OneVA Pharmacy Daily Standup with COR

**Meeting Information**

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| **Discussion:** | OneVA Pharmacy Daily Standup with COR Meeting | | |
| **Date of Meeting:** | 01/12/16 | **Location:** | Teleconference |
| **Facilitator:** | Cecelia Wray | | |
| **Time:** | 10:30 am-11:00 pm | | |

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| Attendee Name (P=Present) | | | |
| Bill Walsh | **P** | Loren Behuniak |  |
| Cecelia Wray | **P** | Sherri Simons | **P** |
| Joshua Patterson | **P** | Mark Kauffman |  |
| Russ Holt |  | Kathy Coupland | **P** |
| Mark Bulson |  |  |  |

**Action Items Outstanding**

| Open / Closed | Origin  Date | Action Item | Owner | Due Date | Date Completed |
| --- | --- | --- | --- | --- | --- |
| O | 12/09/15 | Open Ports for eMI | Bill | 01/13/16 |  |
| O | 01/11/16 | IP Address for VistA | Tony reach out to Danny | 01/13/16 |  |
| O | 12/09/15 | Engage SDE for a resource to join the OneVA Pharmacy meetings | Cecelia sent SDE PM name to Bill & Josh. Bill/Josh to make contact. | 01/13/16 |  |
| O | 12/14/15 | Once HDRDAT is installed inform Ashit Shah so that he can add the instance to the integration environment [Ashit.Shah@va.gov](mailto:Ashit.Shah@va.gov) | Cecelia reassigned Brad 01/04 | 01/13/16 |  |
| O | 12/17/15 | Touch base with Danny Reed to understand MVI options; Waiting on the step to submit the form. | Bill | 01/13/16 |  |
| O | 12/09/15 | Process the Elevated Privileges (EP) Forms | Josh said he approved all but Tony’s; Tony needs TMS training courses completed | 01/13/16 |  |
| O | 01/11/16 | Developer Desktop or GFE for all Team Members | Josh | 01/13/16 |  |
| O | 12/16/15 | MVI Service for VIP Environment | Bill – awaiting for MVS response | 01/15/16 |  |
| O | 12/14/15 | HDR Team needs to work with the System admin of that server to get it installed.  This will need to happen after the VistA system is up and running.   Have the system admin contact me when one servers are ready. My contact information is below. *J. Brenden McNamara*  [james.mcnamara@va.gov](mailto:james.mcnamara@va.gov) *HDR - Cache Team Lead 720-254-1163* | Cecelia reassigned Brad 01/04 | 01/16/16 |  |
| O | 12/09/15 | Smoke testing and ensure eMI box is set up and HDR/CDS access is available & MVI is working. | TJ Cope / Tony Burleson / Brad | 01/18/16 |  |
| O | 12/09/15 | Validate VistA environments by applying all patches. | Brad Fisher | 01/19/16 |  |
| O | 01/04/16 | Path Description and Install Guides (2) to Kayleen Zimmerman | Brad/Kathy | 01/22/16 |  |
| O | 12/09/15 | Sustainment contract | Joshua | 01/31/16 |  |
| O | 12/09/15 | Hand off to Daily Standup with COR for enterprise deployment | Joshua | 01/31/16 |  |
| O | 12/09/15 | Send OneVA Pharmacy components to Initial Operating Capability (IOC) sites for testing | Brad Fisher / Tony Burleson | 01/31/16 |  |
| O | 12/10/15 | MUMPS Developer needed for Secondary Checklist Review | Bill to contact Ron Ruzbacki | 02/22/16 |  |
| O | 12/30/15 | Install Capture Agents on Servers and Client | Brad/Tony | 02/10/16– 02/22/16 |  |
| O | 12/30/15 | Open Ports for Capture Agents to be Installed on AITC Server | Brad | 02/10/16 – 02/22/16 |  |
| O | 12/30/15 | Define the data to be captured | Brad | 02/10/16 – 02/22/16 |  |
| O | 12/30/15 | Run Tests to Capture Data | Brad | 02/10/16 – 02/22/16 |  |
| O | 12/09/15 | Develop Sustainment Transition Plan (Health Product Support possibility) | Cecelia / Bill / Joshua discuss Kathy to author | 02/28/16 |  |
| O | 12/09/15 | Validate software meets requirements via Skype | Rob Silverman | 02/29/16 |  |
| C | 12/11/15 | Facilitate a ‘Fast Tracking’ Process for OneVA Pharmacy | Bill | Bill found out the project did not qualify for Fast Tracking | 12/14/15 |
| C | 12/09/15 | Create a Daily Standup Call | Cecelia | 12/09/15 | 12/09/15 |
| C | 12/09/15 | Add additional members to the OneVA Pharmacy Weekly Integrated Project Team (IPT) Stakeholder Meeting | Cecelia | 12/09/15 | 12/09/15 |
| C | 12/09/15 | Consult with Rob Silverman on sites that have common patients | Cecelia | 12/10/15 | 12/18/15 |
