Sprint 8 Demo

Tuesday, August 9th , 2022

VA | U.S. Department of Veterans Affairs

MOVE

Get to know the team

Core team

PRODUCT

Munish Sikka
Washington DC
Product Lead

Tami Corson
North Carolina
Clinical SME / Scrum

ENGINEERING

Dan Smith
Charleston, SC
QA Engineer / 508
Specialist

Shashank Khandelwal
Rockville, MD
Tech Lead

DESIGN

Thomas McCue
Oak Park, IL
Principal Designer
Director

Carl Dickerson
Atlanta, GA
Content Strategist
and Plain Language
Content Creator

Carolyn Williams
Chicago, IL
Experience Designer

Teagan Stephenson
Ft. Lauderdale, FL
Full Stack Engineer
1095-B Product Only

Executive team

Jeff Scheire
MO Studio

Marcy Jacobs
McKinsey & Co

Kevin London
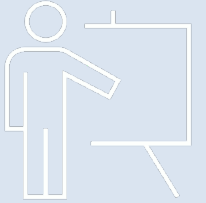Frog Design

Will Reynolds
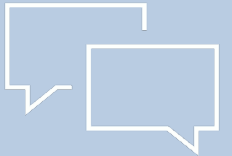SERVE Advisory

Ben Morris
Pluribus Digital

Jeanette Cantrell
MO Studio

At the end of each sprint on Tuesdays, the team will run sprint reviews to showcase the sprint's work for approval. The purpose of this meeting is:

1 To demo the accomplishments or functionality that was built over the past sprint
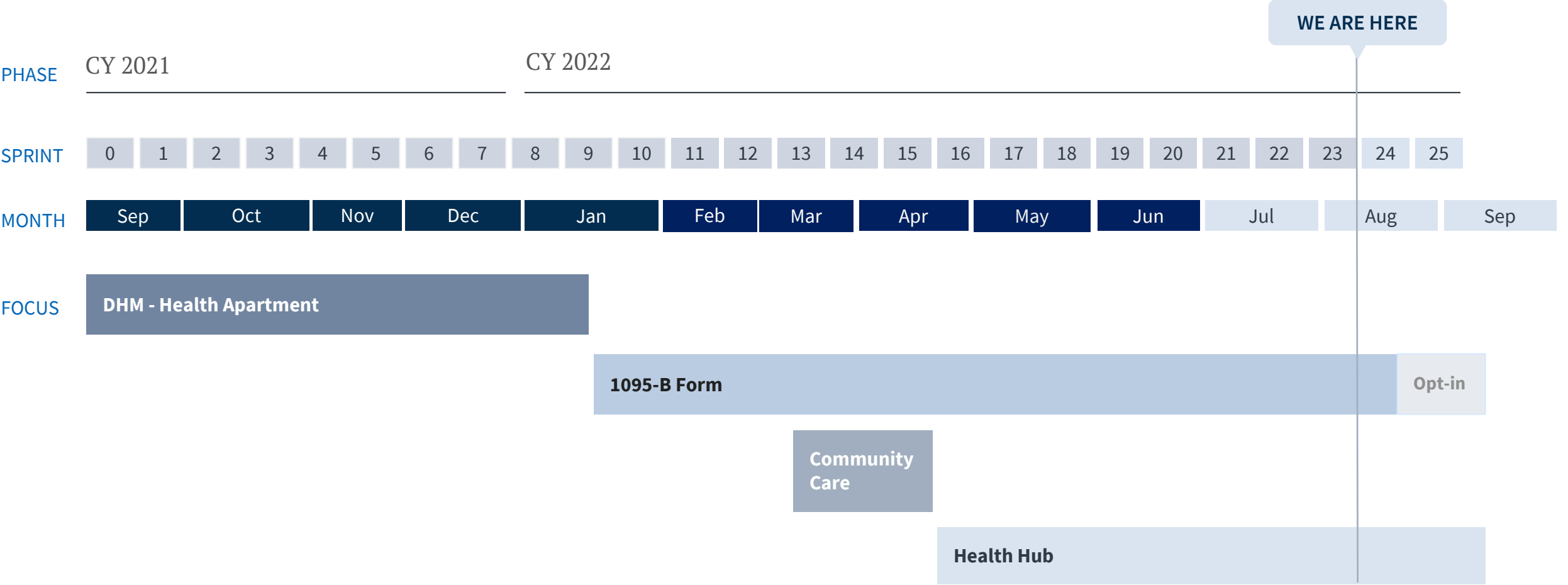
2 To get feedback and insights early and often

3 To create transparency for anyone interested on the product and progress

CEDAR TO1 Overview

WE ARE HERE

PHASE

CY 2021   CY 2022

SPRINT

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

MONTH

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

FOCUS

DHM - Health Apartment

1095-B Form   Opt-in

Community Care

Health Hub

Agenda

Sprint Goal:

For sprint 8 we focused on finalizing research plan for moderated tree test for Health Hub, initiating final collaboration cycle tollgates for 1095-B, scheduling for staging review, and drafting post MVP plans.

