






Program: HHS Alignment Program

Program Name	Program Manager	Program Status Date	Overall Program Status
HHS Alignment Program	Reisetter, Sarah	6/13/2022	

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
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
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 small group sessions for Family Well-Being and Community Access (Family Services, Cross-Functional Supports, and Women's and Children's Health). Discussed Administrative Rules structure, within Compliance, with Bureau Chiefs responsible for this work. Reviewed draft Strategic Operations table of organization with Division Director and made revisions. Created draft staff-level Public Health table of organization. Met with DAS to develop next steps for table of organization review when final drafts are completed.	Hold remaining small group sessions for Family Well-Being and Community Access. Meet with all Family Well-Being and Community Access work group members to complete work session work. Meet with Division Directors to create final drafts of Family Well-Being and Community Access tables of organization. Hold work session for Professional Licensing and Regulation (Compliance). Create final draft tables of organization for Compliance, Strategic Operations, and Administration. Create draft staff-level tables of organization for Strategic Operations and Administration.

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	
Draft Administration table of organization	6/14/2022	6/14/2022	Open	
Draft Community Access table of organization	6/24/2022	6/24/2022	Open	
Draft Family Wellbeing and Protection table of organization	6/24/2022	6/24/2022	Open	
Draft Compliance table of organization	6/30/2022	6/30/2022	Open	
Final draft HHS division level and bureau level tables of organization developed	8/8/2022	8/8/2022	Open	
Table of organization cross walk package	8/12/2022	8/12/2022	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
Began planning for the development of an IT governance structure to guide alignment-related IT work.	Schedule a meeting with the IT team and Gartner to assist with developing an IT governance structure.

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
Reviewing draft PCG contract amendment to include a deliverable for creating a change management toolkit for managers and supervisors. Met to discuss the next steps for this project, including the need to collect feedback from team members to inform change management opportunities. Planning for 101 sessions will be placed on hold until additional feedback from team members is collected.	Explore available tools to help determine team members' needs related to change management.

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
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
Fiscal team received final guidance from leadership on alignment-related changes that will impact cost allocation for the quarter beginning 7/1/2022. SFY23 staffing cost projections received from state accounting for both IDPH and DHS.	Incorporate guidance from leadership on 7/1/2022 changes into the cost allocation model. Submit interim model calculations for project sponsor and program sponsor feedback and approval. Prepare to submit federal cost allocation report for the quarter beginning 7/1/2022.

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 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
Received information on number of webpage views on current IDPH and DHS webpages to inform which pages may or may not need to persist. Sent IDPH and DHS bureau chiefs a list of their webpages. Bureau chiefs are providing feedback on whether these webpages can be migrated to the new website as-is, with modifications, or can be removed. Continued designing interim website. Held internal kick-off meeting for the human-centered design (Phase 2) website work.	Work with website vendor to clone IDPH and DHS webpages to the interim website. Continue working with bureau chiefs to determine which content needs to be modified.

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
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
Received final budget bill for next state fiscal year. Scheduled a work session on 6/28/2022 with the alignment and fiscal teams to develop milestones and timelines for this work.	Prepare for 6/28/2022 work session.

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
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
Draft logo and color options presented to IDPH and DHS Executive Team for feedback. Continued working on style guide and began working on templates.	Finish drafting style guide and templates for review. Prepare to show a branding preview at the HHS leadership meeting scheduled for June 29th.

Milestones					
Milestone	Target	Planned	Status	Progress	
Develop project framework documents	4/22/2022	4/22/2022	Accomplished		
Seek internal feedback	5/4/2022	5/4/2022	Accomplished		
Create logo and template inventory	5/6/2022	5/6/2022	Accomplished		
Develop brand	6/15/2022	6/15/2022	Open		
Develop style guide	6/30/2022	6/30/2022	Open		
Announce brand to #TeamHHS	7/29/2022	7/29/2022	Open		
Launch brand	8/5/2022	8/5/2022	Open		

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
Scheduled follow-up meeting with LSA to review language from impacted Iowa code sections.	LSA team will continue pulling language from impacted Iowa code sections.

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
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
Reviewed output from 5/25/2022 HHS Leadership work session. Developed facilitation plan for 6/20/2022 Executive Team drafting session to further shape the mission, vision, and guiding principles. Began planning for 6/29/2022 HHS Leadership retreat.	Attend the 6/15/2022 Executive Team meeting to lay the foundation for the team drafting session. Hold a drafting session with the Executive Team on 6/20/2022 with a goal of finalizing draft language. Continue planning for a full-day HHS Leadership retreat to be held 6/29/2022.

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	
Create use plan for mission, vision, guiding principles	7/29/2022	7/29/2022	Open	
Draft final mission, vision, guiding principles and solicit feedback	7/29/2022	7/29/2022	Open	
Director Garcia approval of mission, vision, guiding principles	8/4/2022	8/4/2022	Open	
Share final mission, vision, guiding principles	8/5/2022	8/5/2022	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
Worked with the Project Sponsor to identify additional information to include in the transition plan. Finalized report outline. Began working on a detailed plan for drafting transition plan content.	Continue working on a detailed plan for drafting transition plan content. Identify sections that require additional information from subject matter experts and begin to solicit information. Begin drafting transition plan content.

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
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
Met with policy subject matter experts to further understand current policy landscape and to ensure access all DHS and IDPH policies. Continued assessment and cross-walk of IDPH and DHS policies, with a priority on human resources-related policies.	Continue assessment and cross-walk of IDPH and DHS human resources policies. Meet with policy subject matter experts and Project Sponsor to review assessment and cross-walk format. Make changes to the assessment and cross-walk format based on subject matter expert and Project Sponsor feedback.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	5/20/2022	5/20/2022	Accomplished	
Inventory current policies from IDPH and DHS	6/30/2022	6/30/2022	Open	
Crosswalk policies to identify similarities and differences	7/15/2022	7/15/2022	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
Scheduled meeting with Shive-Hattery, Project Sponsor, and Program Sponsor to discuss parameters for seeking leadership feedback on office space needs.	Meet with Shive-Hattery, Project Sponsor, and Program Sponsor to discuss parameters for seeking leadership feedback on office space needs. Work with Project Sponsor and Program Sponsor 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
