![Minnesota IT Services logo]

Information and Telecommunications Account (ITA) FY2021 Project Request

Instructions for This Document
1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT ePMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the ePMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

Project Brief	
Requesting Agency and CBTO: Board of Behavioral Health and Therapy (BBHT) and Stefanie Horvath	**BBHT ALIMS Statutory and Rule Changes and Other Enhancements**
Project Sponsor: Samantha Strehlo	**Contact Info: samantha.strehlo@state.mn.us 651-201-2758**
Budget Contact: Tracey Sigstad	**Contact Info: tracy.sigstad@state.mn.us 651-201-2527**

Brief Project Description: BBHT currently has an IT professional contract through MN.IT to upgrade our licensing application, ALIMS (Automated Licensure Information Management System) to its most current version. BBHT will be converted to the newest version of ALIMS (ALIMS 3.0) by June 30, 2021.

While working on this upgrade, we have identified some areas that will require enhancements once we go live with ALIMS 3.0. First, BBHT anticipates that legislation will pass this legislative session that will modify continuing education requirements for licensed professional counselors and licensed professional clinical counselors. BBHT has also started the rule writing process that will make changes to the initial licensure, supervision, and renewal processes. Second, BBHT has determined that enhancements will be needed in ALIMS 3.0 to support our regulatory functions. These enhancements include adding modules to support professional firms, continuing education sponsor applications, license reinstatements, activity tracking, and education. Enhancements are also needed for our online services platform, including initial license applications, online license reinstatements, online license verifications, online supervision reporting, and online complaint submission. The developer has already built most of these modules for other licensing boards, but they need to be configured to work with BBHT's specific requirements.

High-level Project Objective: The statute and rule changes will require updates to ALIMS 3.0 and the online services platform. The other enhancements in ALIMS 3.0 will help BBHT work toward its goal to

Information and Telecommunications Account (ITA)
FY2021 Project Request

move to a paperless system and will allow us to move from tracking information in spreadsheets and on paper, to tracking in one single application. Enhancements to our online systems will create government efficiency by allowing users to enter data online. Currently, BBHT staff must manually enter data from initial license applications and professional firms into ALIMS or spreadsheets. When users can enter their own data, less staff time is needed for data entry. By allowing users to submit information online, we will also be able to improve processing times, as applications and other requests will not need to be sent through the mail.

Project Deliverable Categories:

☐ New application or system

☐ Replacement for existing application or system

☒ Enhancement to existing application or system

☐ Upgrade of an existing application or system

Requested Information Specific to ITA Projects
For an existing project? ☐ If checked, project name? Click here to enter text.	For an existing ITA project? Yes: ☐ If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)

☐ **Cultivate a Holistic and Connected Culture of Work**. Click here to enter text.

☒ **Fortify the Value and Delivery of Projects and Initiatives.** Click here to enter text.

☒ **Promote People-centered Digital Government Services.** Click here to enter text.

☐ **Elevate Minnesota's Digital Estate.** Click here to enter text.

☐ **Bolster Successful State Cybersecurity Efforts.** Click here to enter text.

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA)
FY2021 Project Request

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.

☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.

☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7X3000	H7X1111	Board of Behavioral Hth & Ther Operations	$165,000.00

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)
Estimated Budget (total expected project costs): $150,000.00
Hardware: Click here to enter text.
Software: Click here to enter text.
Training: Click here to enter text.
State Staff: $15,000.00
Professional/Technical: $165,000.00

Estimated Start Date: July 1, 2021	Requested Finish Date: June 30, 2023
	Reason for End Date: We are not sure the exact date these changes will go into effect and cannot make any changes or enhancements until legislation passes or rules are adopted.

Success Criteria	
How will this project benefit the business? Will allow BBHT to comply with state statute and rule. Will create efficiencies	
What are the project's success metrics? (ex. Reduce downtime by 12%)	**How Measured?** (Compare post-implementation uptime to baseline)
Increase initial license applications submitted online. At this time, all initial license applications must be submitted using a paper application. We hope at least 70% of our applicants will submit their applications online.	Measure amount of online initial applications received after one year and compare to all application received that year.
Online services will allow us to collect a variety of electronic payments which will help prevent errors by reducing or eliminating handling of cash/checks by staff.	Measure staff time spent reconciling deposits and correcting deposit errors pre-implementation and compare to time spent post-implementation.

Information and Telecommunications Account (ITA) FY2021 Project Request

Reduce staff time entering data from paper license applications by 70%. This will allow staff to focus on other important board functions.	Measure staff time spent entering applications pre-implementation and compare to time spent post-implementation.
Reduce staff time searching for information on spreadsheets and paper documents by 100%.	Measure staff time spent searching for information pre-implementation and compare to time spent post-implementation.
Reduce errors by setting requirements and limits on the information users can enter as part of the online process. Many of the paper applications we currently receive contain errors, missing information, or changes to our forms (crossing out information or putting notes in margins). This usually leads to delays in the licensure process. We hope to decrease the average application processing time by 2 weeks.	Measure application processing time pre-implementation and compare to applications processing time post-implementation.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT ePMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
☐   Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

APPROVALS
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources.
Agency CFO: Tracey Sigstad   **Date: 4/15/2021**
CBTO: *Stefanie K. Holvath*   **Date:** 4/12/2021
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.

Information and Telecommunications Account (ITA)
FY2021 Project Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this business case. Typing will expand the text box to the bottom of the page, if needed.
Click here to enter text.

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