HEALTH HUB

A. Research plan #2

1095-B

A. Collaboration Cycle – Privacy & Security Review
B. Collaboration Cycle – Analytics Implementation & QA
C. Collaboration Cycle – Pre-staging accessibility checks
D. Pathway to MVP launch

POST-MVP OPT-IN AND TURNOVER PLAN

A. Closeout plan
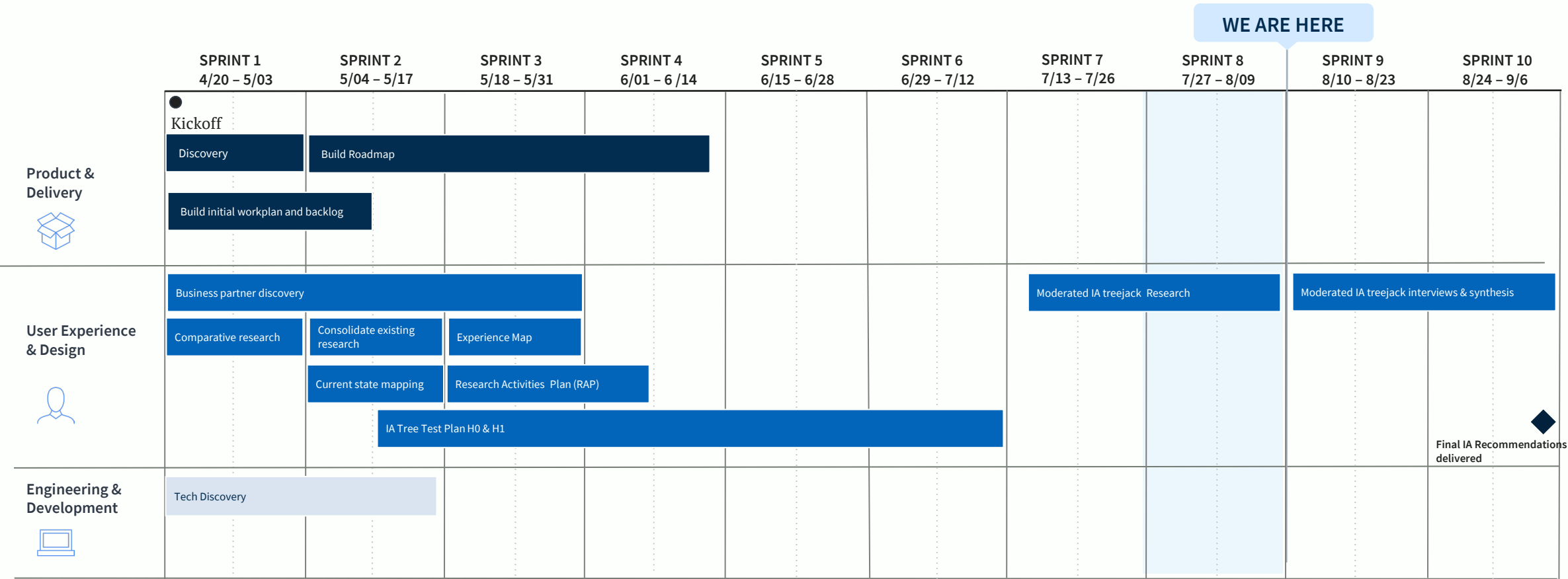B. Transition of ownership

> We welcome all feedback! Feedback will be collectively reviewed and prioritized appropriately based on where it stacks against other stories in the backlog as well as technical feasibility.

Health Hub

Health Hub Workplan v8

◆ Owned by product team

WE ARE HERE

	SPRINT 1 4/20 – 5/03	SPRINT 2 5/04 – 5/17	SPRINT 3 5/18 – 5/31	SPRINT 4 6/01 – 6 /14	SPRINT 5 6/15 – 6/28	SPRINT 6 6/29 – 7/12	SPRINT 7 7/13 – 7/26	SPRINT 8 7/27 – 8/09	SPRINT 9 8/10 – 8/23	SPRINT 10 8/24 – 9/6

Product & Delivery

● Kickoff

Discovery

Build Roadmap

Build initial workplan and backlog

User Experience & Design

Business partner discovery

Moderated IA treejack Research

Moderated IA treejack interviews & synthesis

Comparative research

Consolidate existing research

Experience Map

Current state mapping

Research Activities Plan (RAP)

IA Tree Test Plan H0 & H1

◆ **Final IA Recommendations delivered**

Engineering & Development

Tech Discovery

A

Research phase 2: Moderated testing of IA trees

User Story: Align w/ VA-PO and business partners on scope and direction of research
User Story: Finalize research plan #2 – Moderated testing of trees
User Story: Finalize conversation guide #2 – Moderated testing of trees
User Story: Submit research plan and conversation guide #2
User Story: Upload trees for each hypothesis in Optimal Workshop

Research Plan & Conversation Guide

- Submitted for approval

Next Steps

- Meet with Perigean to discuss recruiting

- Practice interviews with 2 pilot participants

- Interviews with Veterans to begin August 15th

Research plan & conversation guide

Research phase 2: Recruitment

User Story: Recruitment plan

Recruiting

- Recruiting will focus on Veterans only

- A total of 40 participants will be recruited to account for a goal of 20 with the potential for no-shows/cancellations

- The total will be broken into four cohorts, two for each hypothesis, with 5-8 participants in each

- Respectively for each hypothesis, one cohort will be Veterans enrolled in VA health care, one not enrolled in VA health care

- Even distribution of enrolled and non-enrolled participants across both hypotheses

- Continued emphasis on inclusivity for the total body of participants

Cohort	Hypothesis	Enrollment	# of participants
1	H0	n	5-8
2	H0	y	5-8
3	H1	n	5-8
4	H1	y	5-8

