

Requirement Section	Requirement ID	Applies to which services	Requirement Description	HHS Tech Group Detailed Response
MECT Certification	CERT01	Applies to all	The Supplier shall develop a Certification Crosswalk that describes how the Supplier's deliverables and other documentation align with federal certification requirements and MECT milestone reviews.	Confirmed. Our project team will maintain and update a Certification Crosswalk throughout the duration of the project. This will include how we align to the federal certification requirements, as well as the associated evidence that will be provided during the milestone review, as required.
MECT Certification	CERT02	Applies to all	The Supplier shall complete milestone updates of the CMS Certification Checklists as requested by the agency.	Confirmed. HHS Tech Group will ensure the prompt, timely completion of all certification updates as required.
MECT Certification	CERT03	Applies to all	The Supplier shall validate the system against the CMS Certification Checklists	Confirmed. All CMS Certification Checklist requirements, as applicable to our type of Medicaid Information Technology Architecture (MITA) Module, will be cross-checked for compliance within our Certification Crosswalk. This document will then be updated and routinely used to validate the system throughout the implementation to ensure RyL meets all System Review Criteria as noted in the CMS Certification Checklists.
MECT Certification	CERT04	Applies to all	The Supplier shall contribute to the quarterly IV&V certification reports.	Confirmed. HHS Tech Group will support the selected IV&V contractor to ensure the timely submission of all applicable certification reports.
MECT Certification	CERT05	Applies to all	The Supplier shall provide sufficient staff resources to support MECT milestone review and certification activities including participating in planning activities, meetings and other activities as required by CMS.	Confirmed. Key personnel, including our Certification Lead, will be available and on hand during these critical milestone reviews. We will actively participate in all planning activities and in all gate reviews as they are conducted. We bring direct experience supporting certification activities, including our current work for the State of Wyoming where our technology's implementation is actually being used as one of the first implementations to use CMS's new Medicaid Outcomes-Based Certification (OBC).
MECT Certification	CERT06	Applies to all	The Supplier shall assist the Agency in preparing certification artifacts, evidence and presentation materials, e.g., Requirements/ user stories and/or use cases for functional and non-functional requirements, data, business, capacity/performance, security/privacy/HIPAA compliance, usability, maintainability, interface, 508 compliance, disaster recovery, traceability to test plans or test cases.	Confirmed. HHS Tech Group will ensure all artifacts are continually updated and logically maintained within SharePoint or other document repository to promptly provide any required evidence for these reviews. Any new materials will be made in advance and reviewed with the Agency to ensure all required materials are appropriately updated, approved, and available to support CMS and IV&V reviews.
MECT Certification	CERT07	Applies to all	The Supplier shall participate and support as needed in CMS certifications of the other modules	Confirmed. All applicable key personnel on the project will be available to support other module certification activities as needed, particularly those which are integrated with RyL. Our support will extend to not only the other module contractors, but to the System Integrator and all other stakeholders for review and certification support and to assist as needed to support the modernization of the MMIS architecture.
MECT Certification	CERT08	Applies to all	The Supplier shall expeditiously correct, all required remediation activities related to certification findings on a schedule to be approved by CMS and the State.	Confirmed. Any gaps or issues discovered will be addressed to ensure timely certification. All findings identified will be tracked through completion.
MECT Certification	CERT09	Applies to all	The Supplier shall use appropriate testing, configuration and change control procedures for all changes made to the solution during the certification process.	Confirmed. We will ensure alignment to all established plans and procedures in place, including the Change Management Plan, Configuration Plan, and Test Plan.
MECT Certification	CERT10	Applies to all	The Supplier shall update system, user, and training documentation as necessary to support the certification process and to reflect changes that have been made to the solution during the certification process.	Confirmed. Our manuals and administrative guides are 'living' documents and, as such, will continue to be updated throughout the lifetime of the project, including during the certification process. As updates are made, reviewed, and approved, they are then distributed to all stakeholders and uploaded and replaced within the user portals.
MECT Certification	CERT11	Applies to all	The Supplier shall ensure system CMS Certification through correct design, implementation, documentation and certification support.	Confirmed. The complete support of our staff will be on hand to ensure all CMS Certification reviews go smoothly. Our team is knowledgeable in the latest CMS OBC and the former MECT and understands the requirements and the latest guidance released.
MECT Certification	CERT12	Applies to all	The Supplier shall coordinate with the State to develop CMS Certification Checklist documentation for each MECT Checklist requirement.	Confirmed. The HHS Tech Group Certification Lead and appropriate project team members will fully support the State in ensuring all documentation and associated evidence is in place for all requirements.
MECT Certification	CERT13	Applies to all	The Supplier shall populate the certification document repository, as each required item/artifact is completed and approved.	Confirmed. All documents and associated evidence will be uploaded in a compliant, logical, and organized fashion to facilitate ease of review.
MECT Certification	CERT14	Applies to all	The Supplier shall present at milestone reviews and other certification meetings as directed by the State.	Confirmed. Our Certification Lead and other key staff will be available and prepared to present at all required meetings.

