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| VA Logo | **VHA OIA Innovation**  **Increase Enrollment in MyHealtheVet**  *Technical Kickoff Minutes* |

**Date**: August 18, 2014

**Dial-In**: 877.675.4345

**Meeting Lead:** Joy Forester

**Time**: 9:30 AM – 10:30 AM EST

**Access** **Code:** 276 231 7486#

**Facilitator/Scribe**: Joy Forester

**Invitees:**

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|  | **Name** | **Role** | **Organization** |
| x | Bill Frey | Test Engineer | HP Enterprise Services |
| x | Brian Stevenson | VA PM-COR | VHA OIA Innovations |
| x | Connie Calhoun |  |  |
| x | Danielle Krakora | Lead Innovator | Cleveland VAMC |
| x | Dr. David Douglas | Co-Chair, MHV Advisory Board | Portland VAMC |
| x | Dennis Simms | TO Contract Specialist | Technology Acquisition Center (TAC) |
| x | James Harris | M/VistA Developer | HP Enterprise Services |
| x | James Wilson | MHV Coordinator | Cincinnati VAMC |
|  | Janet.Colyard | T4 Procurement Coord | Technology Acquisition Center (TAC) |
| x | John Walsh | T4 Quality Manager | HP Vehicle Management Center (VMC) |
| x | Keven LeBlanc | COO | Liberty IT Solutions |
| x | Kristen Kriwox | Sr Business Analyst | HP Enterprise Services |
| x | Larry Foote |  |  |
|  | Matthew Ginty | T4 Contracting Officer | Technology Acquisition Center (TAC) |
|  | Meghan Mccloskey | T4 Contract Specialist | Technology Acquisition Center (TAC) |
| x | Summer Spalliero | TO Contracting Officer | Technology Acquisition Center (TAC) |
| x | Terri Ruggerie | MHV Coordinator | VISN 10 Ohio |
| x | Vince Pacasqua | MHV Coordinator | Columbus VAMC |
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**Discussion:**

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| **Topic: Opening Remarks** | **Presenter: Joy Forester** |
| * Welcome, Agenda, Introductions      * + Project Goal: use Agile practices to design, develop, test, and deliver a fully functional prototype which modifies the Preregistration Interface (PI) in the current VistA appointment management system package. The enhancements will include changing query and response line items that define the patient’s desire to be enrolled in MHV. If the patient is not interested in participating in MHV enrollment, VistA will populate a list of reason codes for declining MHV enrollment.   + HP Development team consists of:     - Joy Forester – Task Order/Program Manager     - James Harris – M/VistA Developer     - Bill Frey – Test Engineer   + Brian Stevenson is the VA PM/COR overseeing this project.   + Danielle Krakora is the Lead Innovator and SME POC for the project.   + Dr. Douglas’ group provides oversight and is the business owner for the final product.   + Good MHV SME group based in VISN 10 Ohio region that will collaborate with the development team to validate requirements and provide the list of reasons for declining MHV enrollment. | |
| **Topic: Contract Overview** | **Presenter: Dennis Simms** |
| * The Task Order period of performance is:   + Base Period: 180 days; August 8, 2014 through February 7, 2015   + Option Task: 90 days; February 8, 2015 through May 7, 2015 * Only the CO has authorization to make any changes to this contract. Any contract change requests need to be brought to the TAC thru Brian, the COR/PM. * Requests that everyone review/understand the QASP.      * Invoices must be submitted thru the OB10; HP should already know this process. | |
| **Topic: Project Management Plan** | **Presenter: Joy Forester** |
| * High Level Schedule (Proposal):   + Sprint 0 Planning 8/18/2014 – 9/12/2014   + Sprint 1-3 Prototype Development & Testing 9/15/2014 – 12/5/2015   + Sprint 4 Formal UFT Testing 12/8/2014 – 1/2/2015   + Sprint 5 Correct Deficiencies & Prototype Demo 1/5/2015 – 2/6/2015 * Assumes no delays in Contractor BI/Clearance and dev team access to VA FTL/cloud. | |
| **Topic: Onboarding Status** | **Presenter: Joy Forester/Brian Stevenson** |
| * All 3 resources have GFE, VA Network Access and PIV badges. This VA Innovations project does not require these items, only Reciprocity process, since all prototype development & testing will occur in the VA FTL. * The Reciprocity paperwork has already been submitted to Brian Stevenson for the HP staff for processing. | |
| **Topic: T4 Reporting & Reviews** | **Presenter: John Walsh** |
| * John Walsh reviewed information about Quarterly Prime reviews, Quarterly Program Reviews w/TAC, and T4 monthly reports. | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Joy Forester** |
| * The group discussed a low probability/high impact risk of connectivity issues to the FTL (used to be called the Innovations Sandbox). Per Brian, the Innovations Sandbox used to have remote desktop connectivity challenges but those issues have been resolved since FTL is located on the S:drive of VA cloud development/storage environment (via Amazon Cloud). Brian will submit a request to create Web Help Desk Accounts for the dev team and initiate the cloud development environment setup. Dev team will need to decide such things as persistent or non-persistent server and needed applications. * Larry asked if we had any VISN10 COTS3 development teams engaged to make needed changes. Brian clarified that the changes under this contract are in VistA only and there will be no changes made in the MHV portal. The SME group will be instrumental in requirements elaboration and prototype validation. | |

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| **No.** | **Action Item** | **Assigned To** | **Date**  **Assigned** | **Expected Complete** | **Status** |
| 1 | Initiate Cloud development environment | Brian Stevenson | 8/18/14 | 8/20/2014 | In Progress |
| 2 | Determine best day/time for SMEs to participate in a Weekly Sprint Meeting | Brian Stevenson | 8/18/14 | 8/20/2014 | In Progress |
| 3 | Send character limit info to Terri Ruggerie | Brian Stevenson | 8/18/14 | 8/18/2014 | In Progress |
| 4 | Follow up with contractor reciprocity paperwork status | Brian Stevenson | 8/18/14 | 8/18/2014 | In Progress |