






Program: HHS Alignment Program

Program Name	Program Manager	Program Status Date	Overall Program Status
HHS Alignment Program	Reisetter, Sarah	5/31/2022	

Status Highlights			
Budget	Scope	People	Schedule
			

Explanation of Status	
RYG Action Plan	No action plan needed at this time.
Comments	No barriers identified for the HHS Alignment Program at this time.
Completed This Period	Completed all major milestones for this period as defined in the individual project plans and contained in this report. All projects are on-schedule and following the approved scope of work.
Planned Next Period	Continue projects according to approved work plans.

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Alignment Work Guiding Principles	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project completed as of 3/18/2022. Project completed on-time.	No Entry

Completed This Period	Planned Next Period
All project milestones and tasks completed.	Project completed. No additional work is currently planned.

Milestones				
Milestone	Target	Planned	Status	Progress
Create draft guiding principles	3/17/2022	3/17/2022	Accomplished	
Finalize guiding principles	3/17/2022	3/17/2022	Accomplished	
Publish/share guiding principles	3/25/2022	3/25/2022	Accomplished	

Issues
No Results

High Exposure Risks
No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Bill Draft	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Finalized project framework documents. Met with LSA and AAG teams to identify next steps and assign tasks. Reviewed list of impacted Iowa code sections developed by the AAG team.	LSA team will pull language from impacted Iowa code sections and send on for review and editing.

Milestones

Milestone	Target	Planned	Status	Progress
Develop project framework documents	4/29/2022	4/29/2022	Accomplished	
Conduct background research	5/20/2022	5/20/2022	Accomplished	
Create bill draft	8/5/2022	8/5/2022	Open	
Submit draft bill	9/30/2022	9/30/2022	Open	

Issues

No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Cost Allocation	Slaybaugh, Jean	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
The IDPH and DHS fiscal teams met along with the IDPH indirect method consultant to review the cost allocation strategy and verify application during the transition period. The alignment team worked to identify any possible changes for July 1 that should be reflected within the cost allocation model.	Leadership verification of any changes for July 1 to be reflected in the cost allocation model. Testing of the interim model by the cost allocation team.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	4/15/2022	4/15/2022	Accomplished	
Create interim cost allocation model	5/5/2022	5/5/2022	Accomplished	
Test interim cost allocation model	5/27/2022	5/27/2022	Open	
Review and approve interim cost allocation model	6/3/2022	6/3/2022	Open	
Execute interim cost allocation model	6/17/2022	6/17/2022	Open	
Submit PACAP and Indirect Rate Proposal	7/1/2022	7/1/2022	Open	
Vendor in place to define long term cost allocation strategy	7/1/2022	7/1/2022	Open	

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
HHS Branding	Highland, Matt	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Inventory of all existing agency adjacent logos and templates created through a survey of IDPH and DHS SAMs and Bureau Chiefs. Draft logo and color options presented to leadership for feedback.	Refinement of draft logo and color options based on leadership feedback. Preparation to share drafts with HHS executive team. Continued work on corresponding style guide.

Milestones					
Milestone	Target	Planned	Status	Progress	
Develop project framework documents	4/22/2022	4/22/2022	Accomplished		
Seek internal and external feedback	5/4/2022	5/4/2022	Accomplished		
Create logo and template inventory	5/6/2022	5/6/2022	Accomplished		
Draft HHS logo options	5/6/2022	5/6/2022	Accomplished		
Select final logo option	5/20/2022	5/20/2022	Open		
Create final logo package	6/27/2022	6/27/2022	Open		
Create style guide	6/27/2022	6/27/2022	Open		
Create templates	6/27/2022	6/27/2022	Open		

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Human Resources	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on hold and will be reassessed for next steps following finalization of tables of organization.	No action plan needed at this time.

Completed This Period	Planned Next Period
No work completed this period.	No additional work planned for next period.

