

**BEST PRACTICES and CONTACT LIST
CMS' HIPAA TRANSITION WORKSHOP**

Best Practice or Tool	Description	Contact Information			
		State	Name	Telephone No.	E-mail
Organization Tools					
Creating a HIPAA Core Team	Description of Louisiana's approach and purpose for establishing a HIPAA Core Team	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
HIPAA Project Management Office (PMO) Organization Chart	Sample PMO organization chart structured according to PMO functions	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US
HIPAA Project Management Office (PMO) Charter	Sample PMO charter document including: - Mission, objectives, guiding principles and critical success factors	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US
State's HIPAA Status Presentation	Power Point presentation on Oregon's HIPAA project structure and status	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
Planning Tools					
Project Management Plan – Sample Structure Charts	Transactions and Code Sets Milestone charts - Identifies milestones within project phases and milestones within project life cycles	California	Michelle Marks	916-255-6249	MMARKS@DHS.CA.GOV
Three Phase HIPAA Compliance Approach	Louisiana's approach to HIPAA compliance includes 3 phases: - Initial Assessment & Gap Analysis - Requirements Analysis & Design - Remediation & Implementation	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Project Management Plan (Phase 2)	Overall project management plan to document: project organization, resources, tracking, communication, change control, etc. (document specifically addresses Analysis/Design phase of HIPAA project)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM

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Work Plans (Phase 1 and Phase 2)	Assessment Phase work plan schedule detailing HIPAA assessment tasks and activity; Analysis/Design Phase work plan schedule detailing analysis & design tasks and activity	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Integrated Project Plan	Concise documentation of Oregon's project plan	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
Project Approach Document	Concise documentation of Oregon's approach to the HIPAA project - Includes: milestone identification, implementation strategy, and budget considerations	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
HIPAA Strategic Plan: Technology Alternatives for TCS	Documentation of alternative solutions and remediation options for TCS compliance, including evaluations and recommendations	Florida	Sally Morton	850-413-8104	MORTONS@FDHC.STATE.FL.US
Outreach Tools					
Outreach Efforts	Examples of targeted audiences, and outreach opportunities and methods	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
State Communications on Awareness and Outreach	Web site example on HIPAA awareness and outreach; Sample communications on HIPAA awareness and outreach	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
Recipient Notice	Draft sample of Florida's Medicaid Privacy notice to recipients	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US
Video of Statewide HIPAA Orientation Session and Survey	Outreach video sponsored by the Oregon Dept. of Administrative Services. Includes the self-assessment survey for HIPAA impact	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US

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Assessment Tools					
State Agency Self Assessment Tool (TCS and Privacy)	Helps agencies determine which programs and services or activities are impacted by HIPAA	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
Contract Review Tool	Provides guidance in identifying HIPAA-covered business relationships	Oregon	Shawn Cleave	503-947-5281	SHAWN.CLEAVE@STATE.OR.US
Gap Analysis Tool	A gap analysis and repository tool; the gap analysis component in The HIPAA Repository (a complete database of all HIPAA project information)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Phase I Gap Analysis (Options & Solutions)	Documentation of the gap analysis of the various options and solutions to achieve HIPAA compliance	Florida	Sally Morton	850-413-8104	MORTONS@FDHC.STATE.FL.US
Gap Analysis (Final Assessment)	Final assessment of gap analysis documentation	Florida	Sally Morton	850-413-8104	MORTONS@FDHC.STATE.FL.US
Comparison of Federal Medicaid Regs to HIPAA Regs. for Privacy	Comparison matrix of existing Medicaid regs on privacy, including comments and questions	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US
Comparison of State statutes to HIPAA Regs.	Comparison matrix of Florida State statutes on privacy	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US

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Renovation Tools					
HIPAA Repository	A complete database of all HIPAA project information, including a Gap Analysis Tool, A Requirements Tool, A Document Library, An Issue Tracking Tool, and the MHCCM model)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Requirements Tool	A requirements repository and tracking tool; the requirement linking component in The HIPAA Repository (a complete database of all HIPAA project information)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Document Library	A HIPAA document repository; the document linking component in The HIPAA Repository (a complete database of all HIPAA project information)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Local Code Mapping Process Methodology	Mapping methodology for Transactions, Code Sets and Unique Identifiers	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Requirements Analysis Process Methodology	Requirements analysis methodology for the requirements and design phase of the HIPAA project	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Sample Testing Matrix Cross Reference Table	Matrix identifying test partners, system functions and sub-projects for each type of testing (unit, integration, regression, parallel, B2B, etc.)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Tracking Tools					
Issues & Action Items Tool	An Issues & Action Items tracking tool, a tracking component in The HIPAA Repository (a complete database of all HIPAA project information)	Louisiana	Laurie Tichenor	225-237-3287	LAURIE.TICHENOR@UNISYS.COM
Issue Tracking System	A database tracking tool for issues and action items	Florida	Terri Fuller	850-922-7026	FULLERT@FDHC.STATE.FL.US