

PLANNING APD CHECKLIST

Immunization Registries (Medicaid)

The Planning APD is a very brief document (6-10 pages) prepared and submitted *prior to initiating* Planning Phase activities. It is used to secure Federal financial participation (FFP) for the State. It is a plan to plan. The purpose is not to provide needs and plans in detail but to develop a high-level management statement of vision, needs, objectives, plans, and estimated costs. The focus is on describing how planning will be accomplished and demonstrating that the State has established a plan that is reasonable for the level of effort of the project. Planning APDs that meet the standards for approval shown in the following two pages will be approved within 60 days. The Planning APD has four sections: 1. Statement of Need 2. Project Management Plan for planning 3. Planning project budget, and 4. Estimated of total project costs.

Section	Content	Description of Minimum Requirements																					
<p>Statement of Need</p> <p>This section of the Planning APD should set forth the State's information and services "vision,"¹ including the scope and objectives of the planned information system and its interrelationships with other systems (if known). In addition, the needs statement should define the system requirements in terms of problems and needs listed in the next column.</p>	<p>✓ Statement of "Vision"</p>	<p>Reduce incidence of vaccine-preventable disease by giving providers and the State a high-quality, confidential, flexible and expendable tool. It ensures age-appropriate immunization for all children with the most efficient expenditure of program, resources.</p> <p style="text-align: center;">Yes No</p>																					
	<p>✓ System interrelationships</p>	<p>Include a diagram of the system interrelationships</p>																					
	<p>✓ Problems or deficiencies in existing system</p>	<p>Does an immunization registry already exist in your State?</p> <p style="text-align: center;">Yes No</p>																					
	<p>✓ New or changed program requirements</p>	<p>See attached CDC Minimum criteria. Explain any differences.</p>																					
	<p>✓ Opportunities for economy or efficiency</p>	<p>HCFA will assume the immunization registry has sufficient opportunities for both economy and efficiency provided that the CDC minimum criteria are addressed.</p>																					
<p>Project Management Plan</p> <p>The Project Management Plan summarizes how the State will plan.</p> <p>The State's planning project organization is briefly described. At this point in the project, all that is required is that the State identify key players in the planning phase, such as the project manager and other key planning staff by name and title. This information can be depicted in an organization chart. The Project Management Plan for planning describes how and when the activities for the Planning Phase will be conducted and schedules milestones for completion of key events.</p>	<p>✓ Planning project organization (State and contractor) – people, responsibilities and relationships</p>	<p>Provide descriptive one page chart and one page of accompanying narrative.</p>																					
	<p>✓ Planning activities, products and deliverables</p>	<p>Briefly summarize in one page or less.</p>																					
	<p>✓ Commitment to conduct analyses and JAD sessions</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Requirements analysis</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr> <td>Feasibility study</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Alternatives analysis</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Cost/benefit analysis</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>JAD (joint application design sessions with users)</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Functional specification</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Systems design</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Requirements analysis	Yes	No	Feasibility study	Yes	No	Alternatives analysis	Yes	No	Cost/benefit analysis	Yes	No	JAD (joint application design sessions with users)	Yes	No	Functional specification	Yes	No	Systems design	Yes	No
	Requirements analysis	Yes	No																				
	Feasibility study	Yes	No																				
	Alternatives analysis	Yes	No																				
	Cost/benefit analysis	Yes	No																				
	JAD (joint application design sessions with users)	Yes	No																				
	Functional specification	Yes	No																				
Systems design	Yes	No																					
<p>✓ Re-inventing the Wheel</p>	<p>What consideration has been given to transferring an existing module? Explain.</p>																						
<p>✓ State/contractor needs</p>	<p>Briefly summarize in one page or less.</p>																						
<p>✓ Planning project procurement activities and schedule</p>	<p>Briefly summarize in one page or less.</p>																						
<p>✓ Requirements and evaluation plan</p>	<p>Briefly summarize in one page or less.</p>																						
<p>✓ Restrictions on work?</p>	<p style="text-align: center;">None If any, explain</p>																						
<p>✓ Testing plans of interfaces</p>	<p>Describe plans and provide summary of testing schedule.</p>																						

¹ "Vision" means the State planners' view of future program needs and the systems architecture necessary to support those needs.

Section	Content	Description of Minimum Requirements
<p>Planning Project Budget</p> <p>This section succinctly describes in narrative form the resource needs for which funding support during the Planning Phase may be requested by the State. These needs may relate to State and contractor staff costs, computer time, hardware and commercially available software, travel, space, supplies, telephones, photocopying, and so forth.</p> <p>This section of the APD also provides the budget and the cost allocation to be used during the Planning Phase.</p>	<p>✓ By categories, cost elements and amounts</p>	<p>Show cost allocation among users</p> <p>Anticipated FFP (90%, 75% and 50%)</p> <p>Anticipated State costs</p> <p>Projected costs by fiscal quarter + summarized by fiscal year, including planning project total, and program totals.</p>
<p>Total Project Cost</p> <p>This section provides a gross estimate of total project costs for the entire system acquisition — including planning and implementation. This information is very preliminary and will be updated in the Implementation APD.</p>	<p>✓ Estimated project costs</p>	<p>State and Federal shares, cost distribution</p>