**Attachment I – Medicaid Technical Advisory Services Acronyms and Glossary of Terms**

| TERM | DEFINITION |
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| APD | Advanced Planning Document |
| APD | All Payer Database |
| Appendix | Appendices are additions to the RFP and provide additional NYS information. |
| ARB | Architecture Review Board |
| Attachment | Attachments are additions to the RFP and must be completed by Bidder and submitted with a proposal. |
| BA  BA | Business Architect  Business Analyst |
| Benefits | Value that is created for the project sponsor or owning organization as a result of the successful completion of a project. |
| Benefits Realization | A means to ensure that benefits are derived from outputs. |
| Benefits Realization Management | A collection of processes and practices for identifying benefits and aligning them with formal strategy, ensuring benefits are realized as project implementation progresses and finishes, and that benefits are sustainable after project implementation is complete. |
| Benefits Realization Plan | A document outlining the activities necessary for achieving the planned benefits. It identifies a timeline and the tools and resources necessary to ensure the benefits are fully realized over time. It defines:   * Benefits and associated assumptions and how each benefit will be achieved. * Metrics, including KPIs, and procedures to measure progress against benefits. * Roles and responsibilities required to manage benefits. * How the resulting benefits and capabilities will be transitioned into an operational state to achieve benefits. * How the resulting capabilities will be transitioned to the individuals, groups, or organizations responsible for sustaining the benefits. * Processes for determining the intent to which each project or program benefit is achieved prior to formal project closure. |
| Bidder | A company that is proposing a solution to address an RFP. |
| Business Case | The business case captures the reasoning for initiating a project or task. It is the information needed for authorization of the project. It evaluates the benefit, cost and risk of alternative options and provides a rationale for the preferred solution. |
| Business Day | Working day for NY State staff. Monday thru Friday, non-holiday and designated by NY State Government. |
| CMS | Center for Medicare and Medicaid Services |
| Communication Management Plan | Communication Management includes the processes required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and ultimate disposition of project information. |
| Contractor | A company that is proposing a solution to address this RFP. |
| CSRA | Computer Sciences Research Applications |
| DED | Deliverable Expectation Document |
| DGB | Data Governance Board |
| DOH | Department of Health |
| DOS | Division of Operations and Systems |
| DSRIP | Delivery System Reform Incentive Payment Program |
| DUA | Data Use Agreement |
| EA | Enterprise Architecture |
| EAP | Enterprise Architecture Planning |
| EHR | Electronic Health Record |
| EIS | Encounter Intake System |
| eMedNY | Electronic Medicaid of New York |
| EMR | Electronic Medical Record |
| Engagement | A contractual arrangement or relationship involving a legal agreement between entities. |
| Exhibit | Exhibits are additions to the RFP and provide additional information. |
| HIE | Health Information Exchange |
| HIPAA | Health Information Portability and Accountability Act |
| HR | Human Resources |
| HRI | Health Research Incorporated |
| IES | Integrated Eligibility System |
| IFB | Invitation for Bids |
| Implementation | See “SDLC, System Implementation” |
| Interoperability (CMS) | Systems must ensure seamless coordination and integration with the Exchange (whether run by the state or federal government) and allow interoperability with health information exchanges, public health agencies, human services programs and community organizations providing outreach and enrollment assistance services. |
| IT | Information Technology |
| ITFM | Information Technology Financial Management |
| ITS | NYS Office for Information Technology Services |
| KPI | Key Performance Indicators |
| MCD | Medicaid Confidential Data |
| MCO | Managed Care Organization |
| MDW | Medicaid Data Warehouse |
| MECT | Medicaid Enterprise Certification Toolkit |
| MEIPASS | Medicaid EHR Incentive Program Administrative Support Services |
| MES | Medicaid Enterprise System |
| MES Decomposed Roadmap | A specific, detailed plan created from the MES High-level Roadmap, that defines the initiatives necessary to implement the MES program. It includes ongoing projects and operational activities, dependencies, new initiatives to achieve roadmap goals, scope definitions, roles and responsibilities, timelines, milestones, and clear outcomes. |
| MES High-level Roadmap | A strategic document that shows where the Department is going or plans to go to implement its MES goals and objectives. |
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| MITA | Medicaid Information Technology Architecture |
| MMIS | Medicaid Management Information System |
| Modular / Modularity (CMS) | The condition requires the use flexible approach to systems development, including the use of open interfaces and exposed application interfaces (API); separation of business rules from core programming; and the availability of business rules both human and machine-readable formats. Modularity is breaking down systems requirements into component parts. |
| MRT | Medicaid Redesign Team |
| NIST | National Institute of Standards and Technology |
| NYS | New York State |
| NYSOH | New York State of Health |
| OAG | Office of Attorney General |
| Objective | Results to be achieved after a project concludes. |
| OCFS | Office of Children and Family Services |
| OGS | Office of General Services |
| OHIP | Office of Health Insurance Programs |
| OMH | Office of Mental Health |
| OMIG | Office of Medicaid Inspector General |
| OPWDD | Office for People with Developmental Disabilities |
| OQPS | Office of Quality and Patient Safety |
| OTDA | Office of Temporary Disability and Assistance |
| OSC | Office of the State Comptroller |
| PHI | Protected Health Information |
| Piggybacking | Allows other governmental agencies and not-for-profits to use successful Bidder’s contract rather than separately bidding. |
| PII | Personal Identifiable Information |
| PMBOK | Project Management Body of Knowledge (PMI.org) |
| PPS | Performing Provider System |
| Procurement Personnel | Employees of NYS DOH or other NYS employees involved in the planning for and execution of this RFP. |
