

Onboarding and Transition Requirements

Item	Start (if applicable)	End/Due	Notes
Change Management Plan (FULL)	Contract Start Date	120 days post	Contractor must submit a comprehensive change management plan that assesses the current state of the health care system at time of contract transition and identifies clear actions, resources needed, and timeline for achieving the desired state as outline within the Contract. This plan should include: An assessment of any workflows, forms, and other electronic systems/capabilities within the EHR; Development of a classification system for whole health care; An assessment of the number and quality of staff related to contract requirements
Change Management Plan (Brief Snapshot/Preview)	Contract Start Date	45 days post	Contractor must submit a brief snapshot/preview of the system assessment from the first 30 days of the contract.
Meeting Calendar		30 days before	Contractor must submit a meeting plan and calendar that includes all meetings with list of attendees (by position) and timeframes.
Continuous Quality Improvement (CQI) Plan		30 days before	Contractor must submit a Continuous Quality Improvement (CQI) plan and program that includes at a minimum all of the CQI elements outlined in the contract. The proposed plan and program should be data-driven and utilize electronic systems (e.g. EHR, OMS, Payroll systems, etc.).
Healthy Lifestyle Promotion Plan		90 days post	Contractor must submit a Health Lifestyle Promotion Plan to implement P-B-01.
Formulary and Essential Medication Lists		90 days post	Contractor must submit any proposed changes to the current drug formulary or list of essential medications. The formulary should be reasonably consistent with the Vermont Medicaid's Preferred Drug list.
Clinical Guidelines		30 days before	Contractor must submit all clinical guidelines.
Policies and Procedures		30 days before	Contractor must submit all policies and procedures.
Reporting Requirements Assessment and Proposed Changes		30 days post	Contractor must review and assess the current reporting requirements as outlined in Appendix 9 and submit any proposed changes to improve the quality of reports, data, and to comply with the contract requirements. The existing reports will continue to be provided while this assessment is being provided, the majority of which are configured in the EHR.
Contact and Agreement with Local Hospitals		30 days before	Contractor must make initial contact with local hospitals and formalize and agreement to ensure no interruption in emergency or routine services.
Contact and Agreement with Local EMS and Ambulance Services		30 days before	Contractor must make initial contact with local Emergency Medical Services (EMS) and ambulance services and formalize and agreement to ensure no interruption in emergency or routine services.
Supplies and Equipment Plan		30 days before	Contractor must submit a plan to ensure all necessary equipment and supplies will be on site at DOC facilities for day one of the contracted services (inclusive of IT equipment, medications, medical supplies, office supplies, and any other required items).
Training Plan		30 days post	Contractor must submit a training program plan in compliance with NCCHC standards and the requirements of the contract. The Contractor will need to coordinate with facility leadership after approval from the DOC HSD related to content.
Email Aliases and Other Communication Pathways Plan		30 days before	Contractor must provide a plan for all communication pathways to allow the flow of information in compliance with State and Federal regulations and in accordance with the communication, notification, and reporting requirements of the contract. This should include testing of any encryption methods.

Email Aliases and Other Communication Pathways Plan		Contact Start	Contractor must set up and have communications pathways active for day one of the contract.
MOU Review		90 days post	Contractor must review and update any existing MOUs or other Agreements needed to meet the expectations of the contract.
Subcontracts		30 days before	Contractor must submit any Subcontracts (and ongoing).
Verification of Staff Benefits		30 days before	Contractor must submit verification including documentation/evidence that incumbent staff will be provided immediate benefits (no waiting periods).
Staff Onboarding and Clearances (DOC and PREA)		30 days before	Contractor must submit paperwork for the onboarding and clearances process for all staff, incumbent and new, to comply with DOC and PREA hiring procedures.
CQI Templates		30 days before	Contractor must submit all CQI templates that will be used including Mortality Review and Psychological Autopsy Reports, Peer Review formats, Ongoing Audits and Screenings, etc.
IT System and Network		45 days prior	Contractor shall submit a plan for the transition of IT equipment and the Network that complies with contract section regarding "Health Services Network" and "Transition of Network"
Staff Hiring		45 days prior	Contractor must submit the list of all staff, incumbent and new, that are proposed to fulfill the agreed upon staffing matrix.
<p>Notes: All items must be submitted to DOC Health Services Director or designee for review and approval. Failure to comply with these requirements may result in liquidated damages.</p>			