**Claims Processing Eligibility (CP&E)**

**Build 5 Plan**

**Teams 1 and 2**

**CLIN 0008AG**

**

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**Revision History**

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

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1. **Build Execution**

This document describes the Build 5 Plan for the Claims Processing and Eligibility (CP&E) project. The Build includes 6-Sprints for approximately two weeks each that run from November 8, 2017, through December 19, 2018. Throughout the build, the scrum teams will elaborate, analyze, program, validate, test, and build user stories supporting the business owner’s priorities. Subsequently, released prioritized items in the backlog are captured in the Rational product backlog.

The Sprint teams work together in sprints, producing code that is delivered to the Department of Veterans Affairs (VA) for VA Quality Assurance (QA) and User Acceptance Testing (UAT). Scrum teams evaluate associated defects found throughout the sprints immediately. Defects that can be resolved within the sprint are tasked and resolved. The FTC team will call the defects “Bugs.” Defects that cannot be resolved within the sprint are placed in the Build Backlog to resolve based on the business priorities. The Scrum team will evaluate unresolved defects and list the estimates in Rational. Afterward, prioritized defects are approved by the business. This process deploys the Build to be created and demonstrated in two weeks. Stories with High and Very High defects are not considered complete. High and Very High defects will not be demonstrated at the end of a sprint. Stories without defects and stories with Low or Medium defects will be demonstrated for acceptance.

Primarily, the CP&E teams in the two-week Sprint period prepare to build and demonstrate the product. Our continuous deployment jobs help us keep our builds and packaging our fixes while promoting the code from one environment to the next. The teams maintain version control and control of the configurations, including preparing test data for tests and fixes. Subsequent the retrospective ceremony is used to review and approve the work product completed within the two weeks.

# Scrum Teams

FTC will accomplish Sprint planning based on the following Velocity and Capacity:

* Velocity is based upon the team average over previous sprints and will adjust based upon that average throughout the build.
* Build 5 Velocity will be completed during the Build 5 timebox: 113 Story Points.
* Capacity is determined by the team members assigned and their availability during the sprint to accomplish tasks.

## Velocity Data

The Velocity from Build 4 is used to plan for Build 5. Table 1, illustrate Sprint 1 total number of points completed by each team and the average points per sprint:

Table 1: Velocity Data

| **CP&E** | **Build 4 Points Completed** | **Average Per Sprint Points** |
| --- | --- | --- |
| Team 1 | 70 | 35 |
| Team 2 | 63 | 31 |

## Capacity Versus Plan Data

The Capacity versus plan depicts the entire team capacity (in hours) versus the planned work per sprint for each team (in hours.) Subsequently, the Project Manager and Business Analyst Level of Efforts (LOE) roles are dispersed evenly for each user story.

Table 2, illustrate Sprint 1, Sprint 2, and Sprint 3 teams capacity versus plan workload:

Table 2: Capacity versus Plan Data

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CCSE** | **Sprint 1** | | **Sprint 2** | | **Sprint 3** | |
| **CP&E** | **Capacity** | **Plan** | **Capacity** | **Plan** | **Capacity** | **Plan** |
| Team 1 | 235 | 212 | 181 | 200 | 217 | 212 |
| Team 2 | 217 | 216 | 217 | 208 | 230 | 226 |

## Organization of the Team

The organization depicted includes co-located cross-functional featured teams with a ScrumMaster. This is where the iterative sprints and development cycle starts.

Table 3, illustration feature CP&E teams that define and deliver the product:

Table 3: CCSE CP&E Teams

| Name | Team | Roles |
| --- | --- | --- |
| Michael Synakiewicz | (All Teams) | Product Manager |
| Chris Vanzo | (All Teams) | Scrum Master, Technical Lead |
| Angel K. | (All Teams) | Technical Analyst |
| Cheryl H. | (All Teams) | Senior Business Analyst |
| Bharati M. | (All Teams) | Senior Configuration Manager |
| Diane S. | (All Teams) | Senior Tester |
| Faith D. | (All Teams) | Senior Tester |
|  | **Team 1** |  |
| Cindy S. | Team 1 | Senior MUMPS Developer |
| Chau | Team 1 | Senior MUMPS Developer |
| Barry J. | Team 1 | Senior MUMPS Developer |
| Yeou | Team 1 | Senior MUMPS Developer |
|  | **Team 2** |  |
| Dennis B. | Team 2 | MUMPS Developer |
| Hayes M. | Team 2 | Senior MUMPS Developer |
| Lloyd M. | Team 2 | Senior MUMPS Developer |
| Oliver W. | Team 2 | Mumps Developer |

# Functional Specifications

## Epics/Sub-Epics/User Stories

The overall specifications describe Epics, Sub-Epics, and User Stories that will be addressed in Build 5. Sprints 1 and 2 User Stories have been assigned. Supplementary, detail for the remaining Build 5 Sprints will be planned within the sprint planning for each sprint.