SPRINT 8 DEMO

1095-B

1095-B Workplan v8

Collab cycle tollgates   Release

	SPRINT 7 4/20 – 5/03	SPRINT 8 5/04 – 5/17	SPRINT 9 5/18 – 5/31	SPRINT 10 6/01 – 6/14	SPRINT 11 6/15 – 6/28	SPRINT 13 6/29 – 7/12	SPRINT 14 7/13 – 7/26	SPRINT 15 7/27 – 8/09	SPRINT 16 8/10 – 8/23	SPRINT 17 8/24 – 9/6

Product & Delivery

- 1095-B: Spanish translation docs
- Turnover document of remaining post-MVP work (VA notify, 2022 IRS form, 508 compliance, multiple year selection)
- 1095-B: Legal Review
- 1095-B: Legal Review – Opt-in
- VA 508 Assistance request
- MVP 508 Spanish translation docs
- Kickoff
- Align on launch MVP v. MVP w/ opt-in

User Experience & Design

- Design for opt-in
- Notification flow
- Design for MVP 508 accessibility

Engineering & Development

- Build for accessible MVP
- Plan for and facilitate post MVP opt-in
- Build for Analytics

Collaboration Cycle

- Sitewide and Content IA ticket opt-in
- Call center review
- Analytics & QA
- Security & privacy review
- MVP staging review
- MVP launch
- 1095-B Post launch evaluation
- Go Live

A

We prepared for privacy, security, and infrastructure readiness review

[User Story](#): Privacy, security, & infrastructure review

Artifacts

- Updated product README
- Iterated on product outline
- Created release plan
- Architecture diagram
- Sequencing diagram
- Data flow diagram
- Drafted incident response plan
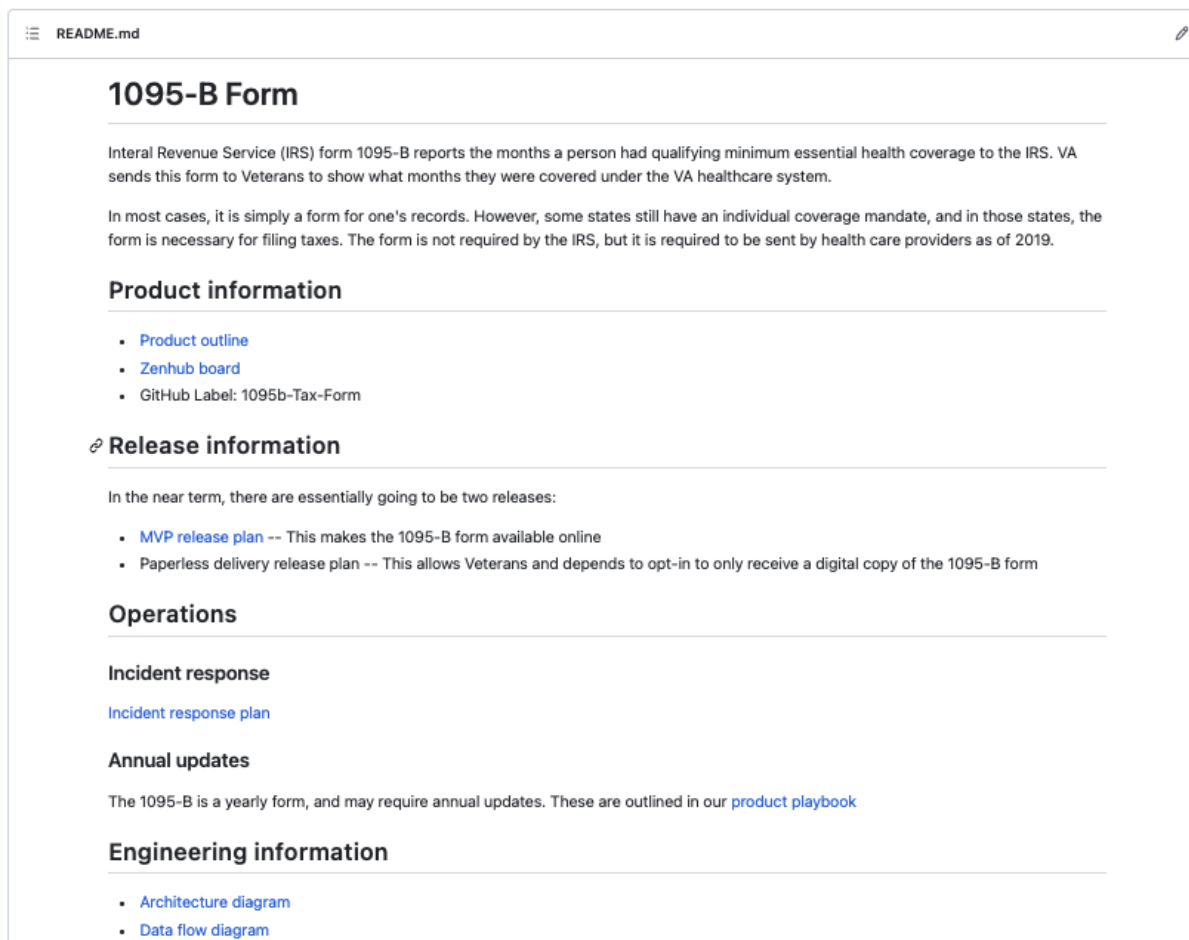
[README with links to artifacts](#)

B

We prepared for Analytics Implementation

User Story: Analytics implementation and QA

Next steps

- We'll need to implement tracking for our (PDF, text) radio button. It's one of the elements where tracking does not come out the box.
- Met with Jenna Ouellet, will need to instrument radio buttons today.

