






Program: HHS Alignment Program

Program Name	Program Manager	Program Status Date	Overall Program Status
HHS Alignment Program	Reisetter, Sarah	7/12/2022	

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
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
<p>Reviewed bureau-level tables of organization at the HHS leadership retreat. Completed draft staff-level tables of organization to assist with understanding approximate size of proposed organizational units. Scheduled meetings with bureau chiefs to review staff-level tables of organization, identify positions that plan to be posted, discuss proposed timing for posting new positions, and discuss constraints to posting new positions.</p>	<p>Review draft bureau-level and staff-level tables of organization. Send draft tables of organization to Department of Administrative Services for review.</p>

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	Accomplished	
Medicaid table of organization	6/1/2022	6/1/2022	Accomplished	
Draft Administration table of organization	6/14/2022	6/14/2022	Accomplished	
Draft Community Access table of organization	6/24/2022	6/24/2022	Accomplished	
Draft Family Wellbeing and Protection table of organization	6/24/2022	6/24/2022	Accomplished	
Draft Compliance table of organization	6/30/2022	6/30/2022	Accomplished	
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
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
Held meeting with Qualtrics to discuss change management tool. Received quote from Qualtrics for change management tool. PCG amendment for change management training resources routed for contractor signature.	Finalize scope of work for Qualtrics tool, plan kick-off meeting with Qualtrics and identify human resources and information technology representatives to engage with the change management tool. Finalize PCG amendment.

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
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
Previewed draft mission, vision, and guiding principles at the HHS leadership retreat. Began preparing for town hall sessions on 7/29/2022 to present draft mission, vision, and guiding principles for feedback to the full staff team.	Continue preparing for the town hall sessions on 7/29/2022.

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	Accomplished		
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
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
Migrated IDPH content to interim website. HHS interim website created. Communications team began manually cleaning up content on the interim website. 15 stakeholder interviews completed to inform human-centered design work. Held a design thinking session share out.	Continue interim website clean up and quality review. Start user interviews for human-centered design work.

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	Accomplished	
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
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
Created prerecorded video walking through new branding. Video will be used at town hall and stakeholder meetings. Dates scheduled for brand launch. SharePoint style guide developed.	Continue planning for town hall sessions.

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	Accomplished		
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
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
Worked with contracting team to finalize RFP for vendor to define long term cost allocation strategy: Will be done early this week. Post RFP shortly after. Submitted PACAP and indirect rate proposal. Executed interim cost allocation model. Submitted cost allocation amendment plan with known changes that will take place this quarter.	Finalize RFP for vendor to define long term cost allocation strategy. Work with fiscal teams to operationalize known changes that will take place this quarter.

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	Accomplished	
Review and approve interim cost allocation model	6/3/2022	6/3/2022	Accomplished	
Execute interim cost allocation model	6/17/2022	6/17/2022	Accomplished	
Submit PACAP and Indirect Rate Proposal	7/1/2022	7/1/2022	Accomplished	
Select vendor for long term cost allocation strategy	7/14/2022	7/14/2022	Open	
Post RFP to select vendor to define long term cost allocation strategy	7/29/2022	7/29/2022	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
Continued working on a spreadsheet to compare different polices between IDPH and DHS. Met with DHS to ensure comparison is complete and correctly compared. Began developing rules of engagement for discussions on policies and decision-making.	Continue working on policy comparison. Continue developing rules of engagement and a process for policy reconciliation and development.

Milestones				
Milestone	Target	Planned	Status	Progress
Develop project framework documents	5/20/2022	5/20/2022	Accomplished	
Inventory current policies from IDPH and DHS	7/29/2022	7/29/2022	Open	
Crosswalk policies to identify similarities and differences	9/30/2022	9/30/2022	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
Scheduled meeting with human resources bureau chiefs to discuss next steps for implementing tables of organization.	Meet with human resources bureau chiefs to discuss next steps for implementing tables of organization.

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	

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
Scheduled follow-up meeting with Gartner for IT governance discussion.	Meet with Gartner to discuss IT governance and guidance for a governance plan.

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	
Define and launch an IT governance structure	8/15/2022	8/15/2022	Open	
Create roadmap of IT work necessary for alignment	8/31/2022	8/31/2022	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
Identified all outstanding decisions that are needed in order to move forward with work. Met with Shive-Hattery to ensure outstanding decisions list is complete. Scheduled meeting with Program Sponsor and Project Sponsor to determine next steps. Obtained statistics on Hoover building meeting room utilization for Shive-Hattery.	Obtain Lucas building meeting room utilization statistics. Meet with Program Sponsor and Project Sponsor to determine next steps.

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
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
Met with LSA to discuss administrative rule updates. Scheduled work session with AAGs to provide an update on the bill draft and develop a list of legal work that will need to be completed.	Meet with AAGs to develop a list of legal work that will need to be completed.

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
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
Drafted report structure; background; budget; contracts, grants, and agreements; office space; progress and notification; statute and administrative rule; strategic plan and culture; technology services; and transition funding sections of the transition plan.	Draft boards, councils, commissions; organization structure; and stakeholder engagement sections of the transition plan. Complete transition plan draft and send for internal reviews. Schedule meetings with subject matter experts to review draft transition plan sections.

Milestones				
Milestone	Target	Planned	Status	Progress
Create development plan for approved report outline	5/6/2022	5/6/2022	Accomplished	
Write draft report 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
