

DRAFT Responsible, Accountable, Consulted, Informed (RACI) Chart

<p><u>Informed</u> Individual(s) or groups that are informed of a final decision or action that has been taken.</p>	<p><u>Consulted</u> Individual(s) or groups that must be consulted prior to a final decision or action. Will provide subject matter expertise to be used in making the final decision and/or action</p>	<p><u>Accountable/Verifier</u> The Individual(s) who is ultimately responsible and has the final authority on the decision or action. Has veto authority</p>	<p><u>Responsible</u> Individual(s) who actually complete the task or action. Responsibility can be shared and delegated to others</p>
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Ref #	Activity / Function	Exchange Business	DHS Business
1	Analysis and requirements documentation of Eligibility Policy for Insurance Affordability Programs (IAP) for initial launch of Exchange: - Medicaid - CHIP - Advanced Payment Tax Credit (APTC) - Cost-sharing reduction (CSR) - Basic Health Program (as applicable)	Accountable for final approval of documented eligibility policy requirements for: - APTC - CSR	Responsible for all IAP programs Accountable for final approval of documented eligibility policy requirements for: - Medicaid - CHIP - BHP
2	Analysis and requirements documentation of Eligibility Policy for Individual Mandate Exemption for initial launch of Exchange	Accountable for final approval of requirements	Responsible
3	Analysis and requirements documentation of policy for eligibility to enroll in QHP through the Exchange for initial launch of Exchange	Accountable for final approval of requirements	Responsible
4	Analysis and requirements documentation of Exchange Notices policy requirements: templates (dynamic/static) content, etc.	Responsible and Accountable for overall notice design and content for all IAP, SHOP notices and general communication	Responsible Additional specific accountability for ensuring Medicaid/CHIP notice design and content satisfy Medicaid requirements
5	Analysis and requirements documentation of Medicaid and CHIP Appeals business requirements for initial launch of Exchange	Consulted	Responsible and Accountable for non-legal business policy requirements

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6	Analysis and requirements documentation of APTC, CSR, Individual Mandate Exemption, and eligibility to enroll in QHP through Exchange appeals business requirements for initial launch of Exchange	Responsible and Accountable	Responsible
7	Full Exchange Functional Requirements and Design. Ensure business architecture supports needs of all functions within the Exchange (e.g. Screen Designs, Work flows, Business user error messages, Help Text, Navigational Flows, etc.)	Responsible and Accountable	Responsible and Accountable
8	User Acceptance Testing	Responsible and Accountable - in partnership with IT	Responsible and Accountable - in partnership with IT
9	Usability Testing	Responsible and Accountable - in partnership with IT	Responsible and Accountable - in partnership with IT
10	Navigators program and Agents, Brokers requirements, design and build	Responsible and Accountable	Consulted
11	Creation of Business Conversion Plan for existing Medicaid and CHIP individuals eligible under MAGI Medicaid policy. This effort is focused on the business decisions regarding Medicaid and CHIP conversion and does not address IT specific plans. This plan may need to be adjusted based on IT parameters.	Responsible	Responsible and Accountable
12	Training County Users of Exchange on Medicaid/CHIP policy changes being administered via the Exchange	Consulted	Responsible and Accountable
13	Training Navigators, Agents and Brokers, and in-person assisters on their defined roles within the Exchange	Responsible and Accountable	Responsible

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Ref #	Activity / Function	Exchange Business	DHS Business
14	Analysis and requirements documentation of Eligibility Policy for Small Business Health Options Program (SHOP).	Responsible and Accountable	Informed