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MECT Certification	CERT15	Applies to all	The Supplier must notify the agency if it identifies an area in which certification or recertification requirements may not be met or any reason for which maximum Federal Financial Participation would not be granted. The Supplier must also notify the agency of the deficiency, present corrective action plans and upon approval by the Agency, correct the deficiency at no additional cost to the Agency.	Confirmed. HHS Tech Group agrees to ensure initial and continued certification for the operation of the Module, ensuring the Agency receives full Federal Financial Participation. HHS Tech Group also agrees to notify the Agency if any areas are identified in which requirements may not be met, along with presenting a corrective action plan for approval by the Agency as required at no further cost.
MECT Certification	CERT16	Applies to all	The Supplier shall develop and maintain a Certification Plan that defines the Supplier's approach to CMS certification. It must describe the processes and procedures that will be used to manage Certification requirements. The Certification Plan must comply with the most current MECT process to ensure the system will meet all certification requirements.	Confirmed. Our Certification Plan will comply to the most current MECT process. The plan will be updated, finalized, and submitted to the Agency for review with full adherence to all required plan elements. This is a critical plan to complete and receive approval from CMS and is therefore a top priority in each of our Agency implementations. Full alignment and active support will be provided in alignment with the Certification Plan through all milestones and gate reviews.
MECT Certification	CERT17	Applies to all	The Supplier shall develop and maintain a Certification Plan that defines the Supplier's approach to CMS certification. It must describe the processes and procedures that will be used to manage Certification requirements. The Certification Plan must comply with the most current MECT process to ensure the system will meet all certification requirements.	Confirmed. Our Certification Plan will be finalized and submitted to the Agency for review with full adherence to all required plan elements.
MECT Certification	CERT18	Applies to all	The Supplier shall provide during the initiation phase of the project and maintained throughout the project, user documentation. The State requires User Documentation for use by a novice business user to understand the automated system or application from a business function perspective. The Supplier shall provide comprehensive, well-organized user documentation. The Supplier's User Documentation shall include at a minimum: Written in a procedural step-by-step format. (Instructions for sequential functions must follow the flow of actual activity). Manuals that helps users understand the purpose and operation of the module/module component(s) for each business process/major program/functional area. • Acronyms used in user instructions must be identified and must be consistent with windows, screens, reports, and the data element dictionary. • Cover system navigation, online help, and policies and procedures. • The documentation must be available on-line and provide an on-line search capability with context-sensitive help. • Provide the ability to produce a PDF version upon request • Use version control to retain historical versions of documentation and revisions must be clearly identified. • User documentation must be written and organized so that novice users can learn from reading the documentation how to access the on-line windows/screens, read reports, and perform all other user functions. • User manuals must contain a table of contents and an index. • Definitions of codes used in various Sections of a user manual must be consistent. • Descriptions of error messages for all fields incurring edits must be presented and the necessary steps to correct such errors must be provided. • Abbreviations must be consistent throughout the documentation. • Each user manual must contain a Section describing all reports generated within the subsystem, which includes the following: <u>A narrative description of each report. The purpose of the report</u>	Confirmed. HHS Tech Group will ensure all specific requirements for user documentation for our RyL solution are adhered to. All required artifacts, user documentation, manuals, brochures, training modules, and eLearning tools will be provided. In addition, we also provide helpful FAQs, 'tool tips' within the portal, context-sensitive help, acronyms, chat support, navigation and page layouts, and more. As with all of our State implementations, we will ensure adherence to all State-specific format and documentation requirements. This includes the utilization of any State-approved templates. All artifacts will be submitted for review and feedback, with feedback promptly incorporated and the updated documents submitted for final review and approval.
MECT Certification	CERT19	Applies to all	The Supplier shall document any gaps between the initially configured solution and the business requirements in the requirements management tool. Gaps must show bi-directional traceability with applicable business requirement(s), design, test cases, test results, Medicaid Enterprise Certification Toolkit (MECT) criteria and certification artifacts.	Confirmed. Our team's Business Analysts will carefully review all Agency requirements and the latest CMS MECT/OBC requirements to identify any gaps in RyL. Gaps will be prioritized and backlogged to be worked on through the Sprint cycles during the implementation.
MECT Certification	CERT20	Applies to all	The Supplier shall develop, maintain and submit a Requirements Traceability Matrix (RTM) to show bi-directional traceability with applicable business requirements and their realization throughout all project phases (e.g., requirements, design, testing and certification (Medicaid Enterprise Certification Toolkit) checklist items). This should include how the requirement is realized (e.g., configuration, custom development, base functionality). All revisions must be reviewed and approved by the State.	Confirmed. As part of standard implementation protocols, HHS Tech Group will thoroughly document and track all requirements within our RTM template (Excel file). This template tracks the category of the requirement, current state, modifications required (if any), and more. Should the State have a specific RTM template that is preferred, our team can utilize that as well. Please see Attachment 8b1. Sample RTM Template for an example of a Requirements Traceability Matrix for RyL.
MECT Certification	CERT21	Applies to all	The Supplier's requirements management tool shall have the ability to manage requirements traceability by module(s), MITA business area, MITA business process and Medicaid Enterprise Certification Toolkit (MECT) checklists.	Confirmed. HHS Tech Group will ensure our RTM and other management tools within our toolkit support the tracking of these areas, modifying our documentation as necessary to conform to individual Agency requirements.