

## Proprietary System Operator (PSO) Onboarding Process Overview

Due dates are based on Go-Live (GL) Dates Established for Fiscal Year 2021

Task	Responsible Party	Due Date (based on Go Live Date)	Resources
1. Access and review all PSO technical requirements, HHSC EVV Policy and EVV PSO Business Rules	PSO	Based on development activity of the system.	<ul style="list-style-type: none"> <li>• <a href="#">TMHP EVV Proprietary System Web Page</a></li> <li>• <a href="#">HHSC EVV Proprietary Systems Web Page</a></li> </ul>
2. Complete and submit EVV Proprietary System Request Form	PSO	By session registration cutoff date.	<ul style="list-style-type: none"> <li>• EVV Proprietary System Request Form</li> <li>• Session 1: Registration ends 11/30/2020 for April 2021 Go-Live</li> <li>• Session 2: Registration ends 01/11/2021 for August 2021 Go-Live</li> </ul>
3. Complete and submit the Proprietary System (PS) Detailed Questionnaire	PSO	Within 5 business days of submitting the EVV PS Request Form.	<ul style="list-style-type: none"> <li>• PS Detailed Questionnaire</li> </ul>
4. PSO Planning Meeting	PSO, TMHP, HHSC	5 business days after registration cutoff.	<ul style="list-style-type: none"> <li>• Review the PS Detailed Questionnaire with the PSO</li> <li>• Confirm PSO awareness of all technical requirements</li> <li>• Review next steps with PSO</li> </ul>
5. Complete EVV System Access and Connectivity Testing	PSO, TMHP	RR minus 3 weeks	<ul style="list-style-type: none"> <li>• TMHP technical support as needed</li> </ul>
6. Readiness Review Trading Partner Testing (TPT) Dry Run	PSO, TMHP	RR minus 10 days	<ul style="list-style-type: none"> <li>• TMHP to conduct Readiness Review Webinar</li> <li>• TMHP to set up testing environment for PSO</li> <li>• PSO to submit data to EVV Aggregator but no score</li> <li>• TMHP technical support as needed</li> </ul>
7. Readiness review	PSO, TMHP, HHSC	GL minus 3 months	<ul style="list-style-type: none"> <li>• EVV Proprietary System Operator Onboarding Process</li> </ul>
8. Make go/no go decision	HHSC	GL minus 20 business days	<ul style="list-style-type: none"> <li>• HHSC transmits acceptance or rejection letter on HHSC letterhead to PSO executive leadership</li> </ul>
9. Issue production credentials	TMHP	GL minus 5 business days	<ul style="list-style-type: none"> <li>• TMHP sets up security access to EVV Aggregator in production</li> </ul>
10. Verify production system operation	TMHP, HHSC	GL plus 30 days	<ul style="list-style-type: none"> <li>• TMHP and HHSC monitor through internal metrics</li> </ul>

## PSO Readiness Review Details for Session 1

Task	Responsible Party	Dates	Resources
<b>TPT Dry Run</b>	PSO & TMHP	1/18/21 to 1/29/21	TMHP will conduct a Webinar to explain the TPT Dry Run. TMHP will send customized TPT scenarios to each PSO two weeks prior to TPT Dry Run
<b>Demonstration Reviews</b>			
Round 1 (3 demonstrations allowed)	PSO & HHSC	2/1/21 to 3/1/21	EVV Proprietary System Compliance Method - Demonstration
Round 2 (2 demonstrations allowed)	PSO & HHSC	3/9/21 to 3/22/21	
Round 3 (1 demonstration allowed)	PSO & HHSC	3/30/21 to 4/5/21	
<b>Documentation Reviews</b>			
Round 1 Documentation Submitted	PSO	1/29/21	EVV Proprietary System Compliance Method - Documentation
Round 1 (Scoring occurs throughout)	PSO & HHSC	2/1/21 to 3/8/21	
Round 2 Documentation Submitted	PSO	3/8/21	
Round 2 (Scoring occurs throughout)	PSO & HHSC	3/9/21 to 3/22/21	
Round 3 Documentation Submitted	PSO	3/29/21	
Round 3 (Scoring occurs throughout)	PSO & HHSC	3/30/21 to 4/5/21	
<b>Trading Partner Test</b>			
Round 1 (PSO Due Date to request final scoring is 2/26/21)	PSO & TMHP	2/1/21 to 3/8/21	EVV Proprietary System Compliance Method – Trading Partner Testing
Round 2 (PSO Due Date to request final scoring is 3/16/21)	PSO & TMHP	3/9/21 to 3/22/21	
Round 3 (PSO Due Date to request final scoring is 4/1/21)	PSO & TMHP	3/30/21 to 4/5/21	