Table 4, User Stories is defined and elaborated according to the table below:

Table 5: Overall Epics, Sub-Epics, and User Stories

| **Epic** | **Story #** | **Rational** | **Description** |
| --- | --- | --- | --- |
| 005 | Epic 005 | RM# 720630 | As the Health Claims Reimbursement group, I want to reopen EDI claims in the Cache system so that I can process reopened EDI claims in the Cache system. (CR ENC005415). |
| 005 | 005-001 | RM: 883572 | As the Health Claims Reimbursement Group I would like to add a Program Indicator to the PDI to tell the system to REOpen EDI |
| 005 | 005-029 | RM: 912167 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the SU Productivity Individual Report |
| 005 | 005-030 | RM# 912171 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the SU Productivity Summary Report |
| 005 | 005-040 | RM# 932474 | As the VE I would like the system to front end reject when the Original PDI is Null and the submission is a FC5 |
| 005 | 005-042 | RM# 932495 | As the VE I want the system to strip the Original PDI and send a CSTAT with a TOB FC 8 when All Claims / Lines are In Process |
| 005 | 005-063 | RM# 937659 | As the VE I want the deductible amount applied to the reopened or reversing claim to be returned/backed out to the beneficiary’s’ individual and family annual deductible on the PPR. |
| 005 | 006-063a | RM# 945361 | As the VE I want the deductible amount applied to the reopened or reversing claim to be returned/backed out to the beneficiary’s’ individual and family annual catastrophic cap on the PPR. |
| 005 | 005-064 | RM# 937662 | As the VE I want a new field to display on the PPR named Amount Reduced from Previous Payment. |
| 005 | 005-064a | RM# 945363 | As the VE in the PPR I want to display in the field named Amount Reduced from Previous Payment the amount that was paid to the provider. |
| 005 | 005-083 | RM# 937684 | As the R&R VE if I did not enter a valid Julian day, the system will display "Julian Day must be 001 through 365" when I select to reopen a manual EDI submission. |
| 005 | 005-084 | RM# 937685 | As the R&R VE if I did not enter a valid PDI Program Indicator, the system will display "PDI Program Indicator must be 91, 97 (CHAMPVA EDI) or 92, 90 (SB EDI)" when I select to reopen a manual EDI submission. |
| 005 | 005-085 | RM# 937686 | As the R&R VE if I entered a PDI# that was previously reopened the system will display "PDI Number has already been reopened" when I select to reopen a manual EDI submission. |
| 005 | 005-086 | RM# 937687 | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen a Manual EDI submission. |
| 005 | 005-087 | RM# 937688 | As the R&R VE I want the EE Bill Invoice Screen to not display the Continue prompt when I select to reopen a manual EDI submission. |
| 005 | 005-088 | RM# 937689 | As the R&R VE I want the label that reads PDI# to read Current PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the Current PDI number information. |
| 005 | 005-089 | RM# 937690 | As the R&R VE I want to add a field titled Original PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the 15 digit Original PDI number information. |
| 005 | 005-090 | RM# 937691 | As the R&R VE I want the screen header on the Edit Claim Data screen to display in a stacked format the Original PDI Number and the Current PDI Number so that I can view both numbers when I select to reopen a Manual EDI. |
| 005 | 005-091 | RM# 937692 | As the R&R VE I want the label that reads Claim# to read Original Claim# on the Edit Claim Data screen when I select to reopen a Manual EDI submission so that I can view the Original Claim number information. |
| 005 | 005-092 | RM# 937694 | As the R&R VE I want the label that reads RO CI# to read Current Claim# on the Edit Claim Data screen when I select to reopen a Manual EDI submission so that I can view the 7 digit Current Claim number information. |
| 005 | 005-096 | RM# 938891 | As the R&R VE I want a new field on the PPR Report to display the total payment for the Original PDI number. |
| 005 | 005-097 | RM# 938893 | As the R&R VE, if a user reopens an already reopened PDI number, the system will display the field(s) in order of Current PDI#, Original PDI#, and Reopened Current PDI# on the PPR Report. |
| 005 | 005-098 | RM# 938895 | As the R&R VE I want a new field on the PPR Report to display the Last PDI Payment Difference which will be the sum difference between the Current PDI payment and the Last PDI payment. |
| 005 | 005-099 | RM# 938897 | As the R&R VE I want a new reason code that states "Correction to a previously processed submission" to be created in CP&E. |
| 005 | 005-101 | RM# 938901 | As the R&R VE I want a new reason code that states “Payment for this claim/service may have been provided in a previous payment” to be created in CP&E. |
| 005 | 005-105 | RM# 938887 | As the VE I would like the system to create a Reversed Status that can be applied to Claims. |
| 005 | 005-106 | RM# 943749 | As the VE I would like the system to create a Voided Status that can be applied to Claims. |

