ADDENDUM #2 for
Statement of Work (SOW)
For Technology Services

Issued By
The Office of MN.IT Services @ the Minnesota Board of Chiropractic Examiners

Project Title: New Licensing & Regulatory database with Online Services Implementation

Service Category: Server-Application (Design & Development)

The following revisions are being made to the SOW:

Process Schedule

- Deadline for Questions — August 27, 2013, at 3:00 p.m. CDT
- Anticipated Response to Questions — August ~~28~~ 30, 2013
- Proposals Due — September ~~3~~ 9, 2013, at 3:00 p.m. CDT
- Anticipated Proposal Evaluation — September ~~3-6~~ 9-12, 2013

Note that

- Responses sent to any other email address will not be considered.
- All questions regarding this statement of work should be directed only to Barry Smith.
- Questions will be answered by approximately August ~~28~~ 30, 2013. Questions and responses will be posted on the board's website at http://mn.gov/buyit/statements/mcp902ts_active.html

Proposal Submission Instructions

Proposal Submission Instructions

Email all Proposals in one PDF file to MN.IT_Contracts@state.mn.us (Please note there is an underscore _ between MN.IT and the word Contracts) by proposal due date, September ~~3~~ 9, 2013, 3:00 p.m. CDT. The subject line of the response email should be: "MBCE SOW Response". Note that responses sent to any other email address, mailed, or personally delivered to the Board will not be considered.

Responses to Vendor Questions
The Office of MN.IT Services @ the Minnesota Board of Chiropractic Examiners (MBCE)
Project Title: New Licensing & Regulatory database with Online Services Implementation

#	Question/Response
1	The position is too technical for my candidate but was wondering if you anticipate any Business Analysis needs for this project.
MBCE Response	MN.IT and MBCE are looking for a single vendor who will propose a team to complete the entire project. We will not consider bids for only a part of the project.

2	How many resumes we can submit for this requirement?
MBCE Response	Vendors are expected to assemble a team capable of completing the project using the required technologies and on schedule. It is up to the vendor to determine how many people are required to complete the project and bid/submit resumes accordingly. The State does have some resource constraints, such as working space, PC, software licenses, staff time during the project period. We don't expect more than two consultants to work at the same time for this project.
3	Who wrote ALIMS?
MBCE Response	ALIMS was written under contract with the Board of Medical Practice (BMP) and extended to the Board of Behavioral Health and Therapy (BBHT). This included a development team from State staff and consultants from 7 different consulting companies for ALIMS implementation in the past.
3b	Which vendors have provided ALIMS implementation services to the State
MBCE Response	The system was designed to allow development by any developer qualified in the underlying technologies. 7 different consulting companies have worked on the system at various times.
4	Is the contractor that developed ALIMS allowed to bid on this project? Are the vendors that have provided implementation services to the State allowed to bid on this SOW?
MBCE Response	This statement of work is being contracted under the State's Master Contract 902TS and it is open to bid for all vendors approved under that contract.
5	Do vendors need to be approved in the "Server – Application (Design & Development)" category in order to respond? Will vendors approved in other categories (e.g., "Web Applications Specialist - .NET/ASP," "Web Design & Development - HTML/ XML/ DHTML CSS JavaScript," "Project Management") also be eligible?
MBCE Response	All vendors must be on the list that has been approved under the 902TS Master Contract Program to be eligible. The Statement of Work (SOW) does not require specific categories on from the list, but vendors will be evaluated based on the list of required and desired skills as well as their ability to produce the required deliverables.
6	Is there a pre-bid meeting / conference on this RFP, so that the bidding vendor community can better understand the business requirements?
MBCE Response	No. There is no pre-bid meeting.
7	Due to the lack of functional requirements details in the RFP and possible queries arising from the State's responses, can the State provide one more opportunity for the vendors to ask questions
MBCE Response	No. Due to the short timeline for the selection process, there will be no more formal question periods.
8	Please provide the **Technical design document** of the ALIMS application to which the current licensure system will be migrated to. This information is necessary to estimate the effort for ALIMS implementation for the MBCE specific requirements listed in the RFP
MBCE Response	Not available
9	Please provide the **Data model** of the ALIMS application to which the current licensure system will be migrated to. This information is necessary to estimate the effort required for data migration.
MBCE Response	ALIMS is based on a relational database build in Microsoft SQL Server. ALIMS has 375 database tables, 85 views, 1023 Stored procedures, 69 functions, and other triggers/constraints
10	Please provide the **Data model** of the current NewLicMan application.This information is necessary to estimate the effort required for data migration.
MBCE	This information is not available at this time but the selected vendor will be granted access