Analytics support ticket

We prepared for and initiated pre-staging accessibility testing

User Story: Staging review accessibility checklist

Pre-staging tested (5 of 6)
- Axe scan
  - React widget
- Color testing
  - Reviewed w/ browser plugins – WCAG for AA rating
- Content resizing
  - Mac: – Chrome, Safari, Firefox (200%, 300%, 400%)
- Keyboard function
  - MacOS: Chrome, Safari, Firefox
- Screen reader
  - MacOS + Safari, Jaws

Built testing tools
- Test Rails
- Cypress

Remaining step (dark launch)
- E2E Axe scan
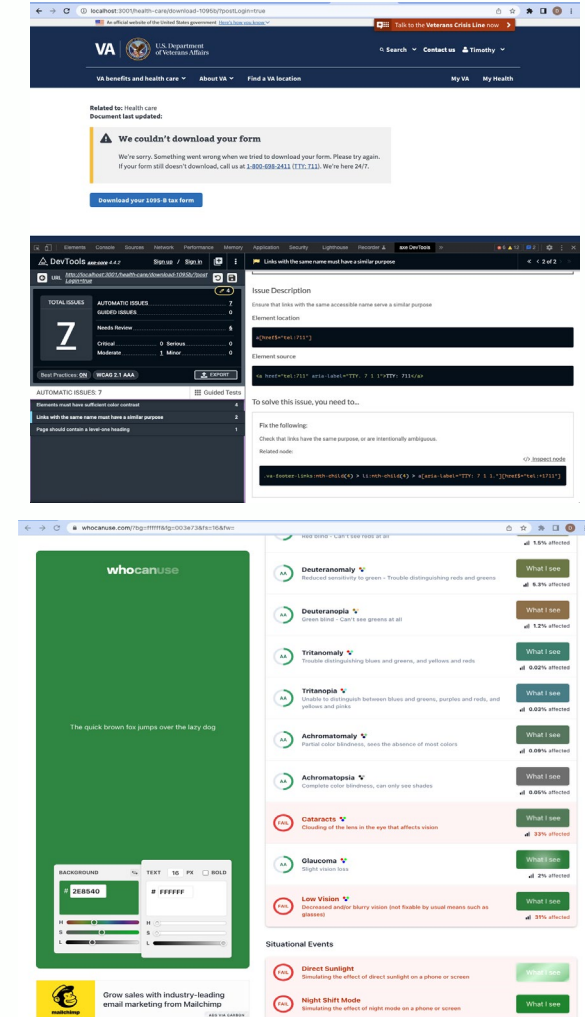
Axe scan, ticket

Steps to 1095-B MVP launch (1 of 2)

	Delayed
	In progress
	Completed
	Not started
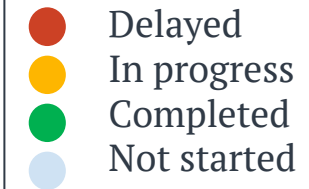
Step	OWNED BY	ACTION NEEDED	DATE ENTERED	STATUS	NOTES
Contact center review	1095-B / Contact center	Artifacts to be quality reviewed by Contact center staff	22-Jul-22	🟢	Closed 8/9/22
Analytics implementation	1095-B / Analytics	Ticket completion and alignment on KPIs	27-Jul-22	🟡	Jenna Ouellet provided guidance 8/9/22; Teagan adding to code / PR /merge
Privacy, security, and infrastructure review	1095-B / Security	Ticket completion and all 9 artifacts attached	27-Jul-22	🟡	Submit Tues EOD
		Product outline	27-Jul-22	🟢	Completed 8/4/22
		Release plan	27-Jul-22	🟢	Completed 8/5/22
		Incident response plan / Playbook	27-Jul-22	🟢	Completed 8/9/22; will iterate if feedback provided
		Architecture diagram	27-Jul-22	🟢	Completed 8/9/22
		Sequencing diagram	27-Jul-22	🟢	Completed 8/9/22
		Data Flow diagram	27-Jul-22	🟢	Completed 8/8/22
		API Endpoint document	27-Jul-22	🟡	Complete by Tues EOD
		Accessibility file	27-Jul-22	🟡	5 out of 6 test complete; Axe scan is done in dark launch

