

Office of Georgia Gateway

Change Request

Business Requirements Document

CR 772010

**Correcting Institutionalized Hospice to Nursing Home Cascading**

12/17/2024

Version 0.3

**This is version 1.0 of the Summary Template, dated 8/6/2014.**

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1. Document Overview

## Document Purpose

This document specifies the user-centric requirements, functional requirements, non-functional requirements, and design constraints of the change request to be implemented. This document does not include tasks required of the Deloitte team to deliver the required system capability. For example, this document does not include costs, schedule details, reporting requirements, development methods, quality assurance procedures, configuration management procedures, or test, acceptance, and installation procedures. That additional information is contained within other artifacts such as the release schedule, test plans etc.

## Document Management Details

| **Area** | **Details** |
| --- | --- |
| **Roles and Responsibilities** | * **Gateway Business Analyst:** Initiate and document requirements; facilitate review and approval with Business Stakeholders. * **Business Stakeholders:** Provide the actual end user needs; confirm all business requirements clearly articulate the needs of the State. * **Vendor: Deloitte** Provide and explain the functional capabilities and non-functional requirements for system/software. * **Project Manager:** Support escalation of missing requirements. * **Gateway Quality Testing Team:** Participate in requirements gathering sessions as available and needed. |
| **Assumptions and Constraints** | * This document is intended to capture business and/or functional requirements; all technical requirements will be captured in design and technical (development) documents. |
| **Requirements Traceability** | * Requirements Traceability Matrix (RTM). This document should be completed alongside the Business Requirements Document. |

## Document Author/Contributor

This Business Requirements Document is authored by:

**This is version 1.0 of the Projct Summary Template, dated 8/6/2014.**

| **Name** | **Organization/Company** | **Author/Contributor** |
| --- | --- | --- |
| Chaunte’ Jones | DHS OIT Gateway Team | Author |
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## Document Review and Approval

This Business Requirements Document is agreed to and accepted by:

**This is version 1.0 of the Projct Summary Template, dated 8/6/2014.**

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| **Approver Name** | **Title** | **Approval Date** |
| --- | --- | --- |
| Bradly Green | OFI Medicaid Policy Unit Director – DHS/DFCS |  |
| Christan Scarsella | Business Analyst Supervisor – DHS/DFCS |  |
| Tamesha Wallace | Eligibility System Support Manager – DCH |  |
| Stefanie Ashlaw / Leah Peacock | PeachCare for Kids Director/ Sr. Business Manager - DCH |  |
| Maya Carter / Brian Dowd | Operations Systems Support Director / Deputy Executive Director |  |

## Change History Log

This section includes details on the version levels for the document.

| **Date** | **Summary of Change** | **Version** | **Revised By** |
| --- | --- | --- | --- |
| 6/27/2024 | Created BRD. | 0.1 | Chaunte Jones |
| 7/2/2024 | Created BR-01 | 0.2 | Chaunte Jones |
| 12/17/2024 | Added verbiage to Future State. | 0.3 | Chaunte Jones |
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|  |  |  |  |

1. Change Request Purpose

## Business Objective

| **#** | **Change Request Details** |
| --- | --- |
| 1 | Business rules must be updated to allow an exception to the ABD cascading hierarchy when a Medicaid member is going from the Institutionalized Hospice (IH) class of assistance (COA) to the Nursing Home (NH)  COA.  Per policy, when a Medicaid member in the IH COA leaves IH care and is admitted back into the nursing.  home, the expectation is that the NH COA would again become active for the month in which the member is readmitted. Currently, because of the cascading hierarchy, the IH COA remains for the month of  readmission and the NH COA do not become active again until the next month.  Example situation: a member is receiving the IH COA in April and revokes hospice the same month; the  member is readmitted back to NH services 4/25. The expectation is that the NH COA should become effective again 4/1 and ongoing. However, the NH COA is not becoming effective again until 5/1 due to the  cascading hierarchy. |

|  |  |
| --- | --- |
| **#** | **Request Scope** |
| 2 | This change will include updates to:   * Worker Portal |

## Stakeholder Business Requirements

This section defines the requirements and detailed scope of the change request.

| **ID** | **Stakeholder Business Requirement(s)**  **Note:** Existing functionality must remain the same unless requested in the BRD |
| --- | --- |
| BR-01 | The NH COA needs to become effective the beginning of the month of discharge from IH. |
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1. Business Process Flows

## Current State

This section defines the current state of the functionality seen within the system and the expected state of the functionality after the change is implemented.

| **Current State** |
| --- |
| Currently, because of the cascading hierarchy, the IH COA remains for the month of readmission and the NH COA does not become active again until the next month. Not having the NH COA to become effective the beginning of the month of readmission from IH indicates incorrect eligibility periods for the NH COA on Gateway and on eligibility notices, and it causes incorrect communications to GAMMIS and prevents the NH to bill for NH services when provided in that month. |

## Future (Desired) State

| **Future State** |
| --- |
| Having the NH COA to become effective the beginning of the month of IH discharge will allow correct NH eligibility periods to display in Gateway and on eligibility notices as is necessary, will prevent any incorrect communications to GAMMIS, and will prevent any downstream billing problems for providers. |

1. Solution Context

Solution Context identifies critical aspects of the operational impacts of the change requested. This section details an essential understanding of requirements, usage, installation, operation, and support of the solution itself.