| C | 12/10/15 | Send Team Roster to Bill | Kathy | 12/10/15 | 12/10/15 |
| C | 12/10/15 | Set up Bill on OneVA Pharmacy SharePoint Site | Kathy | 12/10/15 VA is blocking the site; Kathy to send files to GitHub for Bill | 12/11/15 |
| C | 12/09/15 | Review documents and determine what is needed for the National Rollout to occur for the OneVA Pharmacy VistA Patch | Cecelia / Bill / Joshua | 12/16/15 | 12/16/15 |
| C | 12/16/15 | Automated Testing Tools for VA Network | Bill | 12/17/15 | 12/17/15 |
| C | 12/17/15 | Elevated Privileges for Users if User Functional Testing will occur in VIP | Cecelia | 12/20/15 | 12/20/15 |
| C | 12/09/15 | Create a risk registry dashboard | Cecelia / Kathy | 12/24/15 | 12/18/15 |
| C | 12/09/15 | Establish 4-VistA Instances; Open Ports for eMI | Bill | 12/24/15 | 12/14/15 12/18/15 |
| C | 12/17/15 | Determine Automated Testing Tool can be used for this project | Kathy/TJ reached out to Rational Team and identified Rational Quality Manager and Functional Tester (RTQ & RFT) | 12/24/15 |  |
| C | 12/16/15 | Non-PIV/PIV Cards for Tony | Kit scheduled PIV apt for Tony 1/5/2016 | 01/04/16 |  |
| C | 12/09/15 | Contact eMI Point of Contact (POC) & get clarity for engagement into the VIP environment | Cecelia / Bill | 01/06/16 | 01/07/16 |
| C | 12/17/15 | eMI Middleware contact – Does Brad have anyone | Brad does not have contact | 01/06/16 | 01/06/16 |
| C | 01/04/16 | Josh to send request to Lesley Sheffield for OneVA Pharmacy Team to receive demo on Rational Functional Tester | Joshua | 01/06/16 | 01/06/16 |

| **Discussion Notes** |
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| **Meeting Notes: 01/12/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson, Sherri   * Brad reported progress but has run into some challenges; most of them resolved. * Cecelia submitted request for LDAP account to Sergio. Bill to follow up. If Cecelia can get LDAP access, Brad requests her assistance in applying patches. * Bill reiterated the need to apply patches in sequential order to avoid issues. * Josh not heard from Randy Brown regarding Developer Desktops therefore has not made a decision to submit for GFEs. Josh to follow up. * Kathy to send Cecelia and Bill the ‘cliff’ notes for the OneVA Pharmacy project to be used when communicating to new members to the process. * Sherri and Josh discussed contract extension briefly but said they would follow the conversation right after the end of this meeting. * No word from Ruth on eMI. Bill will give her until end of day then follow up.   **Meeting Notes: 01/11/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson   * MVI still reviewing ticket. * No email from Ruth as promised. Bill to follow up. * Brad discovered he needs to put in between 300-400 patches. The results of this knowledge delay the project one week for completing the patches. * Brad is not comfortable about creating LDAP accounts. It was decided that Cecelia would provide an Email directly to Sergio and submit for her LDAP account to be created. * EPs approved for Kathy. Non received from TJ nor Tony (it was determined that TJ sent to incorrect Josh Patterson.) * Bill said there was an Open Source testing tool that we could look at. * Jose said Randy Brown has about 100 Developer Desktops available but was limiting them until the Citrix Access. If the team cannot get a Developer Desktop then GFEs will need to be provided. Josh to follow up. * Bill asked if it was time for an ‘At Risk Call’. Josh said if we can get all the people engaged either in the IPT & Stakeholder Weekly meeting or a time thereafter this Thursday then it may be time, especially if we do not hear something from Ruth.   **Meeting Notes: 01/08/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson   * Mitigation – is VIE an option? We’ll give Ruth another week and bring it up at the IPT & Stakeholder weekly meeting. * MVI submitted. Awaiting response. * Awaiting eMI response.   **Meeting Notes: 01/07/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson   * Reported that Brad has successfully logged into the environment. * Bill reported that Ruth stated the self-service model procurement option is not an option and the other possibility is for IBM to assist in the install/configuration of the environment. Awaiting word from Ruth. * Backup and restore was discussed but will wait to see what Brad determines once he begins to move forward with the environment and gets comfortable. * MVI form was submitted. Next steps if for the MVI team to schedule a meeting with the OneVA Pharmacy team. Bill to escalate. * Josh approved all the Elevated Privilege forms outstanding. * Cecelia reported there could be an issue with IOC testing sites and their ability or inability to access the eMI.   **Meeting Notes: 01/06/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson, Sherri Simons   * Discussion regarding port issues resulted in Cecelia stating that Brad sent an Email to Roy McBrayer to find out the process for establishing ports. * Elevated privileges were discussed. Kathy’s submission is awaiting Louis McCrutchen ISO and Cecelia completed training course her ISO required. TJ is in the submission process. * Josh indicated to invite all the folks on the list to the Thursday IPT COR meeting and make it open for others to join when gaps are identified and assistance is needed. * MUMPS Developer has been identified for the Secondary Checklist item. His name is Ron Ruzbacki and he will be available after the 11th of January. * eMI discussion resulted in invitation to Richard Baudin – he was the original contact given to Josh. * Sherri has contract information coming Josh’s way soon.   **Meeting Notes: 01/05/2016**  **In attendance:** Josh Patterson, Bill Walsh, Cecelia Wray, Sherri Simons   * Cecelia asked Bill to escalate the FTP issue. Brad is at a standstill in getting the systems updated with the patches. Cecelia will forward the message between Brad and Tom Kehoe. * Cecelia also asked Bill if he could run to ground how team members can connect to the VIP systems. There have been many responses without any resolution. * Sherri indicated that she has information related to the extend the POP of the contract. She will send information to Joshua. * Joshua will send the list of participants that should be added to the Thursday IPT call.   **Meeting Notes: 01/04/2016**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson, Mark Bulson   * Bill responded to the question from the OneVA Pharmacy team, which needs a response for the submission of the ETA Compliance Checklist. The question presented to Bill is:   + How do we get a configuration file that lists all the IP address for all VistA instances - host names, etc., for the look up process? Does this file live within the eMI footprint somewhere?  The configuration file being developed contains the site id, IP address, Host name, and Port.  We do not understand the VA process for this.  Need assistance on how this should be constructed and delivered.   + Bill reached out to Loren and Mark and their response is that there are still some unknowns and uncertainly and that the group S Service Delivery and Engineering (SDE) need to be engaged in the OneVA Pharmacy weekly IPT meetings.     - Cecelia to send the SDE PM name to Bill and Joshua. * HDR/CDS action items – Cecelia to send Email to Brad and reassign tasks to Brad. * Cecelia shared that in order for the OneVA Pharmacy team to receive a demo on the Rational Functional Tester application Josh needs to reach out to the COR Lesley Sheffield to get permission. * Brad has issue completing patch upgrade as he does not have FTP access. If Brad does not have access by end of day on 01/04/16 Cecelia will escalate to Bill. * Tom is leaving the contract. * Tony is scheduled for PIV appointment on 01/05/2016. * Kit has been a valuable asset to the OneVA Pharmacy team and moving things as quickly as possible for everyone to gain access needed. Gratitude and appreciation to Kit from the team. * eMI meeting scheduled for Wednesday January 6th at 11L30 am EST * Kayleen Zimmerman requires the patch description and both the VistA and VAeMI-Middleware Installation Guides by 1/22/16. * IOC sites need finalized. To discuss with Rob Silverman on Thursday if he can onboard Sheridan, WY. * MVI connection – Bill reported no progress as Josh needs to fill out and submit form. Josh to complete by end of day today. * In order for Cecelia to gain System Administrator privileges she needs to complete the Role Training on TRM. * RATSR Risk Analysis and Testing Scope Report for ETS One VA Pharmacy meeting to be held Thursday 01/07/16 with the OneVA Pharmacy Team.   **Meeting Notes: 12/31/2015**  **In attendance:** Meeting was cancelled  **Meeting Notes: 12/30/2015**  **In attendance:** Meeting was cancelled.   * Action items for 12/30/32015 dated added that came out of the Daily Scrum meeting.   **Meeting Notes: 12/29/2015**  **In attendance:** Meeting was cancelled.  **Meeting Notes: 12/28/2015**  **In attendance:** Cecelia Wray, Kathy Coupland   * Bill on holiday. No one else joined the call so no updates today.   **Meeting Notes: 12/22/2015**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Josh Patterson   * Bill provided an update to Josh and shared the 4 instances are up and running and that Brad is applying all the patch work from May 16, 2015 on. It’s major work but in progress. * Items that needed Josh’s attention are the following:   + MVI component requires Josh to submit an AIM form.   + eMI meeting today at 11:30 that Josh should attend – there are two components a Maintenance Contract and an Integration Development Contract. OneVA Pharmacy is not listed on either. * Cecelia asked Josh if there was an OI&T PM assigned and he said that Bill is the VIP PM and his name should be used as PM when asked. * Josh will approve the Elevated Privileges request. * Josh to sign RSD and Master Test Plan. * VistA Maintenance Project Manager & ISO stated they will funnel the OneVA Pharmacy project through the Pharmacy AOT so we won’t have the need to create the additional ATO documents. * ICO sites: Denver, Salt Lake, and Rob working to get Sheridan on board. * Kit made great progress – Kathy gained her access back; TJ was successful in signing on; Tony and Tom are flying to the Island for a PIV badge next week. * Sherri will be talking to Josh about contract extensions. Josh to follow up with Sherri.   **Meeting Notes: 12/21/2015**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Sherri Simons   * Bill submitted Emails to Josh and is on hold until Josh returns and provides direction and decision. * Bill announced the eMI discussion was postponed until 11:30 am Tuesday.   + Ruth is changing roles but engaged in the transition. * Bill announced Enterprise Operations is almost done and Brad has access to the servers. Brad is still working to get an eToken in order to access Cache Development.   + Cecelia is reaching out to Brad to see if he can set up access for the team members to get into the VistA instances. * Sherri to follow up and find out if Josh is in the office this week.   **Meeting Notes: 12/18/2015**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Loren Behuniak   * Originally Joshua was told the project did not need a separate ATO by the Pharmacy ISO but Bill and Loren reported this is going to be needed in writing.   + Cecelia working to obtain this in writing from the Pharmacy ISO. The decision may result is additional documents and procedures that need developed / followed respectively. * Kit is still working with team members to get VA Network credentials. * Rob is working to gain IOC sites committed. * Bill mentioned that he did a walk through with Enterprise Testers and they suggested adding roles and keys to the use cases. In addition, use the format of ‘000’ for the test case SSNs. The Master Test Plan was given high marks but Kathy remarked that she is aware it needs rewrite because it was written with the original plan for the VB scripts. Loren commented that it is fair to submit revisions to the Master Test Plan for a second review once things are more concrete. * TJ to analyze Rational Functional Testing to determine if he can use for the Automated Test Tool. * Loren will reach out to Mark to see if there is a status regarding the servers. * Bill suggested Brad and Cecelia continue to attend the Monday 4pm AITC meetings. * Bill to pass along Kathy’s ‘OneVA Pharmacy Cliff Note’ Email to those who may find it helpful to understand the integrated components.   **Meeting Notes: 12/17/2015**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Mark Bulson   * VA Access for Non-PIV/PIV cards is moving forward and Cecelia will instruct Tony and Tom on next steps. * Kit will contact TJ today. * Bill and Ruth had a conversation. The eMI group is divided into 1) Operations 2) Integration. Ruth trying to figure out if OneVA Pharmacy can be part of Operations. Ruth attending an all-day meeting today and should determine the direction by end of day. Ruth will get back to Bill on next steps. In the meantime, Bill is wondering if Brad has a middleware contact. Cecelia mentioned that we spoke with Vu who is a part of the SRA group which is involved in the Integration effort. * Bill is communicating with Tom Keogh regarding MVI. Issues surrounding number of ids. Bill will reach out to Danny Read to see what options we have. * Bill provided the Automated Testing tools available within the VA environment – Load Runner. Cecelia to determine if usable for the OneVA Pharmacy testers. * Salt Lake City and Denver are IOC sites. Awaiting confirmation on 3rd site. * Kathy to send a note to Brad to determine if he has everything he needs for the Drug Matching logic (Brad replied he does for now.) * Bill wanted to know if there is anything he needs to do regarding helping Tony, Tom, and TJ with receiving a Developer Desktop within the VA environment. Follow up with Tom and Tony during today’s meeting to see if they contacted the Help Desk.   **Meeting Notes: 12/16/2015**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland, Sherri Simons   * VA Access for Non-PIV/PIV cards is moving forward and Cecelia will instruct Tony and Tom on next steps. * Kit will contact TJ today. * Elevated Privileges forms were filled out for Cecelia and Kathy and awaiting Joshua’s approval but need to follow up with Tony, Tom, and TJ. * Bill said the VIP instances were created but then the Enterprise Operations folks need to perform tasks on the environment and won’t have it ready until the end of this week. He explained some of the things they need to do like removing the DoD components. * eMI discussion is still outstanding. Awaiting Randy/Rich to respond to Emails. Ruth may be moving on to another project but plans to keep engaged with this project team until she knows someone is owning the tasks. * eMI may need to have ports opened up so connecting with the eMI team now may be an asset to moving the process along so they can engage with Enterprise Operations. * Sherri is speaking with BITS management on contract. * Mater Veteran Index (MVI) – Bill stated he can engage Tom Keogh if MVI services are needed and said to direct him when he should start the conversation. * SDE Role was discussed – Tom Grimm is the VIP SDE support. Cecelia engaging him. * Naeem and Chris are being invited to the IPT Stakeholder Weekly meeting. * Bill asked about the HDR/CDS connection and Cecelia stated that Tony has all he needs. Kathy mentioned that when the servers were ready, Cecelia has two action items that need to be completed in order for the HDR service to be applied to the environment.   **Meeting Notes: 12/14/2015:**  **In attendance:** Bill Walsh, Cecelia Wray, Kathy Coupland   * Bill reported that Fast Tracking this project is not an option as the project does not qualify.   **Meeting Notes: 12/11/2015:**  **In attendance:** Joshua Patterson, Sherri Simons, Bill Walsh, Kathy Coupland, Cecelia Wray   * Bill reported the following:   + Mark Kaufman found all Brad’s paperwork and EP approval so no further tasks needed from Brad. He is good to go since falls under the VEI Shared DTE umbrella.   + The anticipated System Name: vaausnccappdev1     - Under the UNIX Server Section,     - Scope of Elevated Access: Select the box for Linux Sys Admin     - Environment: Select the boxes for Development and Test     - Servers: List the servers I provided: **vaausnccappdev1**     - Training Documentation: Attach all files as one Compressed (Zipped) file     - Unix Account: Request New     - Net groups: –aac-cld-ncc-sysadmin   + Bill reported that Josh was give the EO Requirements for release   + Instances will be available next week, early on.   + Bill requested a RACI Chart – Cecelia to send him the OneVA Pharmacy Implementation Project Management Plan   + Bill stated he was in a meeting with Josh and the Under Secretary stated – “Deployment is the membership of success for OneVA Pharmacy.” * Cecelia reviewed the deployment process to Bill, which was to deploy to IOC sites. She requested help to facilitate a ‘Fast Tracking’ process. * Cecelia will invite Bill to all meetings.   **Meeting Notes 12/10/2015:**  **In attendance:** Joshua Patterson, Sherri Simons, Bill Walsh, Kathy Coupland, Cecelia Wray   * Cecelia requested a MUMPS Developer to perform the Secondary Review of the MUMPS Code. * Sherri approved Bill’s access to all project documentation on the BITS SharePoint. Kathy to provide access. Final VA artifacts will be placed on GitHub along with project artifacts. * Josh is working on VA access for team members and will not be able to attend IPT meeting. * Cecelia requested Bill advise of anything else, besides project documentation, that he may need from the OneVA Pharmacy team in order to successfully make it through the Daily Standup with COR. Bill will work with Loren and Russ to determine.   **Kick-off Meeting 12/09/2015**  **In attendance:** Joshua Patterson, Sherri Simons, Russ Holt, Mark Kauffman, Bill Walsh, Loren Behuniak, Cecelia Wray  The following items were discussed as steps necessary for a successful implementation of the OneVA Pharmacy project to meet the time frame established.   1. Establish the OneVA Pharmacy integrated environment:    1. 4-VistA instances will be made available    2. Ensure all VistA Instances are the latest gold version May 2015    3. Determine HDR/CDS connectivity by engaging the HDR team    4. An eMI system will be available.  We need to get ByLight to provide the connections and do the service registry. Will engage eMI POC. 2. Mumps Developer will need to check to ensure everything needed is in the environment (including patches) 3. Identify gaps 4. Once environment is ready onboard Rob Silverman to validate the software meets the requirements. 5. Send OneVA Pharmacy components to the Initial Operating Capability (IOC) sites for testing 6. Hand off the OneVA Pharmacy components to the Daily Standup with COR for enterprise ready   Other Discussions Items:   * Mumps Developer will require Elevated Privileges (EP) that are needed for developers to access servers at the AITC to develop software code. Paperwork needs to be started. * Sustainment contract needs to be considered * Invite Bill and Loren to OneVA Pharmacy Daily Scrum Meetings * Increase the membership of the OneVA Pharmacy Weekly IPT Stakeholder call * Ask Rob Silverman to recommend sites with common patients * Use GitHub for the project repository * Re-engage SDE for a resource (per Loren) * Need to discuss document requirements * Create a Risk Registry Dashboard (will move over to VIP template when available) * Need to create a Transition Plan   **Questions Answered via Email:**   * Will the systems be for both development and testing?   + Yes.  You will have 4 instances to do with what you like Silver 1 (S1), Silver 2 (S2), Gold 1 (G1), Gold 2 (G2).  It’s totally up to your team on how they are to be used with regard to development and testing requirements. * Will the systems be set up to communicate with FORUM for patch distribution and getting required ones (send/receive VistA emails)?   + Yes. All 4 instances will connect to FORUM, including send/receive VistA emails. |
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