Response	to this database.
11	Please clarify if the current NewLicMan maintains data in both MS-Access and SQL Server 2000.
MBCE Response	The backend License data is in MS-Access and public facing online services use SQL Server 2000
12	Please provide the User manual of the ALIMS application to which the current licensure system will be migrated to
MBCE Response	The training document titled "Entity and Search Training Document"is attached at the end of the questions. **The document is included below.**
13	Please provide the User manual of the current NewLicMan application
MBCE Response	There is no user manual.
14	The State has indicated a desired implementation date of June 1, 2014 for the Licensure system. What is the rationale for this implementation date?
MBCE Response	This SOW is under the Master Contract Program 902TS which formally ends on 30 June 2014.
15	As a follow up to the above question, is the State open to alternate implementation dates that extend beyond the RFP listed implementation dates?
MBCE Response	Because the Master Contract 902TS formally ends on 30 June 2014, MBCE is not able to write work orders under this contract that extend beyond that date.
16	In order to estimate the size and complexity of the application development/implementation effort, detailed business requirements documents, business process flows, data to be exchanged with external systems, are typically required. Has State developed detailed business requirements for the Licensure system? If yes, please provide the associated business requirements document, use case documents, User interface prototypes, business process flows and external interface specification documents
MBCE Response	Business requirements are addressed in the SOW
17	As a follow up to the previous question, if the State does not have detailed business requirements, please clarify if the State envisions the selected vendor to gather detailed business requirements and document them as part of this effort.
MBCE Response	Yes, to the extent needed to refine the level of detail
18	As a follow up to the previous question, if there are additional scope items identified as part of the business requirements gathering process for the Licensure system, that were not budgeted for in the selected vendor's proposal, please confirm that the State will handle such changes via a Change Control process
MBCE Response	No
19	What is the value of established / anticipated budget for the project?
MBCE Response	Between \$175,000 to \$225,000
20	Are there any restrictions for the vendor to perform design and development services offsite in another state
MBCE Response	The SOW states: "It is expected that the selected contractor will work onsite at the Board's office location unless offsite work is determined suitable by the state designated project manager and with the agreement of the project sponsor."
21	Are there any restrictions for the vendor to perform design and development services in another country
MBCE	The SOW states: "All services under this contract shall be performed within the borders of

Response	the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.”
22	Can support and maintenance be provided by an offsite team?
MBCE Response	No
23	In the case of offsite service, please confirm that the State will provide VPN access to vendor team members?
MBCE Response	No
24	“Perform business analysis and construct a Project Plan“. Please clarify if the Project Plan is a deliverable of the State Project Manager or the vendor consultant. This is a State-managed project, hence the question.
MBCE Response	The project plan is a vendor deliverable.
25	“Convert and migrate current NewLicMan data to ALIMS’s database in MS SQL server 2012 and verify capture data to meet requirements”. Please provide a copy of the current data model for the vendors to assess the size and complexity of the data migration effort
MBCE Response	See responses to questions 9 and 10.
26	As a follow up to the above question, please list the number of rows of data for each of the tables for us to assess the size and complexity of the data migration effort
MBCE Response	The state does not consider “rows of data” to be large enough to affect the conversion. MBCE has less than 5000 licensees or registrations, so the total size of the database is relatively small.
27	“Assure the program’s capability to add additional future categories of individuals to be regulated as established by the Legislature.” Please clarify this requirement. Does this only refer to the capability of the system to allow for the addition of new licenses related to the Chiropractic health practice? If not please specify what other functionalities are referred to
MBCE Response	The system must be capable of being modified to meet future legislative or other mandates that may be unknown at this time. For example, if State decides to collect NPI (National Provider Identifier) of its licensees, that NPI (additional data field) should be able to be added into the application. If the state is required to add an additional license/registration category, the state must be able to accomplish this as well. These may or may not be related to chiropractic, as this is at the discretion of the legislature.
28	“Enhance the current Online Services programs, public facing web pages, to include the information defined by Sunset Review Law.” Do these public facing web pages refer to static content (OR) do they refer to dynamic transactions
MBCE Response	Static content will be provided by a centrally managed State content management system and are out of scope of this project. In scope for this project are the public facing pages needed to complete transactions; for example (but not limited to) renewing licenses, public retrieval of license information, etc.
29	Please provide a list of all the licenses, permits that are in scope of this application
MBCE Response	This information is available on the board’s web site at http://www.mn-chiroboard.state.mn.us/main-licensing.htm
30	For the list of in scope licenses and permits listed above, please provide the requirements to be fulfilled by the applicant to obtain the license. The business requirements vary from State to State hence the question.

MBCE Response	This information is available on the board's web site at http://www.mn-chiroboard.state.mn.us/main-licensing.htm, followed by each link from that page.
31	Please provide the business rules for the issue of each of the licenses, permits that are in scope of this application
MBCE Response	Business rules (requirements) are listed in the SOW's Project Deliverables. However, in general, all license/registrations must have completed educational requirements, examination requirements (with submission of transcripts), and application requirements, with all measures input into the system.
32	Typically there are a couple of ways an applicant can apply for a certificate or a permit a. The applicant can choose the certificate or permit to apply for and begin the application process b. Based on the information provided by the applicant to a series of pre-defined questions, the system will determine what certificate or permit the applicant is eligible for. The applicant can then choose to proceed with the application process Using which of these two approaches does the State envision having the applicant apply for certificates?
MBCE Response	Applicants will already know what license they are applying for. Option b will not be relevant to this project.
33	When a license or permit is approved, how is the certificate generated or printed? Typically, States allow the individual applicant to download and print the approved license PDF files (OR) print the special paper certificate and mail it to the user. Which of these two options is followed at the State of MN?
MBCE Response	Automatically or in batch process. This functionality is already built into ALIMS.
34	As a follow up to the above question, if the background check process is an automated process, does the State receive daily feeds of data from the external systems responsible for the background check information or is this information accessed via web services or API calls?
MBCE Response	The board has not yet implemented background checks. However, the system must be prepared to have an acknowledgement of receipt of background checks.
35	Is there a payment system with which the application will interface for the payment of licensure fees
MBCE Response	The State has a centrally managed contract with US Bank to process all payments.