# User Stories/Backlog

The Rational Product Backlogs contain all prioritized and accepted User Stories. The VA can reprioritize the Backlog items anytime. Current backlogs are maintained and available within the project, Rational Repository.

Table 5, depicts the location where the artifacts are identified as baselined, grouped, and managed:

Table 5: Rational Product Backlog Documents

| **Document Name** | **Document Link** |
| --- | --- |
| CP&E Backlog | [https://DNS.URL/ccm/web/projects/HAC\_CPE%20(CM)#action=com.ibm.team.apt.viewPlan&page=com.ibm.team.apt.web.ui.plannedItems&id=\_RxBG8GfaEee9Yp9RONnEjA&planMode=com.ibm.team.apt.viewmodes.internal.productBacklog.workBreakdown](https://dns.url/ccm/web/projects/HAC_CPE%20(CM)#action=com.ibm.team.apt.viewPlan&page=com.ibm.team.apt.web.ui.plannedItems&id=_RxBG8GfaEee9Yp9RONnEjA&planMode=com.ibm.team.apt.viewmodes.internal.productBacklog.workBreakdown) |

# 

# Testing Responsibilities

Flavor TechConsulting (FTC) key testing responsibilities is depicted in Table 6:

Table 6: FTC Test Tasks

| FTC (Developer) | Party Responsible |
| --- | --- |
| Unit/Product/Component Testing | FTC System Quality Assurance (SQA) |
| Build Verification Testing | FTC SQA |
| Functional Testing | FTC SQA |
| Integration/System Testing | FTC SQA |
| Regression Testing | FTC SQA |
| Section 508 Compliance Testing | FTC SQA |
| **HAC SQA** | **Party Responsible** |
| Installation Testing/Build Verification | Health Administration Center (HAC) Quality Assurance (QA) |
| Security Testing | HAC QA |
| Performance/Load Testing | HAC QA |
| User Acceptance Testing (UAT) | HAC QA |
| User Functional Testing (UFT) | VHA CC |

# Acceptance Criteria

* Final Development Code Files, Compiled Code, and supporting documentation are checked into the projects Rational Repository.
* 100% traceability in Rational.
* Updated as per plan in Rational, Requirements Traceability Matrix (RTM) and executed Test Scripts is in Rational.
* 508 Compliant Checklists.

# Build Schedule

The Build Schedule description and orientation is shown below in Sections 7.1 through 7.4.

## Build 5 Sprint 1

**NOTE**: Story Points is estimated prior to elaboration using the standard Agile principals that may not reflect actual hours estimated during sprint planning.

Table 7: Build 5 Sprint 1 Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CP&E Build 5** | | **83 Days** | | **Thursday 11/09/17** | | **Monday 1/29/18** |
| **Task Name** | | **Duration** | | **Start** | | **Finish** |
| **Build 5 - Sprint 1** | | **13 Days** | | **Thursday 11/09/17** | | **Tuesday 11/21/17** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | **Story Points** | **Hours** |
| **Team 1** | As the Health Claims Reimbursement Group I would like to add a Program Indicator to the PDI to tell the system to ReOpen EDI. | 005 | N/A | 005-001 | 13 | 60 |
|  | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Individual Report | 005 | N/A | 005-029 | 5 | 42 |
|  | As the VE I want the system to strip the Original PDI and send a CSTAT with a TOB FC 8 when All Claims / Lines are In Process | 005 | N/A | 005-042 | 8 | 52 |
|  | As the VE I want a new field to display on the PPR named Amount Reduced from Previous Payment. | 005 |  | 005-064 | 8 | 58 |
| **Team 2** | As the VE I want the deductible amount applied to the reopened or reversing claim to be returned/backed out to the beneficiary’s’ individual and family annual deductible on the PPR. | 005 | N/A | 005-063 | 8 | 58 |
|  | As the R&R VE if I did not enter a valid PDI Program Indicator, the system will display "PDI Program Indicator must be 91, 97 (CHAMPVA EDI) or 92, 90 (SB EDI)" when I select to reopen a manual EDI submission. | 005 | N/A | 005-084 | 8 | 50 |
|  | As the R&R VE if I entered a PDI# that was previously reopened the system will display "PDI Number has already been reopened" when I select to reopen a manual EDI submission. | 005 | N/A | 005-085 | 8 | 58 |
|  | As the R&R VE I want the label that reads PDI# to read Current PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the Current PDI number information. | 005 | N/A | 005-088 | 8 | 50 |
| **D**: Sprint Plan | | **Monday**: 11/06/17 | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 11/08/17 | |
| **Sprint 1 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 10/19/17 | |
| **Sprint 1 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 11/21/17 | |