## PSO Deployment Details for Session 1

<b>Task</b>	<b>Responsible Party</b>	<b>Dates</b>	<b>Resources</b>
<b>Data Transfer (if needed) and Profile Setup</b>	PSO	4/8/21 to 4/21/21	<a href="#">EVV System Transfer Policy</a> <a href="#">TMHP Data Transfer Guide</a>
<b>PSO Receives Credentials</b>	PSO & TMHP	4/8/21 to 4/13/21	TMHP
<b>PSO Production Connectivity</b>	PSO & TMHP	4/14/21 to 4/29/21	TMHP
<b>PSO Go-Live</b>	PSO	4/30/21	TMHP
<b>PSO Post-Production Verification</b>	PSO & TMHP	5/1/21 – 5/30/21	TMHP

## PSO Readiness Review Details for Session 2

Task	Responsible Party	Dates	Resources
<b>TMHP Connectivity/SFTP Test Completion</b>	PSO & TMHP	05/03/2021	TMHP will upload documents to each PSO file share portal for the PSO to complete
<b>TPT Dry Run</b>	PSO & TMHP	05/10/2021- 05/21/2021	TMHP will send customized TPT scenarios upon request after the PSO completes the TMHP Connectivity/SFTP Test
<b>Demonstration Reviews</b>			
Round 1 (3 demonstrations allowed)	PSO & HHSC	5/31/21 to 6/28/21	EVV Proprietary System Compliance Method - Demonstration
Round 2 (2 demonstrations allowed)	PSO & HHSC	7/6/21 to 7/19/21	
Round 2 Documentation Submitted	PSO	7/26/21	
Round 3 (1 demonstration allowed)	PSO & HHSC	7/27/21 to 8/2/21	
<b>Documentation Reviews</b>			
Round 1 Documentation Submitted	PSO	5/28/21	EVV Proprietary System Compliance Method - Documentation
Round 1 (Scoring occurs throughout)	PSO & HHSC	5/31/21 to 6/28/21	
Round 2 Documentation Submitted	PSO	7/5/21	
Round 2 (Scoring occurs throughout)	PSO & HHSC	7/6/21 to 7/19/21	
Round 3 Documentation Submitted	PSO	7/26/21	
Round 3 (Scoring occurs throughout)	PSO & HHSC	7/27/21 to 8/2/21	
<b>Trading Partner Test</b>			
Round 1 (PSO Due Date to request final scoring is 06/18/21)	PSO & TMHP	5/31/21 to 6/28/21	EVV Proprietary System Compliance Method – Trading Partner Testing
Round 2	PSO & TMHP	7/6/21 to 7/19/21	

(PSO Due Date to request final scoring is 07/12/21)			
Round 3 (PSO Due Date to request final scoring is 07/29/21)	PSO & TMHP	7/27/21 to 8/2/21	

### PSO Deployment Details for Session 2

Task	Responsible Party	Dates	Resources
<b>Data Transfer (if needed) and Profile Setup</b>	PSO	8/5/21 to 8/18/21	<a href="#">EVV System Transfer Policy</a> <a href="#">TMHP Data Transfer Guide</a>
<b>PSO Receives Credentials</b>	PSO & TMHP	8/5/21 to 8/10/21	TMHP
<b>PSO Production Connectivity</b>	PSO & TMHP	8/11/21 to 8/26/21	TMHP
<b>PSO Go-Live</b>	PSO	8/27/21	
<b>PSO Post-Production Verification</b>	PSO & TMHP	8/28/21 – 9/26/21	TMHP