Legend	
🔴	Delayed
🟡	In progress
🟢	Completed
🔵	Not started

Step	OWNED BY	ACTION NEEDED	DATE ENTERED	STATUS	NOTES
Resolve transport script / bucket	1095-B / HEC	Reopen bucket ticket (GitHub #38079) and ensure Joshua (HEC) has access to appropriate buckets to fill transport script	9-Aug-22	🟡	Sprint 9
Staging review	1095-B / Collab Cycle teams	Complete product ticket with documented previous collab cycle steps initiated and under async review. Platform notified of status 4 business days prior to meeting in order to review all artifacts and post recommendations. Meeting to be held 18 August 2022 @ 2PM.	13-Jul -22	🟡	Sprint 9
Dark launch	1095-B	Dark launch 8/22-8/24/22 to complete final accessibility checks in production environment and guerilla UAT testing of product function using feature toggle. Record findings in release plan and staging accessibility ticket	3-Aug-22	🔵	Sprint 9 /10
Research plan - Moderated UAT	1095-B / Perigean / VA Research	Create research plan, and conversation guide for moderated UAT for approval of VA research team and submission to Perigean for recruitment.	5-Aug-22	🔵	Sprint 9
Moderated UAT	1095-B	Moderated usability testing with Veteran's recruited through Perigean. 8/25-8/26/22. Record findings in product release plan	5-Aug-22	🔵	Sprint 10
Staged Rollout	1095-B	Roll out of product on VA.gov will be staged and include feature toggle. Canary test 25% 8/26-8/30/22 ; Stage B 50% 8/30-9/5/22. Incident response plan will be followed if product fails to perform as desired.	5-Aug-22	🔵	Sprint 10
Go Live	1095-B	Official go-live target 9/5/2022	7-Aug-22	🔵	Sprint 10

SPRINT 8 DEMO

Path to Task Order close-out

CEDAR TO1 closeout (1 of 3) v1

	Delayed
🔴	Delayed
🟡	In progress
🟢	Completed
🔵	Not started

Step	OWNED BY / TURNOVER TO	ACTION NEEDED	COMPLETED	STATUS	NOTES
Completion of HH research #1 w/ caregivers	HealthHub / Mikki	Amend research plan to initiate final unmoderated testing of remaining caregivers	9-Aug-22	🟢	
		Submit research plan for recruitment by Perigean	9-Aug-22	🟢	
		Put research plan, guide, data sets, and synthesis in GitHub HH repo turnover folder, marked research #1.		🟡	Sprint 9
Completion of HH research #2 – Moderated tree test	HealthHub / Mikki	Submit research #2 to Mikki for feedback and approval	8-Aug-22	🟢	
		Submit research #2 to oCTO for approval and recruitment (Must request Perigean note taker service)	9-Aug-22	🟢	
		Conduct pilot testing		🔵	Sprint 9
		Conduct moderated testing of trees		🔵	Sprint 9
		Synthesis research findings and make recommendation if able		🔵	Sprint 10
		Put research plan, guide, data sets, Perigean notes, synthesis, recommendations (if able) in GitHub HH repo turnover folder, marked research #2		🔵	Sprint 10
HH Turnover document	HealthHub / Mikki & Tracey	Turnover document (include links to discovery, all research documents, and recommended next steps. Place in GitHub HealthHub_repo turnover folder. Send link to Mikki Northius & Tracey Mulrooney for review / edits		🔵	Draft sprint 9, due sprint 10

CEDAR TO1 closeout (2 of 3)

Legend:
- 🔴 Delayed
- 🟠 In progress
- 🟢 Completed
- 🔵 Not started

Step	OWNED BY / TURNOVER TO	ACTION NEEDED	COMPLETED STATUS	NOTES
Analytics	1095-B	Implement analytics in pre-staging and provide implementation monitoring status / turnover	🟠	Initiated sprint 8
Dark Launch, usability test 1095-B MVP	1095-B	Dark launch 9/22-8/24/22. Usability testing with coworkers and other VFS teams IAW release plan	🔵	Sprint 9
		Document findings of Guerrilla usability testing in [release plan](#)	🔵	Sprint 10
Research plan - Moderated UAT	1095-B	Create research plan, and conversation guide for moderated UAT for approval of VA research team and submission to Perigean for recruitment. Record findings in release plan and staging accessibility ticket	🔵	Sprint 9
Moderated UAT	1095-B	Complete moderated UAT 8/25-8/26/22 and document in assessment in [product release plan](#)	🔵	Sprint 10
Staged rollout	1095-B	Roll out of product on VA.gov will be staged and include feature toggle. Canary test 25% 8/26-8/30/22 ; Stage B 50% 8/30-9/5/22. Incident response plan will be followed if product fails to perform as desired.	🔵	Sprint 10
HEC Spanish translated documents	1095-B	Monitor status of 1095-B translation of HEC documents from State Department via Sitewide (Randi Hecht) and turn over to business owner (Tarsha Tremble)	🟠	Submitted for translation (opt-in) 8/2/2022
1095-B Turnover document (MVP and Opt-in)	1095-B / Tracey & Health Apps team	Turnover document (include links to discovery, research documents, collaboration cycle product documents, Opt-in build plan, and recommended next steps with owners timelines. Place in GitHub [1095-B repo turnover folder](#). Send link to Tracey Mulrooney for review / edits.	🔵	Draft sprint 9, due sprint 10

CEDAR TO1 closeout (3 of 3)

	Delayed
🔴	Delayed
🟡	In progress
🟢	Completed
🔵	Not started

Step	OWNED BY / TURNOVER TO	ACTION NEEDED	COMPLETED	STATUS	NOTES
HEC requirements ticket	1095-B / HEC	Provide requirements for Tarsha (HEC) to submit ticket		🔵	Sprint 9
HEC written approval	HEC / 1095-B	Obtain and upload into product repo written approval of MVP design and content prior to launch (Due 21-Aug-22 to avoid shifting timeline)		🟡	Sprint 9/10 [Launch blocking dependency]
Turnover meeting	1095-B / Health Apps	Tracey will arrange a 30 minute meeting with Health Apps team to review product in Sprint 9 and a 60 minute meeting to review turnover document and plan for next steps. Additionally, team will be available for asynchronous questions after initial meeting.		🔵	Sprint 9 & 10