36	As a follow up to the above question, please provide technical specifications documentation of the payment system with which the system must integrate. In order for us to estimate the size and complexity of the interface with external payment system, we need to understand the technical details, hence the question.
MBCE Response	ALIMS communicate with US Bank through a web service for real time payment confirmations with a daily remittance file processed as a backup. This processing is already implemented in the two existing ALIMS implementations.
37	Will the Licensure system application be used by Out-of-state applicants?
MBCE Response	Yes
38	As a follow up to the previous question, how is the processing of applications from out-of-state applicants different from the in-state applicants?
MBCE Response	The process is the same for out-of-state and in-state applicants.
39	How many licenses or permits are issued on a yearly basis?
MBCE Response	About 4,300 licensees/registrations renewed annually; about 250 new licenses/registrations issued annually.
40	How many internal and external users are expected to use the Licensure system
MBCE Response	The board staff consists of five people. Approximately 5000 licensees will be users for purposes of licensure related transactions. The online services portion of the system will be accessible to the public.
41	"Migrate the current MnBCE document management system to ALIMS' document management system". Please provide a list of document type formats that must migrated
MBCE Response	The current system is not a formal Electronic Document Management System and consists of file shares. ALIMS is able to accept any type of file.
42	As a follow up to the above question, please provide the number of documents for each document type format that must be migrated
MBCE Response	No
43	"Provide as needed reports and Ad hoc queries to staff". Please provide the list of reports to be developed for the Licensure System.
MBCE Response	The total ad hoc reports and queries will be limited to 10, for example, "licensee's supervisor report"
44	"Revise the back end Application and Licensing interfaces to capture the information defined by Sunset Review Law." In order for the vendors to estimate the effort required, please provide details of the specific changes to be made with regard to this requirement.

MBCE Response	Refer to the Minnesota Sunset Act https://www.revisor.mn.gov/statutes/?id=3D
45	As a follow up to the above question, please provide a URL to the State web site that provides details on the Sunset Review Law
MBCE Response	https://www.revisor.mn.gov/statutes/?id=3D
46	"Develop a mechanism for real time synchronization of online services records with the internal database, and construct web services for the new public facing online applications." Please clarify what you mean by real time synchronization of online services records with the internal database. Does the State intend to have 2 separate databases – one for the public facing system and one for the back-office?
MBCE Response	Currently ALIMS contains two separate databases; a back office database for staff and online database for the public and licensees. The online database should have the real time and/or direct access to the back office database.
47	"Utilize MS SQL Server reporting services to create about 10 MBCE specified reports, which are not currently provided in ALIMS." In order for the vendors to estimate effort associated with the development, please provide the specifications for the 10 reports to be developed
MBCE Response	See question 43. The reports will typically be listings extracted from the ALIMS database using Microsoft SQL Server Reporting Services
48	"Revamp the current "compliance" related information into new system's activity module with new feature of grouped activity viewing and batch processing." Please clarify what you mean by grouped activity viewing and batch processing
MBCE Response	The complaint investigation process should be able to track 'activities', such as 'require medical record', 'require State attorney review', and group those activities together under a complaint.
49	"Provide the ability for end user to manage some changes through "utility" function". Please list the functionality for which the changes must be managed by the end users directly
MBCE Response	This refers to the ability of designated back office users (the board's staff) to update and alter licensure and related data in the database.
50	"Provide code reviews of peers at the MBCE and unit testing of code changes as directed by the project manager". Please provide the number of hours that the vendors must budget for code reviews in the overall schedule
MBCE Response	The board's IT support estimates approximately 120 hours however vendors should propose the number they believe will be sufficient.
51	"Provide up to 40 hours post-production support for 30 days after production release". Please confirm that the State is requesting only 40 hours of support over a 30 day period
MBCE Response	Yes

52	Due to the State's familiarity with their data, please confirm that the State will be responsible for cleansing of data (such as missing data, orphaned records, invalid codes, removal of duplicate rows, redundant and inconsistent data) from the existing Licensure system prior to migration.
MBCE Response	Yes
53	Please provide the external interfaces with which the Licensure system must exchange data
MBCE Response	Out of scope.
54	How many subject matter experts will be allocated to the Licensure system project for business requirements gathering, clarifications and user acceptance testing?
MBCE Response	2 (Currently expected to be the Executive Director and the Health Program Representative.
55	What is the approximate % allocation of these SMEs to this project?
MBCE Response	Up to 25% FTE
56	Please confirm that the State can make multiple groups of SMEs available for simultaneous (Joint Application Design) JAD sessions
MBCE Response	Within the resource constraints mentioned in questions 54 and 55.
57	Are there any specific periods of the year that the Subject Matter experts will not be available for SME dependent activities such as business Requirements Gathering, UAT etc.
MBCE Response	No. However, there may be some mild limitations on availability from mid-December through mid-january due to operational demand of the agency during that period.
58	Please provide the State preferred duration of User Acceptance Testing (UAT) for the Licensure system. UAT is a task completed by the State based on their resource availability, hence the question.
MBCE Response	The state anticipates that a lightweight agile development method will be used in the project. New application functions will be tested by designated State staff.
59	How many onsite vendor resources can be accommodated by the State?
MBCE Response	Physical space is limited. Two can be accommodated. More may be possible for shorter durations.
60	Please confirm that the State will provide necessary office facilities, phones, cubes, pc, software, etc. to the vendor onsite resources?
MBCE Response	Yes

