Minnesota IT Services

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 Physical Therapy/Board of Behavioral Health and Therapy (BBHT), Board of Long-Term Services and Supports (BELTSS) and Stefanie Horvath	**ALIMS Correspondence Management Enhancement**
Project Sponsor: Erin DeTomaso **Contact Info:** erin.detomaso@state.mn.us **612-548-2119**	
Budget Contact: Tracey Sigstad **Contact Info:** tracy.sigstad@state.mn.us **651-201-2527**	
Brief Project Description: This technology project is to enhance the correspondence features in the Automated Licensing Management System (ALIMS) application utilized by the Health Licensing Boards. The enhancements will increase support for document workflow, improve tracking of document history for a specific entity, provide users the capability to schedule meetings, and to create and associate agendas with scheduled meetings. A key feature of the project is to maximize online accessibility for board members, allowing a secure login to view board/committee agendas and documents. The project will also work to integrate and support ALIMS with Adobe Acrobat (PDF). The Board of Executives for Long-Term Services and Supports (BELTSS) initiated the statutory directed new licensure category of Assisted Living Directors in the last two months of the current biennial budget. Their projects will work on the initial work hardening of this new licensing group within a collaborative effort of the other two boards. The BELTSS board has directed that technology be created to implement licensee, staff and board efficiency.	
High-level Project Objective: This project is intended to continue to embrace efficiency by reducing time spent managing correspondence, documents and drafting agendas related to the regulatory process for licensing and board/committee meetings. This continued investment will allow for collaboration and shared usability among 15 Health Licensing Boards creating government efficiency,	

modernization by keeping current with technology and to collect sufficient data to support the Boards' policies and statutory requirements to report to the legislature.

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.** The deployment of an integrated, up-to-date technology solution for a growing necessity to licensees, board members and to the public.

☒ **Promote People-centered Digital Government Services.** Staying current with advancements in technology is an investment for ensuring the latest security practices, reducing software vulnerability and protecting licensing regulatory data. A major part of serving our licensees and Board members by providing data security as well as giving them a usable experience.

☒ **Elevate Minnesota's Digital Estate.** An upgraded and improved website-application is a smart investment in modernization and enables the Health Licensing Boards business to deliver and connect to clientele.

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

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Application Development Cybersecurity Considerations

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	$50,000.00

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1201	H7W3000	H7W1111	Board of Physical Therapy Operations	$125,000.00
1201	H7K3000	H7K1111	Board of Executives for Long Term Services and Supports	$50,000.00

Estimated Project Financials for the Entire Project (including IT)

Estimated Budget (total expected project costs): $225,000.00

Hardware: Click here to enter text.

Software: Click here to enter text.

Training: Click here to enter text.

State Staff: $22,500

Professional/Technical: $202,500.00

Estimated Start Date: July 1, 2021	Requested Finish Date: June 30, 2023
	Reason for End Date: To fully utilize the amount appropriated to complete the project.

Success Criteria

How will this project benefit the business? As the number of users increases an upgraded system will facilitate future licensing, public protection, and Board needs. Added functionality will allow for board staff to manage documents efficiently and for clients to securely login to view documents at their own convenience thereby reducing costs to the Boards and the amount of manual processing by staff of correspondence, forms and agenda materials. This upgrade provides the ability to retain features and stay current with technological advances enabling the business to better serve its clients.

What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
The Board will be able to conduct its business in a more efficient and timely matter	Decreases staff time by 1 FTE staff. Staff is able to focus on other duties.

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Provides opportunities for other needs to be determined as business processes, requirements and technology evolves.	Reduction of paper-based agendas mailed out, quick access to Board agendas, enhanced tracking of correspondence.
Improve workflow by integrating all correspondence and document management in one application.	Measure staff time spent on correspondence related activities pre-implementation and compare to time spent post-implementation.
Increase secure transfer of information due to software security	Replace practice of faxing or mailing in correspondence. Able to enter confidential information directly into database.

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.

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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