New 1095-B team, next steps (1 of 2) v1

Step	OWNED BY	ACTION NEEDED	COMPLETED	STATUS	NOTES
Post launch review (1week)	Health Apps	Complete post launch assessment in product release plan. Due 12-Sep-22		●	
Post launch review (1 month)	Health Apps	Complete post launch assessment in product release plan. Due 5-Oct-22		●	
HEC documents - Spanish translation	Health Apps	Monitor status of 1095-B translation of HEC documents from State Department via Sitewide (Randi Hecht) and turn over to business owner (Tarsha Tremble)		●	Submitted for translation with opt-in 8/2/2022
Opt-in legal review	Health Apps MyVA OGC	Put together a legal package (product outline w/ opt-in, static page opt-in designs / content, MyVA opt-in designs / content) for review by OGC. Coordinated through HEC (Tarsha).		●	[Opt-in launch blocking dependency] Raun, Eric L. (OGC) <Eric.Raun@va.gov> Case# GCL 158655 Lawyer POC who reviewed MVP OGCHealthCareLawGroupAttorneys@va.gov General legal assistance email request line
Wayfinding	Health Apps Sitewide	Submit intake ticket with sitewide with IA document, user path, and crosslinks to wayfinding to create wayfinding to 1095-B page.		●	
Monitor Opt-in profile build	MyVA VA Profile HEC BE	Monitor teams designing and building Veteran profiles to allow for opt-in / opt-out of digital delivery of 1095-B. POC: Samara Strauss- MyVA, Mike Richard- VA Profile BE, Joshua Faulkner- HEC BE.		●	Will split row based on owner and assigned work in next iteration of "next steps" artifacts
Monitor Opt-in notification build	MyVA VA Notify	Monitor notification for opt-in / opt-out of paperless delivery build. Draft notifications here.		●	Will split row based on owner and assigned work in next iteration of "next steps" artifacts
Link 1095-B page to Veterans profile	Health Apps Sitewide MyVA	Submit intake ticket with sitewide to build onto 1095-B Drupal page the opt-in design element (alert link) since opt-in element is the same in unauth and auth environment. opt-in designs		●	

New 1095-B team, next Steps (2 of 2)

	Delayed
🔴	Delayed
🟠	In progress
🟢	Completed
🔵	Not started

Step	OWNED BY	ACTION NEEDED	COMPLETED	STATUS	NOTES
Communications plan	Health Apps	Build a communications plan for opt-in to advertise service, tax season notification for those who have opt-in. [Sample veteran communication](#) used by eBenefits		🔵	
Multi-year build	Health Apps	Tax forms are commonly available for multiple years due to audits and delayed filing, offering a multi-year retrieval service could be a future enhancement		🔵	
Removal of feature toggle code	Health Apps	Submit ticket to remove code for feature toggle on react widget after opt-in is built and functioning for 1 entire tax season		🔵	

Timing for opt-in collaboration to be determined after 8/9/22 mtg; document will be updated at that time

Sprint Deliverables

Sprint 8 Deliverables (1 of 2)

EPIC	STORY	ESTIMATE	ASSIGNED	OUTPUT	REVIEWED W/ VA-PO	SPRINT TEAM GOAL COMPLETED?
Staging	#44814 Release Plan	8	8	· Release Plan	8/9/2022	✓
Collab	#44811 Staging review accessibility checklist	8	Dan	· Ticket	8/9/2022	✓
Staging	#44401 Collaboration cycle: MOVE, 1095-B, Accessible version of product in staging	1	Tami Munish	· Ticket	8/9/2022	✓
Collab	#45593 Collaboration Cycle: Contact center review	1	Carl Tami	· Product guide (edited) · Ticket	8/9/2022	✓
Collab	#44812 Collaboration cycle: Privacy and security review	5	Shashank Munish	· Incident response plan · Architecture diagram · Data flow diagram · Sequencing diagram	8/9/2022	✓
Collab	#44810 Collaboration cycle: Analytics implementation and QA	3	Munish Shashank Teagan	· Ticket	8/9/2022	✓
Opt-in	#42158 PM to follow up with VA-PO on Spanish translation of HEC documents	0	Tami	· Ticket	8/9/2022	✓
Tech	#45003 Platform orientation [Dan Smith]	5	Dan	· Ticket	8/9/2022	✓
PMO	#45119 Platform Orientation [Jeanette Cantrell]	5	Jeanette	· Ticket	8/9/2022	✓
1095-B	#45285 Build feature throttle for widget	3	Teagan	· Ticket G#21847	8/9/2022	✓

Sprint 8 Deliverables (2 of 2)

