



**Monthly Status Report**  
**caEHR Deployment Support**

**Task Order Number 29XS233STO2**  
**Basic Order Agreement 29XS233**

**April 2010 Activity**

**Booz Allen Hamilton**  
**greene\_mary@bah.com**

**5/10/2010**  
**Updated 6/25/2010**

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

**April Personnel Roster**

<b>Name</b>	<b>Title/Role</b>	<b>Email</b>	<b>Phone</b>
Mary Greene	Clinical / Scientific Oversight / Discipline Specific Lead	greene_mary@bah.com	Office: +1 (301) 838-3677 Mobile: +1 (410) 718-8408
Alex Miroff	EHR Deployment HIT Lead	miroff_aleksey@bah.com	Office: +1 (240) 314-5562 Mobile: +1 (703) 678-7480
Beth Franklin	NCCCP Site Engagement Lead	franklin_beth@bah.com	Office: +1 (301) 838-3880 Mobile: +1 (202) 342-2417
Kathryn Schulke	Cancer Clinical and Operations Lead	schulke_kathryn@bah.com	Office: +1 (301) 838-3678 Mobile: +1 (410) 443-1589
David Wu	EHR Solutions Lead	wu_david@bah.com	Office: +1 (301) 838-3629 Mobile: +1 (301) 503-5332
Srini Singaraju	EHR Implementation Lead	singaraju_srinivas@bah.com	Office: +1 (240) 314-5780 Mobile: +1 (412) 805-4464
Sarwar Faraz	EHR Deployment Systems Integration	faraz_sarwar@bah.com	Office: +1 (240) 453-2152 Mobile: +1 (240) 899-7254
Robert Cregg	EHR Business Analyst	cregg_robert@bah.com	Office: +1 (301) 251-7152 Mobile: +1 (240) 994-1319
Lucy Burge	NCCCP Site Engagement Lead	burge_lucy@bah.com	Office: +1 (301) 838-3728 Mobile: +1 (240) 997-6297
Daniel Ertley	EHR Business Analyst	ertley_daniel@bah.com	Office: +1 (301) 251-7174 Mobile: +1 (717) 314-6955
Jocelyn Phillips	Quality Assurance Specialist	phillips_jocelyn@bah.com	Office: +1 (240) 314-5972
Barbara Lund	EHR Deployment Planning	blund@maehc.org	Office: +1 (978) 462-2345 Mobile: +1 (617) 794-2368
John Virgona	EHR Deployment Infrastructure	jvirgona@maehc.org	Office: +1 (781) 434-7908 Mobile: +1 (339) 222 9539
Christine West	EHR Deployment Operations	cwest@maehc.org	Office: +1 (781) 434-7238 Mobile: +1 (339) 222-8291
Jacqueline Baldaro	EHR Deployment Operations	jbaldaro@maehc.org	Office: +1 (781) 434-7553 Mobile: +1 (339) 223-0888
Naugle, Rachel	Document Preparation Specialist	naugle_rachel@bah.com	Office: +1 (240) 314-5724
Signe George	Document Preparation Specialist	george_signe@bah.com	Office: +1 (240) 314-5663 Mobile: +1 (301) 962-6251

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

James Payton	Financial Quality Assurance	payton_james@bah.com	Office: +1 (301) 838-3875 Mobile: +1 (301) 928-3022
Rip Singh	BOA Program Manager	singh_rip@bah.com	Office: +1 (240) 314-5941 Mobile: +1 (240) 593-8878

**Technical Status Overview**

During April 2010, the caEHR Deployment Support team:

1. Planned and facilitated an initial kick-off meeting with the five NCCCP sites awarded to participate in the caEHR project. Caterina Lasome, Brenda Duggan, Kevin Hurley, Marc Koehn, and Robbin Gosa also participated.
2. Developed the introductory letter, agenda, presentation and facilitation plan for the NCCCP kick-off meeting.
3. Expanded our team to meet project requirements and assigned points-of-contact/liaisons for other discipline workstreams.
4. On-boarded new team members including those from Massachusetts eHealth Collaborative.
5. Advanced the project management plan and added detail to the project schedule.
6. Defined the overall NCCCP engagement approach for assessment and deployment.
7. Defined the overall vendor engagement approach.
8. Continued to develop the site assessment readiness survey as well as the overall deployment plan.
9. Defined the construct for the maturity model.
10. Began reviewing existing NCCCP data and conducting a preliminary vendor analysis.
11. Developed plans for individual NCCCP kick-offs and site visits.
12. Reviewed the latest artifacts from the Analysis and Architecture streams, including use cases, models and specifications.