61	Please confirm that the State is responsible for the costs of acquiring any 3rd party tools / technology (for example, web server, development and test tools, source code control, database, communication infrastructure) required during various phases of the project.
MBCE Response	Yes, only to those 3rd party tools and technologies approved by the State. Vendor should not solicit any hardware/software products.
62	Does the State have a Project Management Methodology to be followed in implementing this project
MBCE Response	Refer to MN.IT Services project management guild lines.
63	Please list the document deliverables (such as Architecture Design document, Deployment Plan, Testing Plan) that the State would like the selected vendor to develop in implementing this project
MBCE Response	Required documents are defined in the SOW.
64	As a follow up to the above question, does the State want the vendor to use specific templates for project deliverables like Project Reporting, Detailed Business Requirements Document, Architecture Design document, Deployment Plan, Testing Plan etc or is it expected that Vendor templates will be used for the project?
MBCE Response	The selected vendor may use their own templates.
65	In relation to the above question, if a vendor needs to use State provided templates please provide a copy of the templates so that we have a clear understanding of the level of details required and estimate the time and effort needed to complete them.
MBCE Response	Not applicable.
66	What is the duration of such support required each day (for example, 5 days X 8 hours per day)?
MBCE Response	Yes, 5 days x 8 hours per day.
67	Please confirm that "Train the trainer" approach can be used to provide training to the State users

MBCE Response	Yes, however the staff is very small (five staff members) and it may not be necessary. Nevertheless, the Executive Director anticipates being thoroughly trained on the system.
68	As a follow up to the above question, how many sessions of training should the vendors budget for in their proposal?
MBCE Response	The board staff is very small so the number of training sessions would also be small and based on individual schedules.
69	Please specify how many internal users must be trained?
MBCE Response	Five
70	Please specify the authentication system (such as IBM Tivoli, CA SiteMinder etc) that the application must interface with for authentication. This differs from State agency to agency, hence the question.
MBCE Response	ALIMS uses Microsoft Active Directory on the Health Licensing Boards (HLB) domain to authenticate internal (board staff) users. It incorporates its own system of userid's and passwords for licensees and others who require authentication in the public facing online services.
71	"The selected contractor must use only approved project tools for development activities." Please list the approved project tools that must be used on the project
MBCE Response	Microsoft Visual Studio and Team Foundation server along with the tools built into Microsoft SQL Server such as Management Studio, etc.
72	Please clarify if the requirements provided in the Sunset law were implemented in the current version of ALIMS?
MBCE Response	The Sunset provisions have been approximately 80% implemented in the existing ALIMS implementations.
73	As a follow up to the above question, if the Sunset Law requirements were partially implemented in ALIMS, please list the functions that are yet to be implemented.
MBCE Response	Other State disciplinary actions against the applicant and licensee.
74	Per our understanding of the Sunset review law, it requires the following features: • Post business address • Post Felony records, • Post Malpractice Judgments • Post Disciplinary actions by other jurisdictions • Provide Notification and resolution of registered complaints Please clarify if any additional requirements other than the items mentioned above, must be

	included
MBCE Response	Licensees' actions should be posted on the board's website.
75	RFP states that "Revise the back end application and Licensing interfaces to capture the information defined by Sunset Review Law" Does this require change in ALIMS (or) NewLicMan (or) BOTH ?
MBCE Response	ALIMS will completely replace NewLicMan (the old system). There will be no changes made to NewLicMan
76	Please clarify that NO changes will be required by the vendor resources to the NewLicMan application
MBCE Response	That is correct.
77	As a follow up to the above question, if changes are required by the vendor resources to the NewLicMan application, please list the number of hours that must be allocated toward those activities
MBCE Response	No changes will be required to NewLicMan. This is the old system that will be decommissioned in favor of ALIMS.
78	Please list the external interfaces with the current NewLicMan application.
MBCE Response	None.
79	Does the State use any specific tool for the current MnBCE document management system requirements?
MBCE Response	No. It consists of Windows file shares.
80	Does the State recommend the use of any specific tool for the To-BE system?
MBCE Response	ALIMS has a customized, built-in document management module.
81	Does State envision use of the Document Management for storage of the correspondence templates OR do we need to store /retrieve / track / search any other documents also?
MBCE Response	ALIMS has a customized, built-in document management module that handles these functions.
82	What is the total number of licenses (including renewal application) in the system?
MBCE Response	Between 8000-9000 licenses/registrations

83	How does the State currently receive Education Data? Is it entered directly into the system (OR) received from an external interface?
MBCE Response	The board requires primary source verification. The board receives transcripts and staff enters into database.
84	How does the State currently receive Examination Data? Is it entered directly into the system (OR) received from an external interface?
MBCE Response	Yes. The board receives the data and the staff enters it into database.
85	How does the State currently receive Continuing Education Data? Is it entered directly into the system (OR) received from an external interface?
MBCE Response	Licensees submit the certificates of completion of CE course when audited.
86	What is LICSW license?
MBCE Response	It was a typo, the whole line should read as “specific coursework requirements for license”.
87	RFP states that Examination data needs Customizable dropdown menu. Please elaborate this requirement with an example.
MBCE Response	Various examinations of each license type should be in the drop down list for data entry. Staff should have the ability to modify this dropdown menu as requirements change.
88	Is there any workflow involved in the system? If yes, how many?
MBCE Response	No. However, there is a simple “checklist” of requirements necessary for authorization of each license/registration, e.g. “education requirements”, “transcripts,” “other license verifications,” “National Board Exams, “Jurisprudence Exam” etc.
89	As a follow up to the above question, please provide the workflow process diagrams for all the workflows in State’s response to the above question.
MBCE Response	N/A
90	The estimated consulting hours of 2,300 – 2,500, is there also a dollar spend range this project is managing to?
MBCE Response	$175,000 to $225,000
91	What are the roles of MBCE resources that will be working with this project and what is their approximate allocation?
MBCE Response	The MBCE Executive Director is the project sponsor and the primary stake holder for business requirements. Designated staff will act as subject matter experts as required.