EPIC	STORY	ESTIMATE	ASSIGNED	OUTPUT	REVIEWED W/ VA-PO	SPRINT TEAM GOAL COMPLETED?
Research	#44995 Align with VA-PO and Business partners on scope and direction of research	1	Carolyn Shashank Munish	• NR	7/27/2022	✓
Research	#44323 Finalize research plan #2 – moderated testing of trees	1	Carolyn	• Research plan #2	8/9/2022	✓
Research	#44324 Finalize conversation guide #2 – moderated testing of trees Lorem	1	Carl	• Conversation guide #2	8/9/2022	✓
Research	#44962 Recruitment plan	1	Thomas	• Research plan #2	8/4/2022	✓
Research	#44720 Submit research plan and conversation guide #2	3	Carolyn Carl	• Research plan #2 • Conversation guide #2	8/4/2022	✓
Research	#44960 Upload IA tree test into Optimal Workshop	2	Carolyn	• NR	8/4/2022	✓
Research	#45311 Resubmit Optimal workshop / research plan / conversation guide #1 to allow further unmoderated testing of caregivers for VA- IA	2	Carolyn	• NR	8/9/2022	✓
Opt-in	#44293 Align on opt-in build w/ VA Profile and Notify teams	1	Munish	• 1095-B Opt-in build guide	7/29/2022	✓
1095-B	#44997 Present 1095-B updates to Tarsha (HEC)	3	Munish Carl Tami	• Business owner brief • MVP Designs • Opt-in Designs • 1095-B engineering doc • Business owner brief notes	7/31/2022	✓

SPRINT 8 DEMO

Preview of Sprint 9

Sprint 9 will focus on

Next sprint demo: Aug 23th

*Stories subject to change during sprint planning

HEALTH HUB

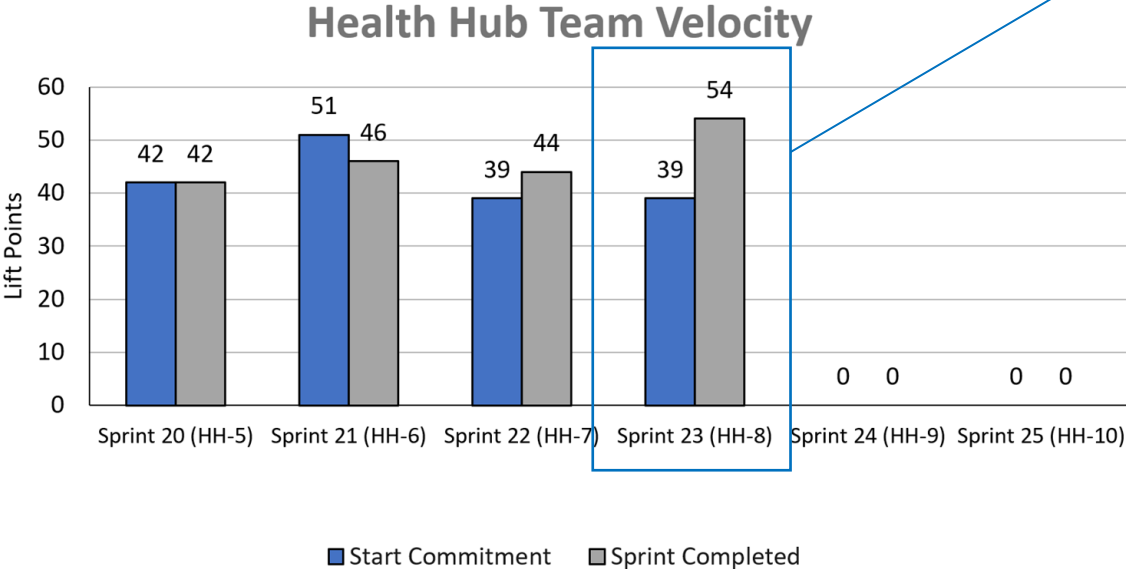A. Status update on moderated research
B. Draft product turnover guide

1095-B

A. Staging review
B. Initial UAT
C. Moderated UAT research plan
D. Draft product turnover guide

Appendix

Health Hub Team velocity

Health Hub Team Velocity

Velocity details

- Velocity estimated in story points, using Fibonacci

- Velocity in Sprint 8 accounted for 8 team members

- 54 total story points were completed; Team committed to 39 story points at beginning of the sprint.

  - 4 Stories added (14 points) to account for 2 added team member VA Platform onboarding (10), building of feature throttle (3), and reactivating Health Hub research plan #1 (2).

Project risks and mitigation strategies (1 of 2)

RISK AND IMPACT	MITIGATION STRATEGY	DATE ENTERED	DATE CLOSED	STATUS	NOTES
IRS stakeholder is outside of VA ecosystem. Building without guidance or legal review regarding compliance with IRS regulation could result in risk.	Conduct research on available information surrounding current IRS 1095-B tax form regulations. Seek legal review through VA resources as directed by VA-PO and Business Owner	1/20/22	2/11/22	🟢	VA Business Owner clarified that IRS review is not needed
Team had previously confirmed with Business Owner that legal review was not needed. Business Owner clarified that legal review would be needed as of March 2nd	Business Owner is seeking a POC with the Office of General Counsel to understand what is needed and potential launch impact	3/2/22	5/17/22	🟢	Launch blocker
Data requires storage in a S3 bucket that the enrollment system can have access to in production; process to create the staging and production bucket does not have a clear timeline. Without the S3 bucket in prod with enrollment system access, product cannot be built in prod	Daily follow-ups with Jesse House and Mike Chelan (infrastructure team)	3/1/22	3/24/22	🟢	S3 bucket now in place. Risk resolved.
Business owner raised User Acceptance Testing should be done with HEC Call Center	Requested Business Owner to schedule UAT with required individuals for mid-March and book as early as possible	3/2/22	3/25/22	🟢	Business owner confirmed that UAT can be done through Collaboration Cycle and does not have to be done with HEC team
Feedback from Content and IA Review has taken over a week to come in; feedback is changing our proposal for the H1 and delaying confirmation of where the 1095-B landing page should live, which in turn delays our ability to complete the front end (top nav and side nav bars)	Design team pushing on IA team to confirm final answer of where 1095-B landing page should live and what the H1 header title should be	03/04/22	3/8/22	🟢	URL confirmed 3/7 EOD; IA review now closed

