**From:** Frisbee, Kathleen L.
**Sent:** Tuesday, June 14, 2016 1:38 PM
**To:** Gonzalez, Michelle; VHA 10P8 Admin Support
**Subject:** RE: Connected Care Travel - MHV Re-Design Mini Secure Messaging...

Approved


Sent with Good (www.good.com)


-----Original Message-----
**From:** Gonzalez, Michelle
**Sent:** Tuesday, June 14, 2016 03:30 PM Eastern Standard Time
**To:** Frisbee, Kathleen L.; VHA 10P8 Admin Support
**Subject:** FW: Connected Care Travel - MHV Re-Design Mini Secure Messaging...


Kathy –

Please approve the MHV Re-Design Mini Secure Messaging Travel Request – this is the updated version
with all members and the correct dates listed.
Date: June 27 – 38, 2016
Estimated travel costs: $15,560.71
# of Participants: 29 (9 travelers and 20 in-house/virtual)


You had approved on a different email string to Jeff Sartori. This is a clean string with all information
included.

Thank you


*Michelle Gonzalez*

**Program Specialist**
**Detailed to the Office of Connected Care  (OCC) 10P8**
**Veterans Health Administration**
**Michelle.Gonzalez@va.gov**
**970-261-5691**

**From:** Hancock, Theresa
**Sent:** Wednesday, June 08, 2016 3:16 PM
**To:** Taylor, Sakeithia R
**Cc:** VHA 10P8 Admin Support
**Subject:** RE: requesting travel approval for MHV Re-Design Mini Secure Messaging...

Approved.

**From:** Taylor, Sakeithia R
**Sent:** Wednesday, June 08, 2016 3:08 PM
**To:** Hancock, Theresa
**Cc:** VHA 10P8 Admin Support
**Subject:** requesting travel approval for MHV Re-Design Mini Secure Messaging...

Theresa

Requesting approval for the Travel request total $15,560.71 for contractor & Employees to the MHV Re-Design Mini Secure Messaging F2F Meeting, June 27 – 28, 2016 .   The total for FTE employee is $7268.81.  Thanks

*SaKeithia R. Taylor*

Staff Assistant
Office of Connected Care
Veteran Health Administration
(202) 461-6506
SaKeithia.Taylor@va.gov

**From:** Fischer, Nancy
**Sent:** Wednesday, June 08, 2016 2:13 PM
**To:** Taylor, Sakeithia R; VHA 10P8 Budget Support; Hancock, Theresa
**Cc:** VHA 10P8 Admin Support
**Subject:** RE: Connected Care Travel - MHV Re-Design Mini Secure Messaging...

Concur: FCP 9514 (MHV) can support this travel request.
Nancy

Nancy Fischer
Data Analyst | Telehealth Services | (10P8)
VHA Office of Connected Care
Office Phone: 518-626-7312
BB: (518) 925-3207
vaww.telehealth.va.gov|www.telehealth.va.gov
Nancy.fischer@va.gov

**From:** Taylor, Sakeithia R
**Sent:** Wednesday, June 08, 2016 10:14 AM
**To:** VHA 10P8 Budget Support; Hancock, Theresa
**Cc:** VHA 10P8 Admin Support
**Subject:** RE: Connected Care Travel - MHV Re-Design Mini Secure Messaging...

Good morning!

Budget/Theresa

Requesting approval for the Travel request total $15,560.71 for contractor & Employees to the MHV Re-Design Mini Secure Messaging F2F Meeting, June 27 – 28, 2016 .   The total for FTE employee is $7268.81.  Thanks

*SaKeithia R. Taylor*

Staff Assistant
Office of Connected Care
Veteran Health Administration
(202) 461-6506
SaKeithia.Taylor@va.gov

**From:** Admin [mailto:BISLSharePointTeam@va.gov]
**Sent:** Monday, June 13, 2016 9:46 AM
**To:** Gonzalez, Michelle
**Subject:** Connected Care Travel - MHV Re-Design Mini Secure Messaging...