	MN.IT Services will appoint the state's project manager, provide technical advice, and provide technical resources such as servers, software, and access to required technical resources.
92	Will MBCE staff be part of the function and acceptance testing? If not, how do you plan to account for Q/A on the project?
MBCE Response	MBCE staffing is very limited. The state's PM will coordinate these functions between the vendor and the board.
93	Has there been any effort to create more detailed requirements or planning beyond what is in the RFP?
MBCE Response	Some. However the vendor will be expected to refine the level of detail in the requirements sufficiently to build the application.
94	Are there any accessibility requirements?
MBCE Response	See "**IT Accessibility Standards**"on page 8 of the SOW and the State of Minnesota Web Content Accessiblility Guidelines at **http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf**
95	The request for MS SQL Server Reporting Services to create about 10 MBCE reports not currently in the ALIMS, how many MSRS reports will be in the system total and are there any specifications around those reports for estimation purposes?
MBCE Response	Currently, there are about 50 reports are built-in in the ALIMS. The additional reports will mostly likely be relatively simple listings that can be extracted from the ALIMS database.
96	What is the current document management system and the proposed ALIMS's DMS?
MBCE Response	The existing system does not use a formal EDMS system and consists of Windows file shares. ALIMS already incorporates a custom document management module.
97	What is the scope of the ad hoc query capability of the system?
MBCE Response	MBCE designated staff will be able to use and MS ACCESS based interface to query and update as need information to ALIMS SQL server database.
98	Can the project standards be available for the estimation process?
MBCE Response	Refer to "Response Requirements", "Proposal Submission Instructions" and "General Requirements" in the SOW.
99	Is there a list of approved project tools or is it project specific, agreed to on the onset of the project?

MBCE Response	Microsoft TFS and visual studio will be used for development purpose by developers along with other functionality built into Windows Server and SQL Server such as SQL Management Studio etc..
100	Is there an outside vendor that assisted with the requirements gathering for this SOW? If so, who is that vendor?
MBCE Response	No. The SOW was a joint effort between MBCE and MN.IT Services
101	Is there an incumbent vendor/resource who is currently working with MBCE on this application? If so, who is that vendor?
MBCE Response	No. There was originally a vendor who developed the current NewLicManager system however that vendor is no longer on state contract.
102	How will the agency going to evaluate cost
MBCE Response	As noted in the SOW, cost is evaluated at 40% of the score for each proposal.
103	Please confirm the number of developers required under this contract.
MBCE Response	The state believes that two would be required. However it is up to the vendor to propose the number of consultants (could include a part time database consultant) they believe are required to ensure project success. No more than 2 consultants should work at the same time for this project.
103b	**At page 4, section: Project Milestones and Schedule** ·Estimate start date: September 2013 ·Project initiation/startup/configuration/business analysis: September 2013 to October 2013 ·Development, data conversion/validation, testing: October, 2013 to June 2014 ·Training and documentation: June 1 to June 30, 2014 ·Go Live to production: June 1, 2014 ·Post production support: June 1 to June 30, 2014 Proposed developer will provide only development, Training and documentation services from above mentioned milestone. Please confirm?
MBCE Response	Please refer to the deliverables in the SOW regarding performing business analysis. The vendor will be expected to work closely with the state to refine and finalize the detailed business requirements. The vendor should also familiarize themselves with the ALIMS architecture, structure, and coding logic. Data conversion from NewLicManager is also vendor's responsibility.

104	Is there an incumbent vendor?
MBCE Response	No
105	Under the Agency Project Requirements (Page 5) you have "*The selected contractor won't need to work full time (40 hours a week) through the entire contract period. She/he could work part time and coordinate his/her work schedule with the project manager and stakeholders from MBCE*." Can you confirm that if they do want to work full-time (40 hours/week) for the contract duration that they can? If not, what portion of the project will you expect to be part-time?
MBCE Response	This paragraph in the SOW is giving the vendor flexibility to schedule work with coordination with the state's project manager. However the selected vendor will be responsible for ensuring their employees are scheduled sufficient work hours to successfully complete the project – to include full time work if that is necessary. The actual schedule should be documented in the project plan.
106	On Page 2, you note the estimated consulting hours to be between 2,300 and 2,500 hours; yet in the Project Milestones and Schedule (page4-5) you have it ending on June 30, 2014. Can you clarify the duration of the contract? Is the initial end date tied to the current 902TS contract ending on June 30, 2014? Are you looking for more than one consultant for this contract, thus the projected hours?
MBCE Response	Yes, the June 30 2014 end date was selected because it is the end date for the 902TS contract. The state expects that more than one consultant would be required based on the number of hours estimated. However it is up to the vendor to propose the number they believe are required to ensure project success. The State does have some resource constraints, such as working space, PC, software licenses, staff time during the project period. We don't expect more than 2 consultants work at the same time for this project.
107	In that project plan there are a few items tied to SQL databases, and that is a desired skill; can you clarify what type of SQL Database/Server experience you are looking for from a .Net Web Developer? Is there a MN.IT staff member that has database migration experience that may perform that portion of the project plan?
MBCE Response	Developer(s) should have a good grasp on database modeling and data integrity related topics as well as stored procedures. The vendor will be responsible for data conversion. SQL scripts are expected to import the data to SQL Server. Converted data should satisfy ALIMS database constraints and PK/FK rules. MBCE staff will be involved in cleaning the exiting data in NewLicMan, if any, that doesn't fit the new data definition in SQL Server. MN.IT staff will provide database schema and data mapping document as a part/appendix of project plan.