Project risks and mitigation strategies (2 of 2)

RISK AND IMPACT	MITIGATION STRATEGY	DATE ENTERED	CLOSED	STATUS	NOTES
Designs were approved as part of Midpoint Review. Afterwards, Sitewide Content stated they would need to build our front end in Drupal and change our designs, impacting our in-flight build.	Design team met with Sitewide Content to align on redesigned front end. Tech working with Sitewide Content to send over our dynamic widget to be pulled into their static front end. Sitewide Content now owns the front end build.	3/10/22	4/12/22	🟢	Launch date dependent on Sitewide Content ability to launch front end
HH Tree Test design held up due to new information from Meg, Danielle and Mikki.	VA and MO team could work in collaborative sessions so that work is not duplicated, and we can arrive at a test design that works by the end of Sprint 3	5/16/22	5/26/22	🟢	Awaiting version of 'manage' tree that we can incorporate into research trees in order to move forward with research plan
HEC Legal review required for 1095-B Opt-in	Opt-in is being built by VA Profile team	3/2/22	6/11/22	🟢	Post-MVP enhancement blocker

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1095-B MVP Launch and Close-Out

Task	Notes	Status (Not started, In Progress, Completed)	Expected Completion Date/Sprint #
Finalize materials for Spanish translations	8/3/2022 documents transmitted to state Department by Sitewide	In progress	Requested by 9/7/2022
Determine metrics and implement tracking			
Release 1095B without opt-in			
Write requirements with owners for every step of the 1095B release with opt-in; Ensure every team understands the requirements and has provided a time for delivery			
Build the remaining work outlined in the 1095B doc.			
Document everything for transition of ownership; Past work and designs, future requirements, roadmap and next steps for opt-in release, release/change management required for each tax year			

Health Hub Moderated Studies and Close-Out

Task	Notes	Status (Not started, In Progress, Completed)	Expected Completion Date/Sprint #
Finalize based on oCTO feedback and submit the research plan and conversation guide for the moderated study of both tree tests		In progress	
Conduct moderated study and deliver recordings and notes		Not started	
Synthesize moderated study with recommendations, depending on when research is conducted.		Not started	
Provide full data set from tree tests for further analysis		Completed?	
Document everything for transition of ownership		Not started?	

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Link

Sprint __ Deliverables – __

EPIC	STORY	ESTIMATE	ASSIGNED	OUTPUT	REVIEWED W/ VA-PO	SPRINT TEAM GOAL COMPLETED?
R	#40000 Lorem	0	C	• Lorem • Lorem • Lorem • Lorem • Lorem	7/12/2022	✓
R	#40000 Lorem	0	C	• Lorem • Lorem • Lorem • Lorem • Lorem	7/12/2022	✓
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R	#40000 Lorem	0	C	• Lorem • Lorem • Lorem • Lorem • Lorem	7/12/2022	✓

1095-B Remaining actions, with external dependencies <mark>Munish Slide</mark>

ITEM	WORK STREAM	ACTION NEEDED	TARGET COMPLETE DATE	PREREQUISITE
Launch	Product & Tech	• Work with tech to create a vets-website release	Aug	Hybrid MVP build for accessibility
UAT	Product & Tech	• Follow Collaboration Cycle guidelines for UAT • Identify Veterans within VA to conduct UAT, send access, and follow up to ensure testing complete	Aug	MVP dark launch
1095-B Opt-in	Product	• Follow up with HEC and Profiles team to ensure 1095-B opt-in is done • Follow up with Notifications team to ensure related SMS & e-mail notification flow is optimal • Internal testing of text version of 1095-B • Update draft communications and announcement plans, based on when opt-in will be launched	Oct	Ongoing collaboration meetings to align responsibilities and timeline
Notification Triggers	Design & Tech	• Notification letters approved by legal • Build triggers for opt-in, opt-out, annual update	Sep / Oct	Legal review
Legal Review	Product	• Work with Tarsha to complete legal review for Opt-In	Oct / Nov	POC name from Tarsha. Legal package submitted by team and VA profile
Post MVP Launch Check- In	Product	• Complete Collaboration Cycle milestone to KPIs post launch	TBD (One month after launch and announcement)	Product launched in prod
Links from VA.gov pages to 1095-B (wayfinding)	Product & Design	• Work with IA team to have other identified pages within VA.gov (e.g., ACA page) link to the 1095-B page • Work with IA team to have 1095-B page added to navigation and be found in VA.gov search	Aug / Sep	Product launched in prod; aligned on comm plan with Tarsha, Tracey
1095-B update strategy	Product	• Align on who will own 1095-B long term, including updating the PDF template each year	Sept	Product complete and launched in production
Communications to announce launch	Product & Design	• Work with Tarsha and HEC team to refine drafted communications and align on plan and timeline to announce 1095-B launch to Veterans • Work with VA Notify team to build and launch communications on their platform	Aug	Product launched in prod; aligned on communication plan with Tarsha/Tracey