Admin

# *MHV Re-Design Mini Secure Messaging...* has been changed

| Modify my alert settings | View MHV Re-Design Mini Secure Messaging... | View Connected Care Travel | Mobile View |
|---|---|---|---|

| | | |
|---|---|---|
| **1. Event Title:** | MHV Re-Design Mini Secure Messaging F2F Meeting | |
| **2. Event Sponsor:** | VA - (other than CC) | |
| **3. Is the Total Cost for the Event Over $20K?:** | No | |
| **4. Program Director:** | Hancock, Theresa | |
| **5. Location of Meeting:** | 8455 Colesville Rd (Ste 1200) Conf. Rm 1, Silver Spring, Md 20910 | |
| **6. Was site cost comparison completed?:** | No | |
| **7. Meeting Start Date:** | 6/27/2016 | |
| **8. Meeting End Date:** | ~~6/28/2016~~ 6/30/2016 | Edited |
| **9. # of Participants:** | 29 | |

| 10. Identify Individual Traveler: | Cornell, Kazumi |
|---|---|
| 11. Multiple Participant Names: | TRAVELERS:<br><br>2)BASELY, JEFF<br>3)COVILLE, MICHAEL (PEOPLE)<br>4)DOUGLAS, DAVID Dr. (SECURE MESSAGING)<br>5)GARY, KENNETH (PEOPLE)<br>6)KENDZIORA, LISA (SECURE MESSAGING)<br>7)SCRUGGS, CARNETTA<br>8)VETTER, BRIAN (SECURE MESSAGING)<br>9)WIGFIELD, PATRICIA<br>10) NAZI, KIM<br>=======================================================<br>NON-TRAVELERS (IN-HOUSE/VIRTUAL)<br><br>1)ELLERY, JUSTIN<br>2)HANCOCK, THERESA<br>3)HARMAN, CHIP<br>4)KABEL, MARGO<br>5)SARTORI, JEFF<br>6)MARTIN, TRACEY<br>7)BREKKE, JOHN<br>8) GREG, KIRK<br>9)PHELPS, CARL<br>10)WEAVER, ROSANNA<br>11) SOUJANYA, BHAMIDIPATY<br>12)BRYANT, HOPE L. (PEOPLE)<br>13)  SONNENFELT, STEPHANIE<br>14)SHEEHAN, PAT (508)<br>15)LANGER, STACEY (VETS.GOV TEAM)<br>16)VASSALL, NATALIE Dr.<br>17) WOODS, SUSAN Dr.<br>18) SINGH, SHAMAN, Dr. |
| 12. Estimated Travel Cost: | $15,560.71 |
| 13. Estimated Non-Travel Cost: | |
| Estimated Total Cost: | $15,560.71 |
| 14. Purpose: | The overall purpose of this meeting will be to build on the initial Secure Messaging Re-Design features and functions depicted in the prototype. The justification, goals, objectives and outputs are listed in the attached spreadsheet on marked tabs that provide more detail to this meeting. |
| 15. Goals and Objectives: | (GOAL 1)<br>The My HealtheVet Re-Design Secure Messaging meeting will be held on June 28 and 29, 2016 in Silver Spring, MD at the MHV Program Office. The overall goal and focus of this meeting will be to build on the initial Secure Messaging Re-Design features and functions depicted in the prototype. The goals, objectives and outputs listed below provide more detail to the 2 day meeting.<br><br>Discuss and review the current state of the MHV Core Secure Messaging Application features and functions<br><br>Develop a list of the current feature and functions of the Secure Messaging (SM) application. The list will be used to guide the discussion of the current SM. The discussion will help identify strengths and weaknesses.<br><br>A document that captures Feature / Functions of the SM application. Each of the feature and functions will identify it strength level.<br><br>(GOAL 2) |

Discuss and review the patient and providers Journey / Use of the Secure
Messaging application. The journey will help the participants identify neededimprovements that
improve SM  User Experience.

Develop a list of SM improvements (gaps) identified via the Journey maps.
Use the list to cross referenced entered Change Requests and determine if
the CR should be completed, updated or put on hold.

Develop a document that captures needed improvements to CR the status
and disposition of SM CR's.

(GOAL 3)

Identify other program office who are using or developing SM capabilities.
Research the features and functions and align them along with resources to
include contracts. Focus on ways to  that improves the clinical and user
experience so adoption of Secure Messaging increases.

Develop a list of  other SM efforts in the enterprise. Identify end users
(Veterans and …) on how they are and will use SM now and in the future.