**Description of Work Completed During the Month**

***External Meetings***

<b>Date</b>	<b>Topic</b>	<b>Project Attendees (Optional)</b>
04/05/2010	caEHR Deployment Kickoff Meeting	Mary Greene, Alex Miroff, David Wu, Robbin Gosa, Kevin Hurley, Marc Koehn
04/08/2010	Introductory Letter to NCCCP Sites	Mary Greene, Alex Miroff, Robbin Gosa, Kevin Hurley, Marc Koehn, Brenda Duggan
04/12-14/2010	DSL planning sessions	Alex Miroff
04/12/2010	2nd Quarterly CBIIT All Hands Meeting	Alex Miroff

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

04/13/2010	caEHR Deployment Weekly PMO Meeting	Mary Greene, Alex Miroff, Robbin Gosa, Kevin Hurley, Marc Koehn
04/14-15/2010	2 <sup>nd</sup> Iteration Planning Sessions	Alex Miroff
04/16/2010	SAIC-F Meeting with Deployment: Contract	Mary Greene, Alex Miroff, Anna Marie Scott
04/19/2010	DSL meeting	Alex Miroff
04/23/2010	NCCCP Joint Kick-off Meeting – Dry Run	Mary Greene, Alex Miroff, Robbin Gosa, Kevin Hurley, Marc Koehn
04/26/2010	NCCCP Joint Kick-off Meeting	Five awarded NCCCP sites, PMO, CBIIT and caEHR Deployment Team
04/28/2010	Follow-up phone call with Lance Grove, CHI - St. Joseph Medical Center Towson, Maryland	Alex Miroff
04/29/2010	Follow-up phone call with Rajiv R. Haravu, Christiana Hospital Newark, Delaware	Alex Miroff
04/29/2010	Meeting with COTR	Mary Greene, Alex Miroff, Robbin Gosa
Various	Weekly DSL Meetings	Alex Miroff (April 2-30), Mary Greene (April 30)
Various	Weekly Analysis Team Meetings	David Wu
Daily	Daily Development SCRUM	Srini Singaraju, starting 4/8/2010

***Technical Progress***

<b>Activity</b>	<b>Description</b>
<b>Project Management</b>	
Advanced project management plan	Updated roster, added Quality Management, Risk Management and Stakeholder Management sections, added detail to project schedule
Submitted Monthly Status Report	Included March 2010 activity; financial summary submitted separately as this is automatically generated with monthly invoice around mid-month through Booz Allen corporate processes
Expanded caEHR deployment team	Added new Booz Allen and Massachusetts eHealth Collaborative team members
Conducted internal kick-off meetings	Conducted internal kick-off meetings, first with Booz Allen team then with MAeHC team after they were engaged
Created caEHR Deployment wiki page	Created deployment wiki page to facilitate communication and collaboration with other disciplines

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

Participated in weekly deployment status meetings with PMO	Prepared for and participated in weekly deployment status meetings with Robbin Gosa, Kevin Hurley and Marc Koehn
<b>NCCCP Site Assessment and Deployment</b>	
Creation of deployment approach	Drafted overarching deployment approach
Developed site readiness assessment approach and initial assessment survey	Developed framework and maturity model. Initiated development of site assessment survey
Creation of site visit plan, pre-visit assessment and data capture instruments	Defined goals, assessment strategy, assessment criteria and risk/profile; created site visit plan template; reviewed existing NCCCP environment data; developed pre-kick off (site-specific kick-off) survey instrument and other preparatory materials
Conducted working sessions with MAeHC via conference calls	Began discussions of deployment plan
<b>NCCCP Site Engagement</b>	
Planned and facilitated an initial kick-off meeting with the five NCCCP	Included all five sites awarded to participate in caEHR project: Billings, Hartford, St. Joseph Orange, St Joseph Towson, and Christiana
Developed the introductory letter, agenda, presentation and facilitation plan for the NCCCP kick-off meeting	Included input from Brenda Duggan, Robbin Gosa, Kevin Hurley, Marc Koehn, Cat Lasome, and Charlie Mead
Conducted dry-run of NCCCP kick-off meeting with speakers	Refined presentation deck, reviewed likely questions from NCCCP and planned responses and responders
Wrote draft notes from NCCCP kick-off meeting	Summarized key discussions
Initiated follow-up calls with individual sites to set up site visit planning calls and initial site visits	Contacted all NCCCP points-of-contact by email and spoke with St. Joseph Towson and Christiana
<b>Vendor Engagement</b>	
Created draft vendor engagement plan	Created first Draft of IT Vendor Engagement Plan. Several follow up sessions have been scheduled to finalize the document
Initiated preliminary EHR vendor analysis	Initiated EHR Vendor Analysis document focused on the EHR Vendors for the 5 NCCCP sites selected for the pilot project. Information about the EHR Vendors products, attributes, dependencies have been documented. As more information is gathered, it will be added to this document.
NCCCP Site Interview Guide	Submitted a list of IT Vendor related questions for the Interview Guide which will be submitted to every participating site prior to the site visit.
<b>caEHR Discipline Workstream Collaboration</b>	
Assigned points-of-contact/liasons for each discipline workstream	David Wu was assigned to the Analysis and Architecture streams; Srinu Singaraju was assigned

