County of Los Angeles
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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December 16, 2002

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

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

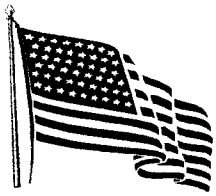
RISK MANAGEMENT INFORMATION SYSTEM
IMPLEMENTATION PROJECT STATUS REPORT – DECEMBER 2002

Per your Board's instructions, we are providing a monthly 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 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 that each department/district head be accountable for the use of the RMIS as a part of the annual Management Appraisal and Performance Plan (MAPP).

In response to your Board's direction, departments have made, and continue to make, a substantial effort to participate in the implementation of the RMIS in order 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 July 16, 2002 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 the various department needs.



Accomplishments

Since our November 18, 2002 report, the following has been accomplished:

- The project team continues to meet with County Counsel and Third Party Administrator staff to resolve data conversion issues necessary for RMIS implementation. The project team has met with Risk Technologies, Inc. (RTI), and the conversion issues have been defined for the seven databases to be converted into the RMIS.

- The project team has completed the final claims and lawsuit module specifications that will be used to complete the customization of the RMIS.

Current Status

- As RTI completes the programming per the specifications and the functionalities of the RMIS become available to test, the CAO and departments are working to review the work flows and eliminate duplicate work.

- RTI continues to put together draft-training manuals for CAO to review for the Executive Office of the Board of Supervisors staff that will be trained in the beginning of 2003.

- Competing business priorities during the final phase of implementation have caused some adjustment to the milestone deadlines.

- The CAO and RTI are working on finalizing the periodic set of reports that will replace the current reports being sent to departments. We are also working on a library of reports that will be available to users of the system.

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, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	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	November 30, 2002*
Departmental / TPA Users Training	August 15, 2002	January 15, 2003*
Parallel System Testing Process	October 15, 2002	January 20, 2003*
RMIS System Go Live Process	December 21, 2002	March 4, 2003
RMIS Final Testing and Acceptance	March 4, 2003	

* These dates have been rescheduled due to competing business priorities

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY
DU:CY:lis

c: Executive Officer, Board of Supervisors
County Counsel

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