Search/Summary & Entity training module

Overview

Understanding the Search/Summary and Entity functions of ALIMS is critical to your ability to find and retrieve data records. These two functions are used extensively throughout ALIMS, as every other function relies on them, either directly or indirectly.

You will learn:

What is an Entity?

The easiest way to understand the concept of an Entity is to name all the people and organizations with which you do business, correspond, receive cash, relate people to places or organizations, etc. Here are some examples of an Entity:

- A person
  - Applicant
  - Licensee
  - Complainant
  - Respondent
- An organization
  - Professional firm (applies, registration)
  - Schools & medical schools
  - A ‘place’ that requests data from BMP such as; verifications, new licensee lists (AMA, Mayo Clinic, etc.)

Why is Entity an Important Concept?

Entity is central to your use of ALIMS. The majority of the time you spend using ALIMS, you will be searching for, working with, tying information to, updating, or creating an Entity.

The most important part when thinking about Entities with the ALIMS system is to keep duplicates to a minimum. For example:

- There is one Fred Smith with a unique birth date and SSN.
- Though he may correspond to you by using Mr. Smith, F. Smith, Dr. Smith and may move from address to address, it is important to find that one Fred Smith in ALIMS whose data record matches that of who is corresponding with you – be it in person, via the mail, or by phone.

If you generate two separate applications, licenses, correspondence items, complaints, etc. for the same Entity, you will be unable to reconcile data and will skew information relating to the professions you regulate.

The ALIMS system has a warning function built in so that if a similar first, last, middle and alternate names already exist in ALIMS, it will display a warning, which allows you to peruse the records to determine if they are the same or not.

Using the Search screen

Since your business processes rely heavily on the data integrity of each Entity, it is important that you perform thorough searches within ALIMS before creating a new Entity. This will reduce the number of duplicate entities and the difficulties of reconciling them.

There are two ways to launch the search screen.