| Project Communications Management | Includes the processes required to ensure timely and appropriate planning, collection, creation , distribution, storage, retrieval, management, control and monitoring and ultimate disposition of project information. |
| Project Integration Management | Project Integration Management includes the processes and activities to identify, define, combine, unify, and coordinate the various processes and project management activities within the Project Management Process groups. |
| Project Management Plan | Is a document that describes how the project will be executed, monitored, and controlled. |
| Project Management Process Groups | A logical grouping of project management inputs, tools, and techniques and outputs. The Project Management Process Groups include initiating processes, planning processes, executing processes, monitoring, and controlling processes, and closing processes. Project Management Process Groups are not project phases. |
| Project Schedule | An output of a schedule model that presents linked activities with planned dates, durations, milestones, and resources. |
| Project Schedule Baseline | The approved version of a schedule model that can be changed using formal change control procedures and is used as the basis for comparison to actual results. |
| Project Schedule Model | A representation of the plan for executing the project’s activities including durations, dependencies, and other planning information , used to produce a project schedule along with other scheduling artifacts. |
| Quality Management Plan | A document that describes how applicable policies, procedures and guidelines will be implemented to achieve the quality objectives and quality requirements. |
| Quality Requirement | A condition or capability that will be used to assess conformance by validating the acceptability of an attribute for the quality of a result. |
| RACI | Responsible, Accountable, Consulted, Informed. |
| RFI | Request for Information |
| RFO | Request for Offers |
| RFP | Request for Proposals |
| RFQ | Request for Quotes |
| Scope Management Plan | Scope Management includes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully. |
| SDLC | The System Development Life Cycle (SDLC) is a formal model that describes the series of phases from the start to completion of an Information Technology system development project. Phases include:  System Concept  System Planning  System Analysis  System Design  System Development  System Testing  System Implementation  System Maintenance and Operations  **System Concept** includes the description of the system need, idea, or goal.  **System Planning** includes the initial study or feasibility of the idea. It may include a business case, feasibility study, or other research. It may also include the set of activities and tasks to achieve the goal.  **Systems Analysis** includes the gathering and writing specific requirements, descriptions or functions the system must have. This includes the examination of processes, procedures, workflows, data models, user needs and other components to design a comprehensive, feasible solution to solve the business need, or idea or goal.    **System Design** includes the translation of the requirements from the System Analysis phase into comprehensive, detailed functional, performance or design specifications, which are then used to construct the specific solution, resulting in the System design document that describes the system architecture, file and databases design, interfaces and detailed hardware and software design, used for System Development.  **System Development** also referred to as System Construction consists of all the activities required to build and validate the new system to the point at which it can be turned over for System Testing. Development efforts in this phase are based on the technical solution created during System Design, which, in turn, was based on the functional and operational requirements captured during System Requirements Analysis. Included in this phase is the construction of all components of the system, including utilities required to adequately prepare and load the data, a series of tests of the system components, and creation system documentation that support the new system.  **System Implementation** includes the preparation of system documentation, user manuals, user training and the deployment of the system into production, for use by the organization. It includes confirming that all data required at the start is available and accurate and validating that the system is functioning properly.  It also involves transitioning the system support responsibilities from a system development to a system support and maintenance mode of operation, with ownership of the new system moving to the IT Maintenance and Operations Team.  **System Maintenance and Operations** includes planning for, and executing, activities, such as operating the system, monitoring system performance, making repairs, training operators and service support staff (helpdesk and/or call center), and tuning the system.  **System Testing** includes all the testing required to verify the system meets the requirements defined during system Analysis. Testing phases may include Unit Testing, System Integration Testing, Regression Testing and User Acceptances Testing. |
| SHIN-NY | Statewide Health Information Network for New York. A network that allows for the electronic exchange of clinical information and to connect healthcare professionals statewide. |
| SHOP | Health Insurance marketplace application for small businesses with 100 or fewer full-time-equivalent employees. |
| SLA | Service Level Agreement |
| SMP | Staff Management Plan |
| SNAP | Supplemental Nutrition Assistance Program |
| SOA | Service Oriented Architecture |
| SOW | Statement of Work |
| SPARCS | Statewide Planning and Research Cooperative System |
| Stage Gate | Specific point in time during the project life cycle or system development life cycle at which stakeholders convene to assess performance to date, validate assumptions, analyze current and future conditions and discuss factors to determine whether the project should be:   1. Terminated 2. Proceed according to original plan 3. Proceeded based on a revised plan   Also called control gate, phase exit, kill point or phase-end review. |
| TANF | Temporary Assistance to Needy Families |
| TAS | Technical Advisory Services |
| T-MSIS | Transformed Medicaid Statistical Information System |
| TOM | Target Operating Model |
| TPL | Third Party Liability |
| UAS | Uniform Assessment System |
| UAT | User Acceptance Testing |
| VBP | Value Based Payments |
| Vendor | A company that may provide a solution to address this RFP. |
| WMS | Welfare Management System |
| Work Breakdown Structure (WBS) | A hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables. |