Milestones				
Milestone	Target	Planned	Status	Progress
Hold work session with human resources representatives to determine anticipated human resource work/projects related to HHS alignment	4/18/2022	4/18/2022	Accomplished	
Create roadmap of work to complete	6/30/2022	6/30/2022	Open	

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Mission, Vision, Guiding Principles	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Completed analysis of the full-team survey on mission, vision, guiding principles, and branding for the new department. Held an in-person planning session with leadership from across IDPH and DHS where we presented the analysis and further discussed the top results from the full-team survey.	Will hold a drafting session with the Executive Team to further shape the mission, vision, and guiding principles, discussion to be based on the survey results and feedback from the full HHS leadership planning session. Will begin planning for a full-day HHS Leadership retreat to be held June 29.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	3/25/2022	3/25/2022	Accomplished	
Conduct background research	4/4/2022	4/4/2022	Accomplished	
Seek internal and external feedback	5/13/2022	5/13/2022	Accomplished	
Draft final mission, vision, guiding principles and solicit feedback	6/1/2022	6/1/2022	Open	
Create use plan for mission, vision, guiding principles	6/3/2022	6/3/2022	Open	
Director Garcia approval of mission, vision, guiding principles	6/17/2022	6/17/2022	Open	
Share final mission, vision, guiding principles	6/24/2022	6/24/2022	Open	

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
State Budget	Slaybaugh, Jean	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
No work completed this period as waited for next fiscal year budget to be finalized in the legislature.	Hold meeting to develop milestones and timeline for this work.

Milestones					
Milestone	Target	Planned	Status	Progress	
Develop project framework documents	5/20/2022	5/20/2022	Open		
Planned end date for initial work	7/1/2022	7/1/2022	Open		

Issues
No Results

High Exposure Risks
No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Transition Plan	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Completed assessment of transition plans from other states. Created a high level report outline for the Iowa transition plan.	Work session with the alignment team to begin drafting content for the transition plan, and to further refine information to be collected for inclusion.

Milestones

Milestone	Target	Planned	Status	Progress
Create development plan for approved report outline	5/6/2022	5/6/2022	Open	
Draft Phase 1 sections	6/10/2022	6/10/2022	Open	
Draft Phase 2 sections	7/14/2022	7/14/2022	Open	
Draft full transition plan report	9/15/2022	9/15/2022	Open	
Submit report	9/15/2022	9/15/2022	Open	

Issues

No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Table of Organization Development	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is currently on schedule.	No action plan needed at this time.

Completed This Period	Planned Next Period
Held Strategic Operations work session. Drafted Strategic Operations table of organization to review with Division Director on June 7, 2022. Held work session with all Family Well-Being and Community Access participants. Developed and met with small groups to draft structures for Family Well-Being and Community Access tables of organization.	Schedule additional small group meetings for Community Access and Family Well-Being. Begin work to map team members to Public Health table of organization. Hold Administrative Rules discussion to inform Compliance table of organization. Review Strategic Operations table of organization with Division Director.

Milestones				
Milestone	Target	Planned	Status	Progress
State Operated Facilities table of organization	4/11/2022	4/11/2022	Accomplished	
Draft Public Health table of organization	4/14/2022	4/14/2022	Accomplished	
Draft Disability and Behavioral Health table of organization	4/25/2022	4/25/2022	Accomplished	
Develop project framework documents	4/29/2022	4/29/2022	Accomplished	
Draft Strategic Operations table of organization	5/12/2022	5/12/2022	Open	
Medicaid table of organization	6/1/2022	6/1/2022	Accomplished	
Table of organization cross walk package	6/10/2022	6/10/2022	Open	
Draft Administration table of organization	6/17/2022	6/17/2022	Open	
Final HHS division level and bureau level tables of organization developed	6/20/2022	6/20/2022	Open	
Transition tools	6/20/2022	6/20/2022	Open	
Draft Community Access table of organization	6/30/2022	6/30/2022	Open	
Draft Compliance table of organization	6/30/2022	6/30/2022	Open	
Draft Family Wellbeing and Protection table of organization	6/30/2022	6/30/2022	Open	

