






Program: HHS Alignment Program

Program Name	Program Manager	Program Status Date	Overall Program Status
HHS Alignment Program	Reisetter, Sarah	7/1/2022	

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
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
Met with Qualtrics to learn more about a change management tool for baselining and identifying team members' needs related to change management. Change management tool will be used to develop tailored change management resources.	Work with Qualtrics to identify next steps for acquiring change management tool. Finalize PCG amendment for developing a change management training package for leadership.

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
Attended the 6/15/2022 Executive Team to facilitate drafting guiding principle statements for Iowa HHS. Led an Executive Team work session on 6/20/2022 for the group to create final draft language for the HHS mission, vision, and guiding principles. The team reached consensus on all items. Prepared for 6/29/2022 HHS Leadership retreat.	Preview the draft language at the HHS leadership retreat on 6/29/2022. Prepare for town hall sessions on 7/29/2022 to present draft language for feedback to the full staff team and external stakeholders.

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
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
<p>Held regular meetings with website team. Website vendor (WebSpec) developed HHS website that combines cloned IDPH and DHS webpages. WebSpec identified challenges to migrating IDPH webpages. Drafted additional content for website.</p> <p>Executed contract with human-centered design vendor (Accenture). Completed kickoff meeting with Accenture and team members on June 15. Accenture completed interviews with internal team to inform human-centered design needs.</p>	<p>Review HHS website with cloned IDPH and DHS pages. Work with WebSpec to identify a solution for migrating IDPH webpages to cloned website.</p> <p>Accenture will complete additional interviews with internal team to inform human-centered design needs. Finish identifying individuals for interviews for external stakeholders. Hold two design thinking sessions with IDPH and DHS IT and communications teams.</p>

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
Completed style guide draft. Developed plan for brand launch and engagement.	Provide brand preview to leadership team. Review and finalize edits on style guide. Finalize plan for brand launch and engagement. Begin planning for July 29th preview to team members.

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
Refined fiscal impact model based on feedback from leadership. Drafted cost allocation amendment.	Finalize cost allocation amendment and fiscal impact model.

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	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
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 Program Sponsor to develop outline and detailed structure for content to include in the transition plan. Began drafting content.	Continue drafting content. Develop a review and edit cycle.

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

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
Received bill draft from LSA for review. Met with LSA to discuss next steps for the bill draft and administrative rule updates. Sent bill draft and summary of next steps to AAGs and legislative liaisons.	Schedule a meeting at the end of July with AAGs to review decision points identified upon review of chapters 135 and 217. Discuss next steps for administrative rules updates with HHS rules subject matter experts.

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
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
Created a draft IDPH to DHS cross-walk of IT-related polices. Began creating a draft DHS to IDPH cross-walk of IT-related polices.	Develop plan to engage with subject matter experts and policy owners to review mapping. Begin cross-walk of employee-related/HR 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	6/30/2022	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
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.	Schedule meeting with DHHS 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
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
Completed work sessions for Family Well-Being and Community Access. Met with Community Access, Family Well-Being, Compliance, and Administration Division Directors to develop draft tables of organization. Developed bureau-level tables of organization for all functional areas (Administration, Compliance, Facilities, Medicaid, Strategic Operations, Public Health, Community Access, Family Well-Being, and Disability and Behavioral Health). Developed draft staff-level tables of organization for Administration, Compliance, Strategic Operations, and Disability and Behavioral Health.	Preview bureau-level tables of organization to HHS leadership at HHS leadership retreat on June 29th. Finalize draft bureau-level and staff-level tables of organization for review by the Department of Administrative Services.

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
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 review plan for meeting with the Director and space planning team to identify guidelines for division director interviews. Developed outline of work units with team members in multiple areas. Developed schedule for division director interviews with Shive to determine space needs.	Meet with Shive-Hattery, Director, and space planning team to identify guidelines for division director interviews. Revise interview schedule based on draft bureau-level tables of organization.

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
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
Met with Gartner to discuss development of an IT governance structure for decision-making and prioritizing projects.	Continue governance discussions.

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
