

# Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

---

## Details

- October 24, 2017
- 10 a.m. - 12 p.m.
- Room 1100, Minnesota Senate Building, 95 University Ave W, St. Paul, MN 55155

## Participants

### Voting Members

- Janet Goligowski, Stearns County - present
- Deborah Huskins, Hennepin County - absent
- Chuck Johnson, DHS - present
- Kari Koob, MNSure - present
- Nathan Moracco, DHS - present
- Allison O'Toole, MNSure - present

### Non-Voting Members

- Jenna Covey, MNIT - present
- Greg Poehling, MNIT - present

### Guests

- Deb Tibstra, MNIT
- Stephanie Grisell, MNSure

## Agenda Items

### Call to Order & Welcome

*Chuck Johnson, DHS*

Chuck Johnson, Co-Chair, called the meeting to order at 10:02 a.m. Chuck noted there had been a change to membership in the ESC membership. Greg Poehling had joined the ESC and been designated as a co-chair.

### Administrative Items

**MOTION:** Kari Koob moved to approve the draft [September 26 meeting minutes](#). Allison O'Toole seconded. All voting members present voted in favor and the motion was approved.

Chuck reviewed the remaining meetings for 2017, with meetings scheduled for November 28 and December 26. Chuck suggested eliminating the November meeting and holding a single meeting in early December. Committee members did not object and Chuck noted that if something arose, per the bylaws, an emergency meeting could be held to discuss any pressing matters.

## **METS IT Program Status Update**

*Deb Tibstra, Director of Application Services Division, MNIT Services @ DHS/MNsure*

Deb Tibstra of MNIT presented the [ESC Program Update](#).

Deb began by discussing the 2017 Winter Release. The 2017 Winter Release is scheduled to be released the first week in January 2018. The project work that is included in the release is the MMIS interface, which is related to the periodic data match (PDM) project, and updates to notices redesign. She noted there will be updates to the carrier integration project in the 2017 Winter Release, highlighting three elements: automated 1095A corrections and voids, phase two 1095A enrollment caps, and 834 EDIs. There will also be an update to the periodic data match and the release will include a technical solution called FTI masking to assist with PDM issues. Finally, there will be defect solutions in the 2017 Winter Release.

Deb moved on to 2018 open enrollment readiness. MNIT conducted two deploys, one in September and the second on October 31, 2017, which would assist in the MNsure marketplace and the 2018 batch renewal process. MNIT was focused on preparing for 2018 open enrollment by focusing on three areas: performance and load testing, call center and the MNsure website, and MNIT staffing and coverage. MNIT used the lessons from the previous years to re-adjust from the 2017 open enrollment experience. MNIT also developed additional capacity for the MNsure phone system for high-volume days. Deb expressed confidence the MNsure website was ready for the uptick in volume, but noted MNIT had prepared a back-up site in case the main site experienced issues. Finally, MNIT had matched the MNsure Contact Center hours to ensure the MNIT team was prepared to provide assistance with immediacy.

Allison acknowledged Deb and Greg's teams for their hard work on 2018 open enrollment readiness.

Deb continued her presentation with the 2018 METS Roadmap planning. Deb noted slide five outlined the steps the project management team uses when developing a roadmap recommendation. Since the September meeting when the ESC approved the 2018 Roadmap planning for quarters one and two of 2018, the project management team had continued work to finalize project work for the third and fourth quarter. Deb noted much time had been spent on understanding what worked in 2017. Deb said she expected MNIT to present the final 2018 Roadmap at the next ESC meeting.

Deb reviewed the remaining 2017 METS Roadmap. The 2017 Fall Release projects were in green and were successfully deployed. Deb noted the 2017 Winter Release was in blue as it prepared to deploy and would deploy the first week in January 2018. Deb provided the ESC an

update on the 2017 Carrier Integration project roadmap. Deb reminded the Committee that the 2017 Winter Release would include three projects related to Carrier Integration projects, which she illustrated when she discussed the 2017 Winter Release roadmap.

Deb moved on to the Public Program work. Deb noted the project management team was currently submitting the 2016 1095B corrections to the Internal Revenue Service (IRS) with a target completion date of November 17, 2017. The PMT was working on an enhanced process for tax year 2017 1095Bs. Next, Deb reviewed the MAXIS to METS migration, noting the project was set to be resolved at the end of October 2017. As of October 16, 2017, 86% of individuals had been migrated from MMIS to METS. For MinnesotaCare premium reconciliation, Deb indicated work continued to be done reconciling payments from 2014 to April 2016, following incorrect billing during that time period. For the periodic and annual work, Deb noted MNIT did not have any work in play for this project in the 2017 Winter Release but would be including the project on other 2018 releases.