**Monthly Status Report**  
**caEHR Deployment Support- 29XS233STO2**  
**April 2010**

	to Development, Quality Assurance/Continuous Integration and Environment streams
Reviewed artifacts from other disciplines	Review Architecture team's CFSS document and Analysis team's Use Cases
Attended program and discipline meetings	Attended DSL, architecture, and analysis meetings; first release/second iteration planning sessions; and daily scrum

*Describe each discrete activity on which work was performed during the month. When the activity encompasses work on a discrete task (see below), explicitly identify the task and task number.*

**Task Status**

<b>Task</b>	<b>Status (% completed)</b>	<b>Comments</b>
Project management plan	90%	Will submit draft May 10, final first version May 15
MS project schedule	90%	Will submit draft May 10, final first version May 15
Monthly status report	100%	March activity submitted April 10th; financial update submitted with invoice in April
NCCCP Joint Kick-off	100%	Introductory letter, agenda, presentation, dry-run meeting with speakers, and actual meeting
NCCCP Follow-up Calls	40%	Contact all sites by email following kick-off meeting. Held follow-up call with St. Joseph Towson and Christiana. Pursuing others.
Deployment site Assessment Plan / Survey	40%	Developed framework and drafts of overall approach, plans for pre-site visit assessment survey and site visit, maturity model
Overall Deployment Plan	40%	Developed overall approach with high level tasks
Vendor Engagement Plan	60%	Developed overall approach with some detail
Site Requirements and Use Cases	0%	In May, will develop plan to capture requirements, document use cases and share information with Analysis team
Deployment Site Surveys	0%	Each site surveys will be reported after site visits are conducted
Site Deployment Plans	0%	Overall deployment plan will be created first; template for site-specific deployment plan will follow; site-specific deployment plans will be

**Monthly Status Report**  
**caEHR Deployment Support- 29XS233STO2**  
**April 2010**

		created once site visits are conducted and deployment products (specifications, software) are available and sites determine which products they will consume and how
Project Summary Report	0%	Will be written in May for current task order period of performance

*This section should include description of the current status for each task.*

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

**Work Planned for Next Month**

<b>Activity</b>	<b>Description</b>
<b>Project Management</b>	
Submit project management plan	Will include MS Project schedule
Submit Monthly Status Report	For April activity, financial update with invoice
Expand caEHR deployment team	Add to technology team, complete on-boarding of MAeHC members
Created caEHR Deployment wiki page	Define how this page will be managed and organized, upload key artifacts
Participated in weekly deployment status meetings with PMO	Prepared for and participated in weekly deployment status meetings with Robbin Gosa, Kevin Hurley and Marc Koehn
Create slide(s) for caEHR Steering Committee meeting	Use template provided by PMO
Write Project Summary Report	Submit summary that encompasses activity through May 31, 2010
<b>NCCCP Site Assessment and Deployment</b>	
Submit site assessment and deployment plan	Develop annotated outline of overall assessment and deployment plan, then full plan for submission
Develop site readiness assessment	Finalize site survey and other assessment tools
Review NCCCP site proposal content relevant to caEHR	Only team members who signed NDA specific to proposal content will review
Conduct structured review of NCCCP sites based on existing information	Will define capture template, explore publically available information, and review existing information shared by CBIIT
Develop site infrastructure checklist	Used for analysis of NCCCP sites' hardware, software and networking
Develop site assessment simulation	Use subset of existing data from NCCCP to provide proof of concept for readiness model and revise model as indicated by results
Develop plan for collecting site-specific use cases and requirements and communicating with Analysis team	Get input from Analysis team on this plan
Develop template for collecting use cases and requirements	As stated
Continue follow-up calls	Introduce sites to NCCCP Engagement Leads, Beth Franklin and Lucy Burge; set up site visit planning calls
Complete plans and materials for site visit planning calls	Create general agenda, pre-reads and other materials, if any, and modify for each site as