1. Search menu → Entity

-or-

2. Click on the Search icon

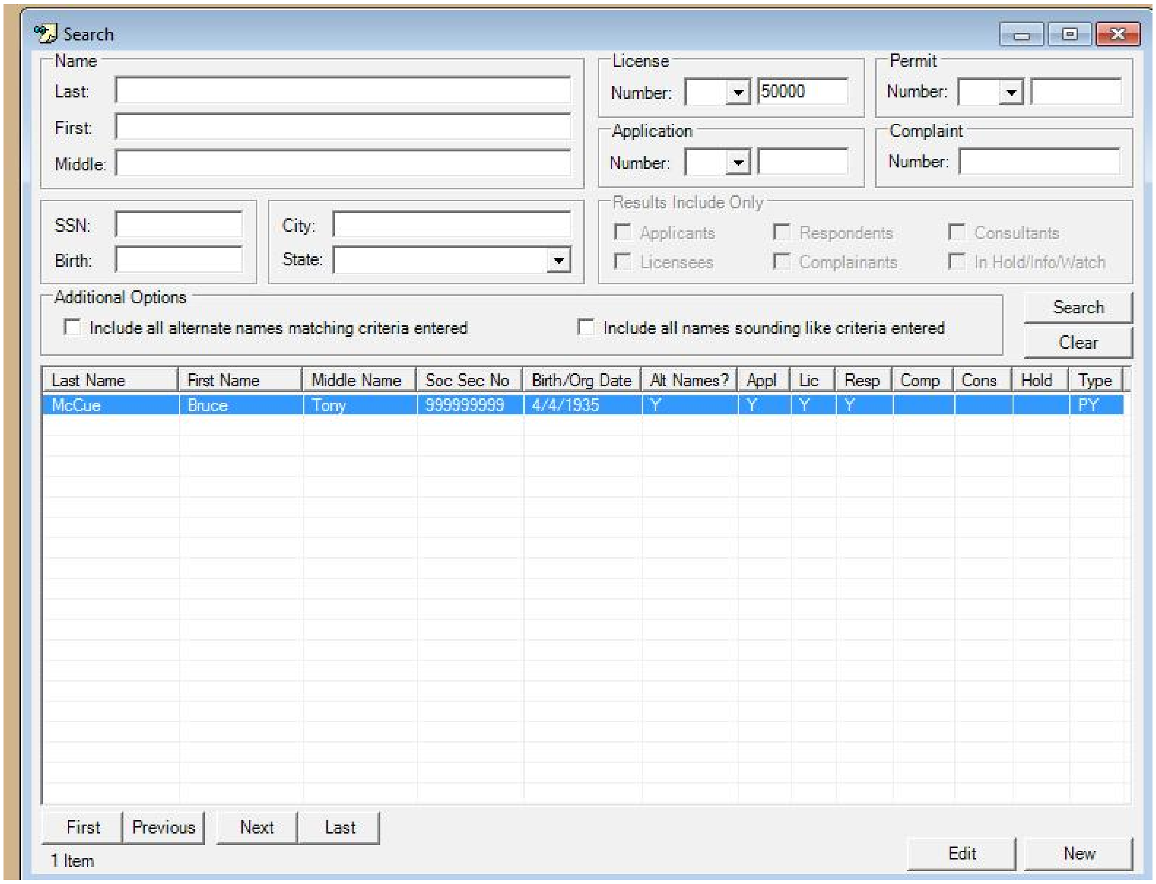


Figure 1 - ALIMS Search screen with results

There are numerous techniques that are available to you when searching for an Entity. Your searches can range from general to specific. In addition, all fields expect for dropdown lists and checkboxes can be enhanced with the use of the % sign which acts as a wildcard.

Note: always use the wildcard at the end of the last name since records converted from the BULL system may have the suffix (Jr., Sr., etc.) appended in the last name field.

Other examples include: if you were search for Birckelbaw, but were uncertain of the spelling, you could search in the Last name field with the following formats:

- B%elb% - this will find any Last name that begins with a B and has elb anywhere following the first B and has additional letters following the elb.

- This also works well to expand a search. For example, if there is a complaint filed against Jim Smith, but you don't see a matching record, you can search the Last name field for 'Smith' and search the First name field with j% to find all Smiths with a first name that begins with a 'J' - or search j%m% to find James and Jim. *(Note: do not use spaces as the first character of your search criteria)*

- Name
    - Last

    - First
    - Middle
- License Number
    - Profession Type (can be used alone or in conjunction with a number)
    - License number
- Application
    - Profession Type (can be used alone or in conjunction with a number)
    - Application number
- Permit Number
    - Permit Type (can be used alone or in conjunction with a number)
    - Permit number
- Complaint Number
- SSN - 9 digits, no dashes…
- Birth (date)
- City
- State - limited to dropdown list
- Results include only
    - Applicants
    - Licensees
    - Respondents
    - Complainants
    - Consultants
    - In Hold/Watch/Watch
- Additional Options
    - Include all alternate names matching criteria entered (this searches the Alternate names along with searching the 'regular' Last, First, Middle names.
    - Include all names sounding like criteria entered - this query helper assists with difficult names, as well. I entered 'berklebaugh' and checked this box - the search returned 52 items, such as Berglund, but Birckelbaw was one of the results…

Most fields can be used in conjunction with one another for querying power.

NOTE: selecting License, Application, Permit, or Complaint disables the 'Results Include Only' section - and - selecting one or more Results Include Only disables the License, Application, Permit, and Complaint Number searching.

The Search button 

or Alt+S is used to run the query. When the query is finished, the grid in the lower portion of the search screen is populated with the results of your query. If none are found, the grid remains empty.

The Clear button 

or Alt+C is used to clear the Search fields (and any results in the results grid) to allow for a new search.

Search results appear in the grid on the screen. Clicking on any one of the column headers sorts the information (<u>in that grid only</u>) by that column._The columns presented are:

- Last Name
- First Name
- Middle Name
- Soc Sec No.
- Birth/Org Date - Birth Date for Individuals, Org Date for non-individuals, such as; Professional Firms, schools, etc.
- Alt Names? - displays a 'Y' if there is an alternate name on record for that Entity
- Appl - displays a 'Y' when the Entity has an application (current or in the past)
- Lic - displays a 'Y' when the Entity has a License/Registration (current or in the past)
- Resp - displays a 'Y' when the Entity is listed as a Respondent in a Complaint File
- Comp - displays a 'Y' when the Entity is listed as a Complainant in a Complaint File
- Cons - displays a 'Y' when the Entity is listed as a Consultant
- Hold - displays a 'Y' when the Entity has a License Hold (signifying that they made a payment resulting in an NSF for which they have not made a correction)
- Type - displays the Profession Type abbreviation based on the Entity's license. *Note: does not display a Type when the Entity does not have a license. To do so would double the time it takes to run the search and provide a result.*

Below the grid are buttons to navigate through the search results, edit an Entity, or add a new Entity to ALIMS. A record count is also included to show how many matching records were found to note which records you are viewing in the grid.

First - Disabled until search results are returned and record count is greater than 0. When clicked, the grid refreshes with the first page of search results. Displays an error message if the list showing is the first page of results.

Previous - Disabled until search results are returned and record count is greater than 0. When clicked, the grid refreshes with the previous page of search results. Displays an error message if the list showing is the first page of results

Next - Disabled until search results are returned and record count is greater than 0. When clicked, the grid refreshes with the next page of search results. Displays an error message if the list showing is the last page of results.

Last - Disabled until search results are returned and record count is greater than 0· When clicked, the grid refreshes with the last page of search results. Displays an error message if the list showing is the last page of results.

20 of 37968 Items - displays 0 Items when no results are found.

Edit - Disabled until search results are returned and record count is greater than 0. When clicked, the Entity form appears, populated with the data for the record that was selected in the Search result grid.

New Always enabled. When clicked, opens the Entity form where the user is able to enter a new Entity. Any first, middle, or last name data that had been in the search criteria will appear on the Entity form.

