County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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First District
YVONNE BRATHWAITE BURKE
Second District
ZEV YAROSLAVSKY
Third District
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Fifth District

September 13, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

RISK MANAGEMENT INFORMATION SYSTEM IMPLEMENTATION PROJECT STATUS REPORT - SEPTEMBER 2002

Per your Board's instructions, we are providing a 30-day status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art, risk management information system (RMIS). Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected Department Heads to develop an implementation plan for departmental use of the RMIS and instructed each Department/District Head to include in their Goals and Objectives the use of the RMIS.

In response to your Board's direction, departments made (and continue to make) substantial additional effort to participate in the implementation and plan to incorporate use of the system within their operations. We have responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's recent approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services has enabled the CAO to accommodate these departments' needs.

United We Stand

Current Status

The CAO has begun to preview the auto and general liability incident reporting modules with major departments such as Fire, Sheriff, Health Services, Mental Health, Children and Family Services, Parks and Recreation, Public Social Services, Public Works, and Internal Services. We are also extensively reviewing the claims and lawsuit module with County Counsel, the Board of Supervisors Executive Office, and the two Third Party Administrators.

During the next thirty days, the CAO plans to continue to preview all modules with the involved departments and start the testing of the system. Training of County and TPA users have been scheduled to start during the next sixty-day time period.

The RMIS project's completed milestones and upcoming milestones are shown in the tables below:

Completed Project Milestones	Start Date	Finish Date
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2002
JAD Session 4: Dept Needs Continued	August 23, 201	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002

Upcoming Project Milestones	Scheduled Start Date	Scheduled Finish Date
Claims and Lawsuits Design Review Process	June 2, 2002	September 30, 2002
Departmental / TPA Users Training	August 15, 2002	November 15, 2002
Parallel System Testing Process	October 1, 2002	December 20, 2002
RMIS Final Testing / Go Live Process	December 21, 2002	March 4, 2003
RMIS Acceptance and Go Live	March 4, 2003	

If you have any questions, please call Delta Uyenoyama, of my staff at (213) 974-1134.

DEJ:SNY
DU:CY:lis
c: Executive Officer, Board of Supervisors
County Counsel

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