A document that captures other SM efforts and identifies who why and
features and functions.

| | |
|---|---|
| **16. Justification:** | The MHV Secure Messaging application is one of the most important applications used by the Veterans. This meeting will be a gathering of Stakeholder, Business Owners and SME that will come together and discussion current and future features and functions. The discussion will also include the Gaps, Change Requests (CR) and future needs. Having all the key parties at this meeting will provide a forum for detailed discussion that would not otherwise be possible |
| **17. Anticipated Outcomes:** | Each section of the agenda has a goal and objective. Several different methods and tools will be used to facilitate targeted areas of the Secure Messaging (SM). Outcomes include but are not limited to; gaining program office approval of Re-Design team recommendations, developing a gap analysis between the current, future data and related applications, identify standardization and usability concerns with a plan of action. Identification and understanding of other Secure Messaging efforts and an action plan how to communicate and collaborate with those other efforts. Develop a blue print of recommendations and how to execute the recommendations. |
| **18. Agenda:** | 9:00-9:30am ET Introductions/Opening Remarks Presenter: Jeff Sartori Introductions In person attendees Silver Spring Virtual Attendees (in order of appearance in Lync) Audio Only Attendees Opening Remarks What I do what from this Meeting 9:30 to 9:45am ET Review Daily Goals/Objectives Presenter: Jeff Sartori Review  Agenda items Review Goals and Objectives of the meeting Focus for Tuesday Meeting Review "Format" of the meeting 9:45-10:45am ET Secure Message History Presenter: Review discuss current features and functions of Secure Messaging. |

10:45-11:00am ET Break
11:00-12:00am ET Review SM CR's Presenter:
                    Review current SM CR's and determine if and where
                        remaining CR fit into the Re-Design


12:00-1:00 am /pm ET Lunch
1:00-2:00pm ET Patient / Provide SM Journey  Presenter:
                Walk through the patient and Provider Secure Messaging
                        Journey
2:00-2:45pm ET Review Liferay Re-Design Presenter: PTP
                    Review MHV Re-Design Prototype. Talk about each part of
                        the application
2:45-3:00pm ET Break
3:00-3:45pm ET Review Liferay and Cloud Capabilities Presenter:
                    What new opportunity does using Liferay open for SM
via                          MHV.

3:45-4:30pm ET Daily Wrap-Up Presenter: Jeff Sartori
Review Parking Lot
Review New Action Items
Review Schedule for Wednesday
Closing Remarks
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Agenda:  Wednesday, June 29, 2016
Local Attendees:  Main Conference Room
Virtual Attendees:  VANTS:  800-767-1750, Code:
9:00-9:30am ET Introductions/Opening Remarks
                        Presenter: Jeff Sartori
            Introductions
              In person attendees Silver Spring
            Virtual Attendees (in order of appearance in Lync)
             Audio Only Attendees
             Opening Remarks
           What I do what from this Meeting
9:30 to 10:00am ET Review Daily Goals/Objectives
                    Presenter: Jeff Sartori
          What did I learn about SM
          Review  Agenda items for Wednesday
          Ice breaker
10:00-10:45am ET Remodel - Rennovate - Rebuild Presenter:
                Review and discuss if SM is meeting needs. What needs to
                    be fixed from a Business, Techinical, Security, Format and
                    Metric


10:45-11:00am ET Break
11:00-12:00am ET Secure Messaging and Beyond Presenter:
                    Discuss current use and demands for SM. Discuss
                        the need to plan for flexibilty and scaleability


12:00-1:00 am /pm ET Lunch
1:00-2:45pm ET Thinking Outside the Box Presenter:
                Reviewing alternative other SM applications on the
                    market. Listing new or improved features and fuctions
                    that need to be included into a new SM application


2:45-3:00pm ET Break
3:00-3:45pm ET Next Steps Presenter:
                Develop a plan to execute / address items from the

meeting. Identify needed resources and key staff, SH,
BO and SME's

3:45-4:30 Daily Wrap-Up Presenter: Jeff Sartori
Review Open and Parking Lot items
Review New Action Items
Closing Remarks

| | | |
|---|---|---|
| **19. External Conference Participation Criteria:** | | |
| **20. Describe Alignment with Criteria(s):** | | |
| **Additional Comments (optional):** | | |
| **AAR 1. Actual Travel Cost:** | | |
| **AAR 2. Actual Non-Travel Cost:** | | |
| **AAR 3. Were Purpose, Goals and Objectives Met?:** | | |
| **AAR 4. Actual Accomplishments:** | | |
| **AAR 5: Best Practice Successes:** | | |
| **AAR 6: Opportunities for Improvement:** | | |
| **AAR 7: Was total cost less than 1.05 times estimate:** | | |
| **AAR 8. Budget Planning Remarks:** | | |
| **SES Review:** | | |
| **AAR Completed:** | No | |
| **Archive or Other Action:** | No | |
| **Admin Comments:** | ~~Attached the PDF Approvel file 6/10/16~~<br><br>Attached the PDF Approvel file 6/10/16 | Edited |
| **Entered into OIA SharePoint Site by::** | | |
| **AAR Needed:** | | |
| **Enterprise** | | |

**Keywords:**