements of the project.

## 4.3 Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, 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.

1. [Contract Management Plan \(Approved\): Yes](#)

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

2. **Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract?** [Yes](#)

If "No," briefly explain below why both have not been accomplished:

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

3. **Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution?** [Yes](#)

If "No," briefly explain below why this has not been accomplished:

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

4. **Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives?** [No](#)

If "No," briefly explain below why this has not been accomplished:

[An award has not been made yet. Post-award kickoff meeting will occur once the contract is executed and will be part of the onboarding process.](#)

5. **Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures?** [Yes](#)

If "No," briefly explain below why this has not been accomplished:

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

6. **Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)?** **Yes**

If “No,” briefly explain below why this has not been accomplished:

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

## 4.4 Organizational Readiness

Is the Implementation Management Plan draft complete, 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.

1. **Implementation Management Plan (Draft):** **Yes**

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

2. **Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)?** **No**

If “No,” briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

[The project will leverage the COTS/SaaS vendor’s release management methodology. The project will work collaboratively with the vendor to ensure each release is controlled, tested, and accepted prior to production release.](#)

3. **Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project?** **Yes**

If “No,” briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

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

4. **Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management?** **No**

If “No,” briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

[The project will secure OCM consultant staff to assist with planning and execution of change management and communication activities.](#)

**5. Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution? No**

If “Yes,” specify the areas of business process improvement:

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

If “No,” briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

[MSSP Bureau staff have been redirected and assigned to the project and will be responsible for identifying and implementing any business process improvements as a result of this project.](#)

**6. Attach Updated Project Organization Chart to your email submission.**

## **4.5 Project Readiness**

**1. Select the system development methodology you plan to use to design and develop the new system: Hybrid**

Provide a brief description of your methodology and reason for selecting it below:

[The project plans to utilize a hybrid system development methodology. A set of baseline solution requirements have been developed, and a series of discovery sessions are planned which will drive initial configuration requirements, design, and development. Upon CDA approval, there will be a release to a non-production environment for testing. Usability, compatibility, performance, and security testing is expected to be performed by the vendor as part of its general software availability. Unit and integrating testing will be performed by the vendor prior to release turnover to CDA. CDA will perform two levels of testing, system test and user acceptance testing. As change requests are approved or defect corrections are made, these will be tracked, developed, and pushed for testing as they are completed. Release to production will be conducted after user acceptance testing is completed, quality standards are met, and Go-Live is approved.](#)

Describe below the Agency/state entity’s past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

[The CDA currently utilizes a hybrid approach to system development. The CDA currently has several in-house applications in which this methodology has been used for approximately six \(6\) years. Each software release is managed within Azure DevOps, including requirements, development, and testing. Although the tools used to manage the release are different the process will be similar.](#)

**2. Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline?**

No

If “No,” and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

Data center capacity planning and alignment service are not required for the project.

**3. Have resource commitments been obtained for all those identified in the Resource Management Plan? Yes**

If “No,” explain below why commitments have not been obtained and the plan to mitigate this risk:

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

**4. Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities?**

Yes

If “No,” explain below how sufficient resource levels will be maintained for all project activities:

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

**5. Have all identified project leads received at a minimum basic project management training?**

Yes

If “No,” explain how the Agency/state entity will educate the project team leads on project management basics:

Upon hire, the new Health Program Specialist II and Information Technology Specialist II will receive general CDA project management training and an introduction to the project as part of the onboarding process.

## **4.6 Business Objective Valuation**

- 1. Attach** the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.
- 2. Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.**

Objective ID: 1

Objective: To provide better services to Californians, CDA will assume responsibility for MSSP eligibility determinations that are currently made by the service providers, thereby complying with 42 CFR Section 431 and receiving continued federal matching funds.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Percentage of participant eligibility determinations completed by CDA.](#)

Baseline: [0%, as all participant eligibility determinations are currently completed by the MSSP providers, not by CDA.](#)

**Target Result:** Within six months of solution implementation, CDA will successfully process 50% of eligibility determinations, with an anticipated 100% implementation within 12-18 months.

**Valuation:** 50

**Objective ID:** 2

**Objective:** Reduce the time MSSP Providers spend on data collection and reporting activities, allowing them to prioritize resources for providing direct support and greater levels of service to program participants

**Change and Reason for Change from Stage 1:** [Click or tap here to enter text.](#)

**Metric:** Average time MSSP Providers take to compile and send monthly provider report data to CDA.

**Baseline:** 56 hours with an average of 4.5 FTE for data to be sent to CDA after last day of previous month.

**Target Result:** Within one year of implementation, reduce local providers time to compile and send monthly reporting data to 6 hours (approx. 90% reduction) per month. The program will compare the old report timelines prior to new solution to the new reporting timelines once the solution is live.

**Valuation:** 25

**Objective ID:** 3

**Objective:** Reduce the time CDA spends on compiling data needed for progress reports, allowing CDA resources a greater bandwidth to give providers necessary support and guidance such as responding to urgent inquiries with regards to billing and ad hoc participant inquiries.