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

	needed
Complete plans and materials business capabilities working sessions	Create general agenda, pre-reads and other materials, if any
Complete plans and materials for site visits	Create general agenda, pre-reads and other materials, if any, and modify for each site as needed
Schedule site visit planning calls	To kick-off caEHR at each NCCCP site and to provide overview of and plan for site visits
Schedule business capability feedback sessions with each site	To provide feedback overall list of potential capabilities and specifically on referral and outcomes capabilities
Schedule site visits	As stated
Create agenda and slide deck specific to each site visit	As stated
Conduct planning calls and business capability sessions	Schedule depends on availability of sites, and availability of business capabilities from Analysis team; will try to conduct all planning calls and at least 1 business capability working session
<b>Vendor Engagement</b>	
Advance vendor engagement plan	Complete overarching plan. Define site-specific nuances based on discussions with individual NCCCP sites.
Initiated preliminary EHR vendor analysis	Focus analysis on vendors working with awarded NCCCP sites
<b>caEHR Discipline Workstream Collaboration</b>	
Assign points-of-contact/liaisons for each discipline workstream	Add Lucy Burge as the primary point-of-contact for the Analysis team
Review artifacts from other disciplines	Review latest analysis and architecture artifacts including use cases, models, PIM and PSM
Attend program and discipline meetings	Attended DSL, architecture, and analysis weekly meetings; first release/third iteration planning sessions; and daily scrum

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

**Risks and Mitigation**

Risk	Severity	Mitigation Approach	Severity Post-Mitigation
Large institution EHR deployment approaches do not match requirements of the community setting.	High	Selection of MAeHC, an organization with extensive experience with the community practice setting. Direct feedback from participating NCCCP sites.	Low
Deployment activities do not effectively engage a complex software development effort.	High	Incorporation of personnel and organizations with experience with NCI-CBIT software development processes and procedures.	Low
Development timeline delays negatively impact Deployment timelines.	High	Flexibility of the caEHR Deployment Team to support multiple deployments later in the period of performance if required.	Medium
caEHR features result in changes to practice operations that are not accepted by all practitioners, and as a result caEHR falls out of use.	High	Review of deployment plans with change experts. Monitoring of post-deployment usage to identify root causes of adoption failures.	Low
NCCCP sites lack the resources or Infrastructure needed to install tools in a timely manner.	High	Early identification of implementation resource gaps via assessments conducted in the inception phase and deployment plan reviews, allowing time for securing additional resources, use of 'Swat Teams'. Engagement of EHR vendors already working with NCCCP sites.	Medium
Regulatory and privacy concerns prevent data sharing.	High	Active engagement with community groups, patient advocates, and early implementation of data sharing plans.	Low
Requirements for caEHR adoption significantly differ from ASCO/NCI agreed functional profiles.	High	Early identification of interoperability requirements, allowing development teams and SAIC-Frederick/NCI with sufficient time to address scope changes.	Low
Other projects involving NCCCP sites diverts the sites' attention from the caEHR deployment or causes confusion about project requirements (e.g., the various outcomes projects). Both scenarios may cause delays in the caEHR Deployment project.	High	Establish ongoing communications with sites to surface issues, incorporate caEHR joint meetings into existing schedule of joint NCCCP calls for other projects, optimize use of web conferencing.	Medium
Insufficient communication between caEHR Deployment Team and other Streams negatively impacts hand-offs and delays feedback	High	Establish caEHR Deployment Team liaisons to other streams, attending other stream meetings, conducting working sessions with other streams as needed.	Low

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

**Status of Deliverables**

<b>Deliverable/Milestones</b>	<b>Delivery Date</b>	<b>Status</b>
10-ST1013-D01 Project Management Plan	April, 2010	Completed draft; modifying to reflect current activities and schedule. To be submitted in May 2010.
10-ST1013-D02 Monthly Status Report	April 10, 2010	Complete
10-ST1013-D04 Site Requirements and Use Cases	May 31, 2010	Initiated discussions with Analysis team
10-ST1013-D05 Deployment Site Surveys	May 31, 2010	Ongoing
10-ST1013-D06 First Draft of the Site Deployment Plan	May 31, 2010	Ongoing
10-ST1013-D07 Deployment Site Installation Report	Sometime after May 31, 2010	
10-ST1013-D08 User Acceptance Test report for specific sites	Sometime after May 31, 2010	
10-ST1013-D09 First Draft of caEHR Training Material	May 31, 2010	Will develop plan for training material by due date

**Actions and Issues**

<b>Actions</b>	<b>Issues</b>
See Technical Progress section	

**External Dependencies**

<b>Dependency</b>	<b>Date</b>	<b>Status</b>	<b>Comments</b>
NCCCP site awards	4/15/2010	Completed	Deployment team required site selection to move forward
Development timeline		On target	A change in the development timeline

**Monthly Status Report  
caEHR Deployment Support- 29XS233STO2  
April 2010**

			will affect the deployment timeline
NCCCP site resources		Beginning discussions	The deployment to NCCCP sites with insufficient resources could affect the timeline
NCCCP site visit availability		After May	Sites will not be available for site visit before June 2010
Business capabilities definitions	5/11/2010	In progress	Analysis team to deliver business capabilities definitions

*Note anything that the project needs from external sources and the status. This includes all interproject dependencies, government-furnished information/equipment, decisions, etc. Add rows as needed.*