Chuck asked if the MAXIS to METS migration would be removed from the 2017 Roadmap once work had completed. Deb noted it would remain on the roadmap through at least the next meeting of the ESC, and then PMT could discuss taking it off.

Finally, Deb provided the ESC with an overall program status update. The update was as of Friday, October 20, 2017. Deb noted these were projects related to the 2018 Roadmap. She noted there was one project in red, the MMIS interface, due to the PMT discovering a blocker defect that would need to be solved. Deb noted a solution to the blocker defect had been found and the MMIS interface project was currently being re-loaded for testing. Deb moved on to discussing the projects in yellow. She began with the reasonable opportunity period and noted the first phase of the project was expected to deploy in early 2018. The project was in yellow due to possible testing constraints with the other early-2018 projects, such as the DEED verification of income. The PMT was working to confirm testing strategies. Deb indicated another project in yellow, DEED verification of income, had similar issues to the reasonable opportunity project. The next project in yellow, Cúram instance alignment, which would merge two instances of Cúram, remained in yellow due to business requirement documentation and functional solution document review specifically around phase one deployment of data migration. Deb noted the first testing of the project was due in November 2017 with a hoped final release in summer 2018. The final project in yellow, data access and management, was in yellow due to an issue that was causing reports to fail running and was impacting the timely production of reports to business. A fix had been identified and Deb expected the project to move back to green by the next ESC meeting.

Janet Goligowski raised concerns about the reasonable opportunity period project. She noted there had been many setbacks to the project, including the discovery of a defect and the inclusion of an additional phase, which had reminded her of the 2016 reinstatement project. She asked Deb for guidance on how the project could be moved from yellow to green and if it could not be moved from yellow to green, who makes that decision and how can ESC influence that decision. Deb noted that when the PMT works on a project, things are revealed which requires a response and a readjustment. Deb indicated there was no change in priority

of the reasonable opportunity period project. Additionally, Deb informed the Committee there were business analysis requirements that were running behind as well as staffing challenges that the PMT had to acknowledge. Regarding testing strategies and the issues related to running the DEED verification alongside the reasonable opportunity period, PMT was using the environments to their best advantage. Deb noted she expected the reasonable opportunity period to move back to green. Janet asked for clarification on the timing of the reasonable opportunity period. Deb noted the first phase of the project would be released in early 2018, likely March. Deb also acknowledged the PMT was ahead of schedule and assessing these risks early. Chuck clarified the project was in yellow not because the project was behind schedule, but because the project's testing schedule needs to be outlined. Deb agreed with Chuck's assessment and informed the ESC she would keep the Committee updated. Janet asked if PMT had a contingency plan should the PMT not be able to meet the anticipated testing environment risk. Deb said she would have to follow up once the PMT had developed a testing region for the reasonable opportunity project. Deb informed the Committee that PMT was thinking about using a different test region for the reasonable opportunity period, but would keep all parties updated. Chuck asked for clarification related to the MMIS interface project in red. The project was in red due to an issue related to off-cycle work. Chuck asked Deb if she expected the project to be out of red by the next ESC meeting. Deb confirmed the project was expected to move back to yellow or green within a week, as the fix had already been identified.

Janet asked Deb about the timeframe related to periodic data matching and when counties should expect the first rush. Greg chimed in that he believed the first batches of periodic data match may run in April, but added the PMT would follow up with the ESC.

## New Business

### *ESC Members*

Allison updated ESC members on the MNsure IT request for proposal (RFP) review. She reported MNsure was working with MNIT and DHS to understand resource issues around integration of the RFP. Allison noted that MNsure was expecting to have a contract for a new IT solution before the end of 2017. Allison also noted there was a week until the 2018 open enrollment would begin and MNsure was staffed up, prepared, and ready to open the doors.

Chuck indicated the 2018 renewal public program project had begun, with Chuck noting that all MinnesotaCare cases are reviewed at the end of the year. Chuck indicated about 44% of Medical Assistance cases had been auto-renewed this year, which was improving every year.

## Public Comment

None.

## Adjourn

**MOTION:** Nathan Moracco moved to adjourn. Allison seconded. All voting members present voted in favor and the meeting was adjourned at 10:35 a.m.