

**RCFE Consumer Initiative  
Monthly Status Report  
For the period ending July 31, 2009**

**Overall project status**

Project Objective 1 - The Identification and capture of RCFE consumer information within the MyCCL website; we remain on schedule with the project plan.

Project Objective 2 - The development of common citation language for the most frequently occurring RCFE citations; we remain on schedule with the project plan.

**Tasks presently in progress**

- ✓ Task 10 – Web development of MyCCL Account Management is underway by our new web developer.
- ✓ Task 11- Development of the 3<sup>rd</sup> draft of RCFE consumer information content is underway by the project team.
- ✓ Task 15A – Definition of business requirements for MyCCL Licensing Required Information – the Facility Profile is nearing completion.
- ✓ Task 38 – Development of RCFE common citation language –in process

**Tasks completed in July**

- ✓ Task 7- Web developer procurement, web developer on site full time as of July 13.
- ✓ Task 8 - 2<sup>nd</sup> draft of RCFE Consumer information content ; comments have been received from the workgroup

**Late or overdue tasks (if any)**

None to report

**Tasks planned for August**

- ✓ Task 10 – work will continue on the MyCCL Account Management web development
- ✓ Task 11 – we plan to publish the 3<sup>rd</sup> draft of RCFE consumer information content for review by the advisory workgroup.
- ✓ Task 15A – we plan to complete the business requirements the first week in August for the MyCCL Licensing Required Information associated with the RCFE Facility Profile.
- ✓ Task 38 – work will continue on development of RCFE common language. Work will also begin with representatives from the other CCLD Programs (Adult,

Children's Residential and Child Care) to share and refine the common language methodology and protocols.

**Unplanned activities (if any that occurred during the reporting period)**

A first draft of a potential MyCCL strategic planning process for future phases of development was prepared for consideration by the project partners.

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**RCFE Consumer Initiative - Task Plan and Schedule as of July 31, 2009**

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
1	Obtain CDSS administrative authority for the Licensee Web Services Portal - Phase 1 project	06/01/09	08/15/09	90%	Internal Departmental Feasibility Study Report (FSR) - approved by the CDSS Directorate	FSR is now in Karen Ruiz's office for approval
2	Establish administrative authority for project	Grant Award Date	+ 30 days	100%	MOU between CDSS and CHCF was approved on March 24; grant formally awarded to UCSF on March 16	Completed
3	Prepare preliminary planning document for workgroup	05/15/09	6/05/09	100%	RCFE consumer information preliminary planning document; call letter for workgroup participation	Completed
4	Distribute RCFE consumer information planning document to workgroup	06/05/09	06/05/09	100%	Comments and suggestions received from licensee and consumer groups on the RCFE consumer information	Completed

Task #	Task Description	Start Date	End Date	Percent Complete	Deliverable	Status
5	Assemble project advisory workgroup	05/15/09	06/01/09	100%	Multi- disciplinary workgroup is established: <ul style="list-style-type: none"> <li>• Licensees</li> <li>• Consumer Advocates</li> <li>• UCSF</li> <li>• Licensing Staff</li> </ul>	Completed
6	<b>Advisory Workgroup meeting one</b> - convene 1 day workgroup orientation session to initiate process to develop content of RCFE consumer information	06/10/09	06/10/09	100%	Meeting summary, follow-up action plan, notes for updates to consumer information planning document	Completed
7	Develop 2 <sup>nd</sup> draft of content of RCFE consumer information based on workgroup process	06/10/09	07/03/09	100%	2 <sup>nd</sup> draft RCFE Consumer Information Organization and content	Completed; comments received from workgroup
8	Procure contract services for web and FAS interface IT developer	06/01/09	07/15/09	100%	UCSF Contract awarded for all IT development tasks	Completed
9	Web developer onsite to begin project	07/13/09	06/30/10	100%	Web developer is available for work	Web developer is on site!

Task #	Task Description	Start Date	End Date	Percent Complete	Deliverable	Status
10	Develop MyCCL Account Management function(Note: <b>SOW TASK 1</b> )	07/15/09	09/15/09	30%	Upgrade to MyCCL Account Management is completed	Business Requirements completed; design and prototyping is in process by web developer
11	Develop 3rd draft of content of RCFE consumer information based on workgroup feedback	07/27/09	08/09/09	20%	3 <sup>rd</sup> draft RCFE Consumer Information; new document also provides website content	In progress
12	Advisory Workgroup reviews 3 <sup>rd</sup> draft of consumer content	08/09/09	08/24/09	0%	3 <sup>rd</sup> draft comments received	Pending
13	Develop 4th draft of content of RCFE consumer information based on workgroup feedback	08/24/09	09/09/09	0%	4th draft RCFE Consumer Information Organization and content	Pending
14	<b>Advisory Workgroup meeting two</b> - convene session to meet web developer and make final adjustments to RCFE consumer information organization and content	09/09/09	09/09/09	0%	Meeting summary, follow-up action plan, notes for updates to planning document	Meeting has been scheduled

