

| Requirement Section                      | Requirement ID | Applies to which services | Requirement Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | HHS Tech Group Detailed Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Data Conversion, Cleansing and Migration | DC01           | Applies to all            | The Supplier shall provide authorized agency or other designated staff access to an environment to validate converted data and provide support for the data validation effort.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Confirmed. Agency staff will need to be available throughout the legacy data conversion process. Access will be provided through the portal to designated administrators to view converted data and to alerts on any discrepancies/issues observed in addition to our data validation and testing procedures. HHS Tech Group sees this initial conversion of legacy data as a joint process and looks forward to agency staff supporting our team in providing details needed on legacy systems currently utilized, including current content data fields and records needed for migration. Reconciliation reports will also be generated and provided to agency staff throughout the process to further validate progress made and ensure the proper receipt of legacy data in the new system. |
| Data Conversion, Cleansing and Migration | DC02           | Applies to all            | The Supplier shall work with the State to identify the data elements that will be converted into the Supplier's solution. For legacy data elements that cannot be converted into the Supplier's solution, the Supplier shall work with the State to achieve desired business outcomes using the data elements in the Supplier's solution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Confirmed. Before the transmission and receipt of legacy data can begin, an individual field level analysis of all data elements will be performed. This ensures appropriate mapping is made between where the content is currently housed in the legacy system and where the data will be placed in the new system. Any field content which will not be migrated for any reason will be discussed, documented, and agreed upon by the Agency and HHS Tech Group.                                                                                                                                                                                                                                                                                                                               |
| Data Conversion, Cleansing and Migration | DC03           | Applies to all            | The Supplier shall work with the State to identify data elements or fields in the Supplier's solution that are not available to be converted from the legacy system, and whether the conversion programs should fill them with default or initial values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Confirmed. Data elements and their associated fields will be discussed in depth prior to the transmission of legacy information. When converting legacy data, RyL can provide the ability to auto-populate fields within RyL to a default field, as desired by the Agency. Each data element circumstance will be thoroughly discussed to come to the best solution for the new system.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Data Conversion, Cleansing and Migration | DC04           | Applies to all            | The Supplier must perform one or more trial conversions as necessary, before final conversion of the data, and present the results to the State.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Confirmed. Before the conversion and receipt of all legacy data in bulk, appropriate testing must be conducted to ensure the data can be properly received and converted appropriately in the new system. This "trial testing" will be conducted multiple times. Once the data is migrated, reconciliation reports will be generated and provided to the Agency. Our Implementation Team will also analyze the data and conduct post-conversion testing to ensure the transmission of information occurred appropriately, with data elements placed in the correct new fields.                                                                                                                                                                                                                  |
| Data Conversion, Cleansing and Migration | DC05           | Applies to all            | The Supplier shall produce the reports necessary to demonstrate adequate checks and balances within the data conversion process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Confirmed. HHS Tech Group will run a series of reconciliation reports to cross-compare data sets between systems. Our team will review all reports and hold in-depth reviews over joint meetings between HHS Tech Group and the Agency to ensure all legacy data migrated effectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Data Conversion, Cleansing and Migration | DC06           | Applies to all            | The Supplier shall convert and provide access to converted electronic documents identified by the agency in a format approved by the agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Confirmed. All formats for the transmission of electronic information will be discussed in advance. All EDI formats require final approval and sign off prior to the transmission of information. This ensures all data formats are mutually agreed upon and can be effectively accepted and supported in the new system.<br><br>As an adaptable, modular solution, RyL is built to support a wide range of standard and custom data transaction formats. As such, HHS Tech Group anticipates no issues in supporting specific format requirements as required by the Agency.                                                                                                                                                                                                                   |
| Data Conversion, Cleansing and Migration | DC07           | Applies to all            | The Supplier shall develop, submit, and maintain a Data Management, Conversion and Migration Plan to include the following:<br>a. A data management strategy that will support integration, optimization, quality, stewardship, standards, and governance of data.<br>b. description of appropriate skill sets, processes, technologies/tools, and any naming conventions followed.<br>c. Approach to conversion, cleansing and migration.<br>d. Approach to risk management for data conversion effort.<br>e. Approach for testing migration or converted data;<br>f. Approach to reporting the number of records successfully converted vs. errors or exceptions.<br>g. Approach for cleansing data to prepare it for loading to the proposed solution that is refined as necessary.<br>h. Approach to resolving data conversion errors and issues.<br>i. Approach for supporting the agency validation of converted data.<br>j. Tasks, timelines, and responsible parties for all conversion and migration tasks.<br>k. Entrance and exit criteria for each phase of the effort. | Confirmed. During the implementation, identified legacy data to be migrated to the RyL solution will be reviewed and discussed. Following these joint review sessions and an evaluation of the data for conversion, the initial Data Management, Conversion, and Migration Plan will be updated and finalized for review, approval, and sign-off.<br><br>This plan, once approved, will then serve as our primary guidebook for our plan and approach to ensuring the migration of data from the legacy system to RyL, including steps to ensure proper data conversion and cleansing, along with other efforts.<br><br>Extensive testing will be performed throughout the process to ensure all data successfully migrated to the new solution and is readily accessible and usable.           |