Issues

No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
HHS Website Development	Highland, Matt	Tracy, Cassandra - 35984 Horak, Shelley - 37376 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Created a plan to launch an interim HHS website for use while a more robust development effort for a new website takes place. Began an audit of pages on the current IDPH and DHS sites. Finalized a scope of work to investigate human-centered design for the new, phase 2, website.	Continued audit of current IDPH and DHS websites. Work with teams to identify any pages to cleanup or delete prior to launching the interim combined site. Hold an internal kickoff meeting for the human-centered design work related to the phase 2 website.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	5/20/2022	5/20/2022	Accomplished	
Hold a Kickoff Meeting with the Business and IT Teams to Develop Foundational Project Vision, Purpose, and Next Steps (Phase 1)	5/31/2022	5/31/2022	Accomplished	
Complete website audit	7/5/2022	7/5/2022	Open	
Develop interim website	9/30/2022	9/30/2022	Open	
Develop human-centered design scope of work	10/31/2022	10/31/2022	Open	
Publish interim website	10/31/2022	10/31/2022	Open	

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Information Technology	Slaybaugh, Jean	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Analyzed the body of work identified in the the planning sessions with IDPH and DHS information technology leadership. Created a draft roadmap for completing all IT-related work that includes dependencies, connection points, and timing.	Feedback and editing of the draft roadmap with IT leadership.

Milestones

Milestone	Target	Planned	Status	Progress
Hold work sessions with information technology representatives to determine anticipated IT work/projects related to HHS alignment	4/27/2022	4/27/2022	Accomplished	
Create roadmap of IT work necessary for alignment	6/30/2022	6/30/2022	Open	

Issues






No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Change Management Supports	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Worked with the third-party vendor (PCG) to better refine draft deliverable language for creating a change management toolkit for managers and supervisors.	Work toward finalizing a contract to deliver a change management toolkit for managers and supervisors. Continue internal conversations on providing additional resources directly to team members.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	6/17/2022	6/17/2022	Accomplished	
Create change management toolkit for supervisors and managers	9/30/2022	9/30/2022	Open	
Create plan for DHS and IDPH 101 sessions	9/30/2022	9/30/2022	Open	
Hold change management workshop/training for supervisors and managers	9/30/2022	9/30/2022	Open	

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Space Planning	Slaybaugh, Jean	Tracy, Cassandra - 35984 Bentley, Amy - 36937 Daniels, Victoria - 37377

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project is on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Met with Shive-Hattery to discuss preliminary square footage estimates for the new design. Identified next steps in continuing to understand the central office space needs of a combined department.	Schedule a time with Shive-Hattery and agency leadership to discuss in more detail central office space planning goals, objectives, and guardrails. Review table of organization development to identify a timeline for translating new TO structures into space planning needs.

Milestones					
Milestone	Target	Planned	Status	Progress	
Develop project framework documents	5/20/2022	5/20/2022	Open		
Develop workspace plan	12/30/2022	12/30/2022	Open		
Complete workspace moves	7/3/2023	7/3/2023	Open		

Issues
No Results

High Exposure Risks

No Results

Program: HHS Alignment Program

Project	Sponsor	Project Manager
Policy Consolidation	Reisetter, Sarah	Tracy, Cassandra - 35984 Bentley, Amy - 36937

Overall	Scope	Sched	Budg	Res	Comments	RYG Action Plan
					Project on schedule. No barriers identified.	No action plan needed at this time.

Completed This Period	Planned Next Period
Continued to inventory and review current IDPH and DHS policies.	Begin creating crosswalk of current policies.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	5/20/2022	5/20/2022	Accomplished	
Inventory current policies from IDPH and DHS	6/10/2022	6/10/2022	Open	
Crosswalk policies to identify similarities and differences	7/15/2022	7/15/2022	Open	
Draft consolidated polices for the HHS department	8/31/2022	8/31/2022	Open	
Finalize policies for the HHS department	9/30/2022	9/30/2022	Open	

Issues
No Results

High Exposure Risks

No Results