Task #	Task Description	Start Date	End Date	Percent Complete	Deliverable	Status
15	Design and develop screen prototypes of the MyCCL licensee information entry function: <ul style="list-style-type: none"> <li>• Required Licensing Information (facility profile information)(<b>SOW TASK 2B</b>)</li> <li>• Consumer Information Maintenance(<b>SOW TASK 2A</b>)</li> </ul>	07/01/09	10/01/09	15%	Business requirements completed; System Design documents and screen prototypes	Business requirements for MyCCL facility profile information are nearing completion
16	Develop Alpha version of MyCCL licensee information web entry function	10/01/09	12/01/09	0%	Alpha licensee Web services portal available for testing	
17	Test Alpha version of MyCCL licensee information web entry function	12/01/09	12/15/09	0%	List of errors to be corrected and improvements needed	
18	Create MyCCL licensee information entry training materials and user instructions	12/01/09	12/31/09	0%	Website PowerPoint training materials	
19	Develop Beta version of MyCCL licensee information entry function	12/01/09	01/15/10	0%	Beta licensee Web services ready for pilot testing by RCFEs	

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
20	Assemble and train pilot group of RCFE licensees to prepare for web information entry pilot	01/02/10	01/15/10	0%	Pilot group of website users	
21	Conduct pilot test of licensee information entry function	02/15/10	03/15/10	0%	Pilot Demonstration of MyCCL licensee web services entry function	
22	Evaluate pilot/adjust web services licensee information entry function based on lessons learned	03/15/10	4/15/10	0%	Production version of licensee Web services ready to deploy	
23	A training for trainers session is offered to training vendors on how to use the new MyCCL licensee information entry function	04/15/10	05/01/10	0%	Training curriculum and training vendors are ready	
24	Vendor community offers training classes for administrators on use of MyCCL on a fee basis for continuing education credit	05/01/10	05/31/10	0%	Training classes offered for CE credit	
25	Phased roll-out begins for all RCFE licensees interested in participating in MyCCL web information entry	05/15/10	06/30/10	0%	Licensee Web services information entry available to registered RCFEs	

Development of MyCCL links and interfaces for Licensing Staff

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
26	Design licensing analyst web link to MyCCL licensee information entry function <b>(SOW TASKS 3 and 4)</b>	11/15/09	12/15/09		System Design Specification document and prototype	
27	Develop interface to LIS and internet links to enable display of information entered and maintained by licensees	12/15/09	01/15/10		Alpha interface version and screen displays are available for testing	
28	Test LIS interface and links	01/15/10	02/15/10		Beta interface ready for pilot testing by field staff	
29	Develop training aids for CCLD staff for use of MyCCL link	01/15/10	02/15/10		PowerPoint training materials	
30	Assemble team and conduct pilot test of CCLD field staff information users	02/15/10	03/15/10		Pilot test of interface and information links	

Task #	Task Description	Start Date	End Date	Percent Complete	Deliverable	Status
31	Evaluate pilot/adjust MyCCL web link based on lessons learned	03/15/10	04/15/10		Production version of interface is ready to deploy to all field staff	
32	Develop management report for MyCCL operational metrics( <b>SOW TASK 7</b> )	02/15/10	04/15/10		Basic management report is operational	
33	Develop link in CCLD facility search to display new licensee entered consumer information ( <b>SOW TASK 5</b> )	04/15/10	04/30/10		Facility search link to consumer info	
34	Develop upgraded facility file for CHCF and others to contain new consumer info( <b>SOW TASK 6</b> )	05/01/10	06/30/10		New upgraded facility file with consumer info for CHCF and others	

Develop Common Citation Language for RCFE Inspection Reports

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
35	Summarize history of citations previously issued for RCFE regulatory violations	04/17/09	05/01/09	100%	Electronic summary of RCFE citations issued since implementation of revised RCFE regulations Completed	Completed
36	Perform analysis of the recent history of RCFE citations issued	05/01/09	06/01/09	100%	Analysis report of RCFE regulatory citations ; ranked priority list of regulatory violations selected for language development <ul style="list-style-type: none"> <li>✓ Most frequently occurring</li> <li>✓ Highest risk</li> <li>✓ High consumer interest</li> </ul>	Completed
37	Develop methodology and format for the citation language for regulatory violations	06/01/09	06/30/09	100%	Document describing methodology and citation language format	Completed

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
38	Develop citation language for the priority group of RCFE regulatory violations	07/01/09	09/30/09	15%	Draft report of citation language for the priority group of regulations	In process
39	Coordinate review of citation language by CCLD staff, CDSS Legal Division and workgroup members	10/01/09	10/31/09		Comments received on draft language from all reviewers; material distributed by email	
40	Refine and update citation language based on comments by stakeholders and CDSS Legal Division	11/01/09	02/28/10		Final report of citation language for the priority group of RCFE regulations	

Incorporate New Common Citation Language into the RCFE Inspection Reports \*

<b>Task #</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Percent Complete</b>	<b>Deliverable</b>	<b>Status</b>
41	Design method to incorporate the new RCFE citation language into the laptop Field Automation System(FAS)	10/15/09	03/29/10		Information Technology design document describing the method	
42	Develop and test changes to FAS	03/29/10	10/01/10		New language and inspection reports method available for pilot testing	

43	Deploy the new violation language to the laptop of all RCFE licensing analysts	10/01/10	12/31/10		Language available to all RCFE licensing analysts	
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\* Note: This business function development is an approved component of the Licensing Reform Automation Project (LRAP)