

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY2005-07 Biennium

Project Title	Electronic Vital Records System
Agency/Entity	HHSS/Vital Records & Data Management units

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About this form...

The Nebraska Information Technology Commission (“NITC”) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested.” In order to perform this review, the NITC and DAS-Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects. For more information, see the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.

Electronic versions of this form are available at <http://www.nitc.state.ne.us/forms/>.

For questions or comments about this form, contact the Office of the CIO/NITC at:

Mail: Office of the CIO/NITC
521 S 14th Street, Suite 301
Lincoln, NE 68508
Phone: (402) 471-3560
Fax: (402) 471-4608
E-mail: info@cio.state.ne.us

Submission of Form

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to info@cio.state.ne.us. The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

Section I: General Information

Project Title	Electronic Vital Records System
Agency (or entity)	HHSS

Contact Information for this Project:

Name	Candy Avery/Margo Gamet
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Section II: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

The Vital Records unit is charged with maintaining the official records for all birth, death, marriage, divorce, and fetal death events that occur in Nebraska. The new system will support the automation of on-line registration of events, use electronic signatures in issuance of vital records, provide standardization, integration of databases, efficient management and rapid responses to citizens, governmental agencies, businesses and others requesting vital event information. The proposed project is an upgrade to the current Vital Records system already in place.

Section III: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
 - Specific goals and objectives;
 - Expected beneficiaries of the project; and
 - Expected outcomes.

Specific goals of the project:

- A comprehensive information system, built on top of a relational database, to provide a means to handle all vital events within one seamless integrated system, thereby reducing the handling of documents, reducing potential human errors and the inefficiencies of a paper flow system.

Beneficiaries of the project:

- Federal agencies that require vital event data
- General Public that request copies of birth, death, marriage, or divorce events
- Vital Records unit to increase efficiency
- Allow HHSS to provide, when permitted, data accessibility to HHSS, State agencies and other authorized external entities.

Expected Outcomes:

- A reduction in the time between initial reporting of vital events and the issuance of certified copies, thus improving customer service.
- A reduction in time between the initial reporting of vital events and the submission of data files to Federal agencies.
- Vital Events will no longer need to be scanned into the system, but an electronic copy can be automatically generated from the data

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

- The amount of money HHSS is reimbursed for providing birth/death data to the Federal government is based on the length of time between when the event occurs and when the event is reported to them. The less time that has evolved, means a higher rate of reimbursement to the State.
- The Vital Records unit has specific goals for issuing certificates after receiving a request from the public. This system will allow the Vital Records unit to shorten the length of time it takes to issue certificates.

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3. Describe the project's relationship to your agency comprehensive information technology plan.

The project was included in the last IT plan submitted by our agency.

Section IV: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
- The amount of time between when a birth/death occurs and a Certified copy can be issued will be decreased.
 - The Federal government reimbursement rate for birth/death events is based on the timeliness of the data submitted to them.
5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
- HHSS evaluated custom coding this system in-house but decided that because of the complexity of the system, that it was not feasible. Also, third-party software to perform the required functions is readily available in the market place.
 - The Federal government has increased the number of data requirements for reporting birth and death event that require a change in the official format for both the birth and death certificate. In order to be able to exchange data with other States, all states must be collecting the same information.
6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

The Federal government has mandated that additional fields of information be collected for a birth or death event. All States are expected to begin collecting these additional data fields beginning in 2005.

Section V: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

With the current solution, all hospitals that collect data are required to use a modem to submit the birth data to the State. The new system has one centralized database with the hospitals entering their data into this database directly. The system uses the Internet to access a NFUSE(Citrix) server farm residing at the State which in turn accesses the Microsoft SQL database.

8. Address the following issues with respect to the proposed technology:
- Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 - Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.
 - Address the compatibility with existing institutional and/or statewide infrastructure.

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HHSS has the Nfuse/Citrix technology already in-house and is using it to support many other applications. HHSS also has many other systems in-house using Microsoft SQL Server for the database. This system is not expected to require HHSS technical support staff to need additional training.

Section VI: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

The project sponsor is the Agency Director for Health and Human Services—Finance & Support. The Steering committee for the project is composed of the Manager of the IT Applications Support unit and the Manager of the Support Services unit. In addition to these two persons, the Project Team also belongs to the Steering committee. The Project Team is composed of the Manager of the Vital Records unit, the Project Manager who also works in the Vital Records unit, a staff person that works in the Data Management unit, and the supervisor of the IT Applications Development unit.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

Phase I: Implementation Date – January 1, 2005

Phase I involves the replacement of the current vital statistics system for registration and processing of electronic birth information, replacement of current customer service operation system, migration of all historical data, printing of all certified birth certificates, and development of data entry and verification screens for all event types.

Phase II: Implementation Date – January 1, 2006

Phase II involves the extension of the system to include electronic registration, electronic signatures and processing of death certificates by funeral homes, doctors, county attorneys, nursing homes, medical examiner offices, etc.

Phase III: Implementation Date – July 1, 2007

Phase III involves the extension of the system to include electronic registration and processing of divorces by the Clerks of the District Court/County Clerk offices.

Phase IV: December 31, 2007

Phase IV involves the extension of the system to include electronic registration and processing of marriages by the Clerk of the District Court/County Clerk offices.

11. Describe the training and staff development requirements.

The vendor is prepared to train State staff in the operation of their system. After training the State staff a train-the-trainer approach will be used to train all users with the State providing the training. Users will be trained at a central location, at regional training locations, and if needed, training will be done at the user's home location.

12. Describe the ongoing support requirements.

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A maintenance support contract will be in place for providing support to State staff only. This support contract will allow the State to receive software upgrades at no additional cost. All maintenance of the hardware, network, and database will be handled by the HHSS IT unit.

Section VII: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

The system is being implemented with very tight timelines.

14. Identify strategies which have been developed to minimize risks.

All tasks that can wait and be implemented after the January 1, 2005 date will be identified and postponed until after that date.

The scope of the project will be redefined as needed to insure that the basic mandate to be able to process birth events on 1/1/05 can be met.

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Section VIII: Financial Analysis and Budget (20 Points)

15. Financial Information

	Estimated Prior Expended	Request for FY2005-06 (Year 1)	Request for FY2006-07 (Year 2)	Request for FY2007-08 (Year 3)	Request for FY2008-09 (Year 4)
1. Personnel Costs					
2. Contractual Services					
2.1 Design					
2.2 Programming					
2.3 Project Management					
2.4 Other					
3. Supplies and Materials					
4. Telecommunications					
5. Training	\$ 69,000.00	\$ 22,800.00	\$ 36,000.00		
6. Travel					
7. Other Operating Costs					
8. Capital Expenditures					
8.1 Hardware	\$ 72,000.00	\$ 148,800.00	\$ 346,000.00		
8.2 Software	\$ 975,300.00	\$ 110,000.00	\$ 95,000.00		
8.3 Network					
8.4 Other					
TOTAL COSTS	\$ 1,116,300.00	\$ 281,600.00	\$ 477,000.00	\$ -	\$ -
General Funds					
Cash Funds	100%	100%	100%		
Federal Funds					
Revolving Funds					
Other Funds					
TOTAL FUNDS	\$ 116,300.000	\$ 281,600.00	\$ 477,000.00	\$ -	\$ -

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

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Production Environment:

- 3 NFuse/Citrix servers and software licenses
- 1 database server with power vault
- 2 copies SQL Server

Test Environment

- 1 Citrix server
- 1 copy SQL Server
- 1 database server with power vault

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

Business Unit: 26680029