**Change and Reason for Change from Stage 1:** [Click or tap here to enter text.](#)

**Metric:** Average time for CDA to process and produce monthly progress status reports after receipt from providers.

**Baseline:** 56 hours from the time of receipt to fully processed progress reports ready for submission to DHCS for reporting..

**Target Result:** Within one year of implementation, reduce the time it takes for CDA to process and produce monthly progress status reports to 40 hours. The program will compare the old report timelines prior to new solution to the new reporting timelines once the solution is live.

**Valuation:** 25

*TIP: Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.*

## 4.7 Schedule Baseline

### 1. Schedule Summary

#### Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap, most likely Stage 2): [9/8/2025](#)

Baseline Project Start Date (Stage 4): [2/2/2026](#)

Variance between most recently approved schedule most likely Stage 2), and Baseline Cost (Stage 4): [5 months](#)

#### Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap, most likely Stage 2): [2/24/2027](#)

Baseline Project Finish Date: [7/30/2027](#)

Variance between most recently approved schedule (most likely Stage 2), and Baseline Cost (Stage 4): [5 months](#)

### 2. Reason(s) for Variances Provide reasons for any date variances:

[Time to complete procurement activities was longer than anticipated.](#)

### 3. Master Schedule and Key Milestones

**Attach** Master Schedule with highlighted Key Milestones to your email submission.

## 4.8 Cost Baseline

**Is the Cost Management Plan complete, 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.**

### 1. [Cost Management Plan \(Approved\)](#): Yes

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

### 2. Cost Summary

#### Total Planning Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): [\\$932,341](#)

Baseline Cost (Stage 4 FAW): [\\$720,008](#)

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): [\(\\$212,333\)](#)

### **Total Project Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
\$5,436,566

Baseline Cost (Stage 4 FAW): \$5,405,078

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$(31,488)

### **Total Future Operations IT Staff and OE&E Cost (Continuing)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
\$1,357,889

Baseline Cost (Stage 4 FAW): \$2,002,375

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$644,486

### **Total Cost**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
\$7,726,796

Baseline Cost (Stage 4 FAW): \$8,127,462

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$40,666

### **Annual Future Operations IT Costs (Annual M&O)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
\$1,006,592

Baseline Cost (Stage 4 FAW): \$1,002,906

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): (\$3,686)

*TIP: Baseline costs match the Stage 4 Financial Analysis Worksheet (FAW).*

Reason(s) for Variances

**Provide reasons for any cost variances: [Refer to FAW Comparison worksheet.](#)**

Budget Change Proposal (BCP) Summary

### **3. Budget Request ID: [4170-026](#)**

Budget Request Year (0000-00): [2025-26](#)

Requested Amount (specific to the project): [\\$6.6M \(BY, BY+1, BY+2\)](#)

Status: [Supported](#)

Budget Bill Language (if supported): The Department of Finance may decrease this item by up to \$2,770,000 if the Centers for Medicare and Medicaid Services' Medicaid and Children's Health Insurance Program Managed Care Access, Finance, and Quality Final Rule (CMS-2439-F) is rescinded or repealed. Any adjustment of this item shall be reported in writing to the chairpersons of the fiscal committees in each house of the Legislature and the Chairperson of the Joint Legislative Budget Committee within 10 days of the date the adjustment is approved.

*TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).*

Financial Analysis Worksheets (Baseline)

**Attach Final FAWs** to your email submission.

## 4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.
2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.
3. **Was one of the viable solutions in Stage 2 selected for final contract award? Yes**  
If "No", please describe:  
[Click or tap here to enter text.](#)
4. **Selected Vendor Name: Simplified Solutions**
5. **Contract Number:** [Click or tap here to enter text.](#)
  - a. Contract Start Date: [2/4/2026](#)
  - b. Contract End Date: [2/3/2028](#)
6. **Total Contract Cost (without optional years): \$2,641,521**
  - a. Optional Years (Number of Months): [36 months](#)
7. **Total Cost of Optional Years: \$2,198,619**
8. **Total Contract Cost (with optional years): \$4,840,140**

Are the following Project Management Plan Drafts 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. These plans may be completed with the selected primary vendor.

1. **Configuration Management Plan (Draft): Yes**  
Status: [Click or tap here to enter text.](#)
2. **Data Management Plan (Draft): Yes**  
Status: [Click or tap here to enter text.](#)

3. [Maintenance and Operations Transition Management Plan \(Draft\)](#): Yes

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

## 4.10 Risk Register

**Attach** Risk Register to your email submission.

**End of Stage 4 Project Readiness and Approval Document.**

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

**When ready, submit Stage 4 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard ([SIMM Section 19-D](#)) as an internal tool to ensure a quality submission.*

### Department of Technology Use Only

**Original “New Submission” Date:** [1/2/2026](#)

**Form Received Date:** [1/2/2026](#)

**Form Accepted Date:** [1/2/2026](#)

**Form Status:** [Completed](#)

**Form Status Date:** [2/2/2026](#)

**Form Disposition:** [Approved](#)

**Form Disposition Date:** [2/2/2026](#)