Department of Veterans Affairs

Mental Health eScreening and Assessment Program

Transition Plan

November 2015

Software Version 1.0

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Revision History

Date	Version	Description	Author
November 2015	1.0	Initial document	Information Innovators Inc.

Contents

1.   Summary

The Mental Health eScreening (MHE) pilot program will transition from Information Innovators Inc. (Triple-i) on 12/12/2015, when VA OI&T assumes ownership for maintaining the application and server. Because these tasks consist of routine maintenance for the application and operating system, and bug fixes for the application, the change in administration should not result in any disruption to the program.

2.   Transition Approach

The Triple-i team will perform a last build to update all test and production environments by 5:00PM EST on Friday, December 11, 2015. Triple-i will not delete any data because the team never created or modified any authentic Veteran data nor made any changes to VistA.

The Triple-i team will also take a snapshot of the MHE Backlog from (ticket system) Unfuddle and upload it to VACloud. The snapshot will include all the tickets (acceptance criteria, notes, and attachments), and the wiki notes in Unfuddle.

After 12/12/2015, VA System Administrators will maintain Test and Production environments on the San Diego server. Triple-i's MHE test environment in the VHA Sandbox server can subsequently be deactivated with the consent of the Product Owners.

2.1.   Where to find things

Source code for the MHE application can be obtained from the VHA Innovations GitHub repository:

> https://github.com/VHAINNOVATIONS/Mental-Health-eScreening/archive/master.zip.

MHE-related documents, the Unfuddle snapshot, user guides, and training videos are located on the VA Cloud:

> http://vacloud.us/groups/20388

To get access to the VA Cloud, contact the VHA Innovations helpdesk.

2.2. Documentation guide

For …	consult …
complete technical information, server requirements, installation, and administration to support the installed eScreening system	MHE Server Manual
an overview of the hardware, software, and routine MHE maintenance	MHE System Administrator PPT training slides
managing, operating, and configuring the system to continue interoperation with the existing IT infrastructure at the pilot sites	MHE System Administration Manual
Healthcare System Technical Administrator (HSTA) role tasks – overview	HSTA PPT training slides HSTA training video
HSTA comprehensive guidance and numbered procedures for creating assessments, using the forms editors, and more	HSTA User Training Manual
Clinician and Assistant role tasks – overview	Clinician and Assistant PPT training slides Clinician and Assistant training video
Clinician and Assistant comprehensive guidance and numbered procedures for basic procedures such as logging in and other fundamentals, as well as more complex tasks such as creating assessments, viewing the Dashboard, and more	Clinician and Assistant User Training Guide

3.   Transition Team Organization

Organization	Title	Roles/Responsibilities
OIT	Transition Project Manager	Coordinates activities throughout transition and facilitates transition meetings as required
Triple-i	Project Manager	" " " "
Triple-i	Project Manager, Sr. Technical Writer	Ensures all necessary activities are completed during transition; documents all processes, tasks, and activities for transition to the VA.
VA	Innovation Coordinator (COR), Key Clinical SME, Product Owner	Ensures all necessary activities are completed during transition; makes sure the VA is in possession of all documents, processes, tasks, and activities needed for ownership.
Triple-i	Development Team	Steps down.
VA	System Administrator	Assumes ownership for the MHE application and operating system.

4.   Partner Staffing Transition

N/A.

5.   Activities Executed During the Transition

Sequenced Events	Assigned Lead	Start Date	Completion Date	Description
System Admin Training	Ming Zhu	11/24/2015	11/24/2015	System Administrators will be familiarized with the application and their tasks.

6.   Knowledge Transfer

Knowledge will be transferred from the Triple-i team to the VA staff by means of training guides, manuals, training PPT slides and videos, documents, and wiki pages housed on VACloud. System Administration training will convey additional MHE system knowledge.

6.1.   Intellectual Property

N/A.

7.   Schedule

Full project turnover will occur 12/12/2015.

Template Revision History

Date	Version	Description	Author
September 2014	1.1	Formatted to documentation standards and edited for Section 508 conformance	Process Management
May 2012	1.0	Initial	ITDS TWG