This section includes the impact to the system based on the above requirements, as well as the future state business process.

| **Solution Context** |
| --- |
| Business rules must be updated to allow an exception to the ABD cascading hierarchy when a Medicaid member is going from the Institutionalized Hospice (IH) class of assistance (COA) to the Nursing Home (NH)  COA.  Per policy, when a Medicaid member in the IH COA leaves IH care and is admitted back into the nursing.  home, the expectation is that the NH COA would again become active for the month in which the member is readmitted. Currently, because of the cascading hierarchy, the IH COA remains for the month of  readmission and the NH COA do not become active again until the next month.  Example situation: a member is receiving the IH COA in April and revokes hospice the same month; the  member is readmitted back to NH services 4/25. The expectation is that the NH COA should become effective again 4/1 and ongoing. However, the NH COA is not becoming effective again until 5/1 due to the  cascading hierarchy. |

1. Solution Requirements

Solution Requirements are detailed requirements that describe the behavior of the solution to be implemented. These requirements may either be considered functional or non-functional.

**For the following sub-sections, if a section has no requirements, do not delete the section. Rather, state “No Requirements.” Doing so indicates that consideration has been given to this section, but that no requirements were defined.**

## Functional Requirements

Functional requirements are specific, narrowly focused, and written from the system’s perspective. Functional requirements are the means for delivering an effective solution that meets the business requirements and client’s expectations for that project. Functional requirements describe the desired behaviors of the system and should be structured for clarity and readability. Each functional requirement should map back to its related business requirement(s).

This section details how the system functionality will behave according to the update/change expected within the business requirements.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement**  **Note:** Existing functionality must remain the same unless requested in the BRD | **Business Requirement Mapping** |
| --- | --- | --- |
| FR-01 | Deloitte will provide design documents |  |

## User Interfaces

User Interface (UI) requirements are used to describe the experience that the user is to have with the system. They are separate, testable requirements that must be satisfied, often elaborating on the capabilities the functional requirements define.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| UI-01 | No Requirements |  |

## Business Rules (Policy)

A Business Rule is a specific, actionable, testable directive that is required of an agency or program, and that supports a business policy.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| BRP-01 | No Requirements |  |

## System Interfaces

If the solution contains interactions between systems, requirements around those integration points must be defined.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| SI -01 | No Requirements |  |

## Reporting

Reporting requirements define the reporting needs of the solution. In some cases, these may be simple, testable statements about the solution to be delivered. In other cases, the requirement could list all fields that are to be provided on a specific report.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| RPT-01 | No Requirements |  |

## Legal / Compliance

This section includes requirements that involve compliance policies from internal or external sources which may also dictate the behavior of the system. It is critical that all policies and their outcomes are identified.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| LC-01 | No Requirements |  |

## Data Migration & Conversion

Data migration requirements specify how data moves/transfers and conversions are to be performed when a new system (Gateway) or update within the system and its databases is replacing/interacting with an existing one. Management of existing data and legacy data and its conversion are to be addressed in this section.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| DM-01 | No Requirements |  |

## System Security and Data Security Requirements

This section details security requirements to cover user roles, permissions, security access parameters, and vulnerabilities identified with requested change. The details speak to the requirements that must be delivered upon in order to satisfy stakeholder expectations.

1. **Authentication** requirements specify how users are to gain access to the system.
2. **Authorization** requirements specify how user roles/profiles will be configured in order to manage a given user’s access to various system capabilities.
3. **Input and Output Validation** requirements are secure techniques designed to prevent security bugs and the exploitation thereof.
4. **Auditing and Logging:** The Security Log is a log that contains records of login/logout activity or other security-related events specified by the system's audit policy. An Audit Log is a document that records an event in an information technology (IT) system.
5. **Monitoring and Alerting:** Security monitoring is the automated process of collecting and analyzing indicators of potential security threats, then triaging these threats for appropriate action.

**Note:** If not applicable, state “No Requirements.”

| **ID** | **Requirement** | **Related Functional Requirement ID** |
| --- | --- | --- |
| SSD-01 | No Requirements |  |

## Non-Functional Requirements

Non-functional requirements describe environmental needs that must be met for acceptance criteria to be satisfied. This section speaks to the standard level of functionality and quality expected within the system after the change is implemented.

* **System Availability Requirements:** An availability requirement is any requirement that is not a functional, data or process requirement, that is concerned with defining the periods when the system can be used by the end user.
* **Scalability and Volume Requirements:** Scalability is the ability of the system to grow in its capacity to meet the rising demand for services offered. System scalability criteria could include the ability to accommodate an increasing number of users or number of transactions per millisecond.
* **Performance Requirements:** A Performance requirement specifies the speed or operational effectiveness of the capability that must be delivered by the system.
* **Reliability Requirements:** Reliability is the degree to which something operates without failure under given conditions during a given time period.
* **Quality Attributes:** Quality Attributes are a specific type of non-functional requirement that describes performance of a solution.

**Note:** If not applicable, use the standard Non-Functional Requirements instead of stating “No Requirements.”

| **ID** | **Requirement** |
| --- | --- |
| NFR-01 | No Requirements |

1. Testing CONSIDERATIONS

This section includes high-level test considerations and should be completed by the Gateway Business Analyst with input from the Quality Tester.

| **#** | **Requirement** |
| --- | --- |
| 1 | No Requirements |

1. Transitional / Operational Support Requirement

Transitional/Operational Support requirements are the requirements regarding ongoing support of the solution/infrastructure/system. These requirements are needed in order to efficiently and effectively transition a solution that meets business needs into the production environment.

| **ID** | **Requirement** | **Accountable Team Member** |
| --- | --- | --- |
| TOS-01 | No Requirements |  |

1. Business Glossary

A business glossary documents terms (and associated acronyms) that are unique to the solution domain. It is created in order to ensure that all stakeholders understand what is meant when certain words or abbreviations are used.

| **Term** | **Definition** |
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