## Build 5 Sprint 2

Table 8: Build 5 Sprint 2 Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Build 5 - Sprint 1** | | **14 Days** | | **Wednesday 11/22/17** | | **Tuesday 12/05/17** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | **Story Points** | **Hours** |
| **Team 1** | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the SU Productivity Summary Report | 005 |  | 005-030 | 8 | 50 |
|  | As the VE I would like the system to front end reject when the Original PDI is Null and the submission is a FC5 | 005 | N/A | 005-040 | 8 | 50 |
|  | As the VE in the PPR I want to display in the field named Amount Reduced from Previous Payment the amount that was paid to the provider. |  | N/A | 005-064a | 8 | 50 |
|  | As the R&R VE I want the EE Bill Invoice Screen to not display the Continue prompt when I select to reopen a manual EDI submission. | 005 | N/A | 005-087 | 8 | 50 |
| **Team 2** | As a the VE I want the deductible amount applied to the reopened or reversing claim to be returned/backed out to the beneficial | 005 | N/A | 005-063a | 8 | 58 |
|  | As the R&R VE if I did not enter a valid Julian day, the system will display "Julian Day must be 001 through 365" when I select to reopen a manual EDI submission. | 005 | N/A | 005-083 | 8 | 50 |
|  | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen a Manual EDI submission. | 005 | N/A | 005-086 | 8 | 50 |
|  | As the R&R VE I want to add a field titled Original PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the 15 digit Original PDI number information. | 005 | N/A | 005-089 | 8 | 50 |
| **D**: Sprint Plan | | **Monday**: 11/06/17 | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 11/22/17 | |
| **Sprint 2 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 10/19/17 | |
| **Sprint 2 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 12/05/17 | |

## 

## Build 5 Sprint 3

Table 9: Build 5 Sprint 3 Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Build 5 - Sprint 3** | | **13 Days** | | **Wednesday 12/06/17** | | **Tuesday 12/19/17** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | **Story Points** | **Hours** |
| **Team 1** | As the R&R VE I want a new field on the PPR Report to display the total payment for the Original PDI number. | 005 | N/A | 005-096 | 8 | 50 |
|  | As the R&R VE, if a user reopens an already reopened PDI number, the system will display the field(s) in order of Current PDI#, Original PDI#, and Reopened Current PDI# on the PPR Report. | 005 | N/A | 005-097 | 8 | 42 |
|  | As the R&R VE I want a new field on the PPR Report to display the Last PDI Payment Difference which will be the sum difference between the Current PDI payment and the Last PDI payment. |  | N/A | 005-098 | 8 | 52 |
|  | As the R&R VE I want a new reason code that states "Correction to a previously processed submission" to be created in CP&E. | 005 | N/A | 005-099 | 5 | 30 |
|  | As the R&R VE I want a new reason code that states “Payment for this claim/service may have been provided in a previous payment” to be created in CP&E. | 005 | N/A | 005-101 | 5 | 38 |
| **Team 2** | As the R&R VE I want the screen header on the Edit Claim Data screen to display in a stacked format the Original PDI Number and the Current PDI Number so that I can view both numbers when I select to reopen a Manual EDI. | 005 | N/A | 005-090 | 8 | 50 |
|  | As the R&R VE I want the label that reads Claim# to read Original Claim# on the Edit Claim Data screen when I select to reopen a Manual EDI submission so that I can view the Original Claim number information. | 005 | N/A | 005-091 | 8 | 48 |
|  | As the R&R VE I want the label that reads RO CI# to read Current Claim# on the Edit Claim Data screen when I select to reopen a Manual EDI submission so that I can view the 7 digit Current Claim number information. | 005 | N/A | 005-092 | 8 | 52 |
|  | As the VE I would like the system to create a Reversed Status that can be applied to Claims. | 005 | N/A | 005-105 | 5 | 38 |
|  | As the VE I would like the system to create a Voided Status that can be applied to Claims. | 005 | N/A | 005-106 | 5 | 38 |
| **D**: Sprint Plan | | **Friday**: 11/17/17 | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 12/06/17 | |
| **Sprint 2 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 10/19/17 | |
| **Sprint 2 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 12/19/17 | |

## Sprint Ceremonies

Table 10: Sprint Ceremonies and Meetings Orientation

| **Meeting Name** | **Date** | **Time** | **Duration** | **Attendees** |
| --- | --- | --- | --- | --- |
| **Standing Sprint Ceremonies and Meetings** | | | | |
| Sprint Kickoff Veteran-focused Integration Process **(VIP) Sprint Planning** | First Day of Sprint | Various Wednesday | 1 Hour per Team | FTC Team Reps VA PM VA PO |
| Daily Scrum | Daily | Mornings | 10 Minutes | FTC Team Members VA Representatives Welcome |
| Scrum of Scrums | Daily | 11:30 AM | 30 Minutes | FTC Team Reps VA PM VA PO |
| Sprint Backlog **Grooming**/**Planning** | Bi-Weekly | 3:00 PM Thursday | 1 Hour | FTC Team Reps VA PM VA PO VA BA |
| Sprint  **Review** | At Sprint End | 2:00 PM Tuesday | 1 Hour | FTC Team Reps VA PM VA PO |

## Build 5 Planning

Table 11: Build 5 Planning and Meetings Orientation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standing Build Planning Sessions, Meetings, and Deliverables** | | | | |
| **Build 5 Planning** | **Timeframe** | **Date** | **Duration** | **Attendees** |
| Build Plan 5 Backlog Review | Within 3-Weeks  Prior to Build Start | 09/07/17 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 5 Planning Session | Within 3-Weeks Prior to Build Start | 09/12/17 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 5  Review | Within 2-Weeks Prior to Build Start | 09/12/17 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |

# Dependencies

* HAC Full Time Employee (FTE) resources are required to answer specific technical questions regarding HAC idiosyncrasies and detailed implementation issues.
* QA and UAT testing is dependent upon HAC QA resource and the Subject Matter Expert (SME) availability.

# Risk & Issues

## Identified Risks

* **IF**: the refresh of the HAC environments are not considered in the schedule. **THEN**: there will be a delay in the completion of development by the contracted date.
* **IF**: multiple developers work on the same code module and push their changes into production. **THEN**: the last developer to push a change into production will overwrite the work of the other developers.

## Identified Issues

There is no relevant data for this section.

# Constraints

* Development timeframe will depend on HAC QA and UAT testing schedule.

# Definition of Done

The Sprint work product deliverables are shown in Section 3.1 and Sections 7.1 through 7.2.

* Final Development Code Files, Compiled Code, and supporting documentation are checked into the project’s Rational repository (0008AM).
* 100% traceability in Rational.
* Creation of all the iterative Release Package (008AP) documentation associated with Build 4 required for a future release to production (e.g. Installation Guide and User Manual.)
* Updated RTM and executed test scripts as per plan in Rational.
* Defects, functionality, and user satisfaction normally identified and resolved during a sprint or resolved in the following sprint will accumulate throughout the build if VA is unable to accomplish sprint by sprint SQA/UAT testing.
* Defects found during SQA and UAT will impact the volume of work to be accomplished during Build 4 or when the VA is able to perform SQA/UAT testing. This dynamic must be anticipated and planned.
* In following the Agile process defects found during a sprint that cannot be resolved within the sprint are placed in the build backlog and will be worked in the next sprint. Subsequently, the technical reasons why the User Story with defects could not be finished within the sprint will be explained during the Sprint Retrospective.

# Build 5 Deliverables

The Sprint Work Product deliverables completed are checked into the projects, Rational Repository for updates and subsequently released maintenance as the project continues forward.

* Build 5 Release Planning Package (0008AF)
* Build 5 Sprint Plans (0008AG)
* Build 5 Sprint Burn down and Velocity charts (0008AH)
* Build 5 508 Certification (0008AK)
* Build 5 Acceptance Form (0008AN)
* Build 5 Release Package (0008AP)