'Reading' the Maintenance and summary screens

Clicking on a record in the grid selects that Entity and allows you to perform the following actions:

- Edit/View the Entity record by virtue of the Edit button
  - Opens the Entity screen populated with the Entity you had selected by you launched the screens.
- View the Summary information for that Entity by simply double-clicking on the Entity.
  - Opens the corresponding summary screen:
    - License Maintenance for current or past Licensee
    - Application Maintenance for non-licensed Applicant
    - Non-Public Entity screen for all others

General conventions on the Summary screens include:

- Information contained in fields whose field names are underlined is public.
- Information contained in fields whose field names are not underlined should not be shared with the public.
- Items that have a text color that is different from the color of the data fields indicate that it is a hotlink. Clicking on it will open the corresponding screen with the information of the current Entity.
- Certain fields will be disabled until there is a value associated with them. For example, the Complaints link in the Complaint Information box in the lower left-hand corner of the summary screens will be disabled until the Entity is input as a Respondent in a Complaint File on ALIMS.

License Maintenance Screen

The License Maintenance Screen appears when you select an Entity record from your Search results – or choose View → Entity Summary from the menu that has or had a License/Registration record.

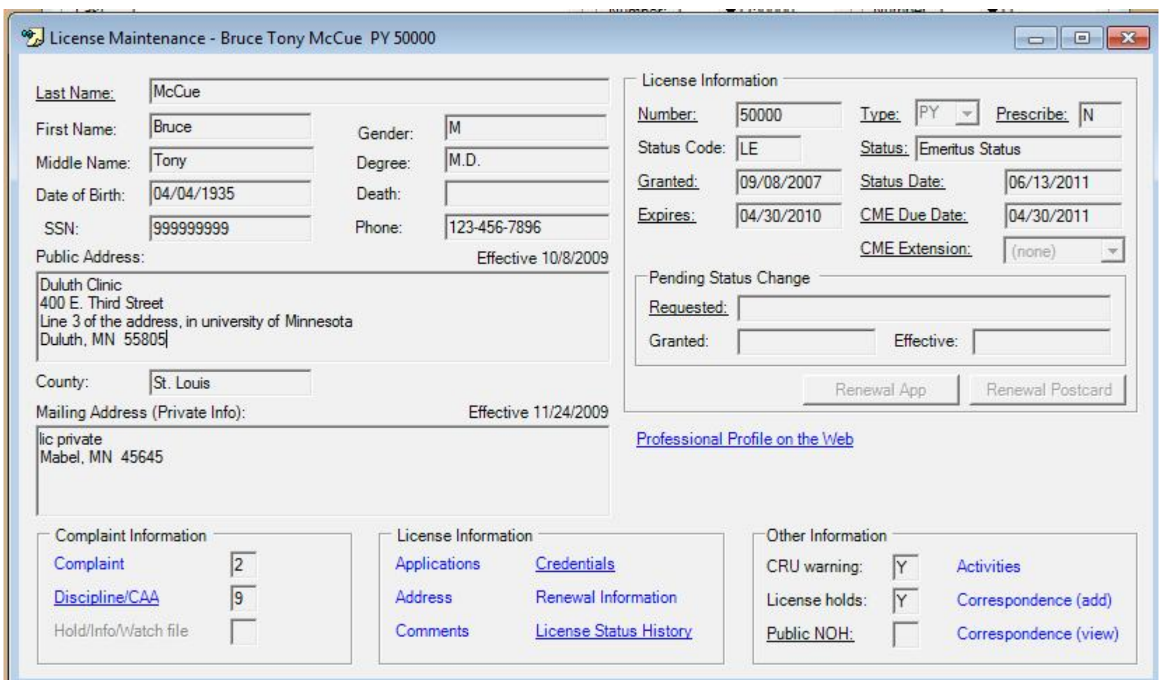


Figure 2 - ALIMS License Maintenance screen

Most fields are self-explanatory and populate directly with Entity information.

As you will see in the Entity training module, Entity's may have numerous addresses, such as: Application Public, Application Private, Entity, License Private, etc. Address fields are populated with the Entity address which is always public. You will learn more about the various address types in the Entity section of this training module.

The License Maintenance section consists of:

- Number
- Type - this will be active as a dropdown if the selected Entity has held more than one license/registration within the State of MN
- Prescribe - calculated by License Type and License Status
    - PA Prescribing is ‘Y’ when:
        - License status must be LA, LC or RS
        - Must have paid for prescribing
        - Must have delegated authority in at least one active PSD
    - All others Prescribing is ‘Y’ when:
        - License Status is LA or LC or RS

          -AND-
        - Profession Type = PY or TM
    - Otherwise Prescribing is ‘N’
- Status Code - two letter code used by BMP for quick reference
- Status - actual license status
    - LA - License Active (and in good standing)
    - LI - License Inactive
    - CI - Canceled Inactive
    - LC - License Conditioned
    - CX - Conditioned Inactive
    - CZ - Conditioned canceled
    - RS - License Restricted
    - RX - Restricted Inactive
    - RZ - Restricted Canceled
    - FI - Formal Inactive
    - RI - Resignation in Good Standing
    - RO - Resignation Under Order
    - LS - License Suspended
    - LE - License Emeritus
    - LD – Licensee Deceased
    - CR – Criminal Revocation
    - VS – Voluntary Surrender
    - LR – License Revoked
- Granted - the date this license was originally granted
- Status Date - the date this license attained the current status
- Expires - license/registration expiration date
- CME Due - the date by which the CME credits are due for renewal purposes
- CME Extension - the date to which an extension has been granted for someone to turn in their CME credits *(Note: the user sets this manually once an extension has been granted, then manually clears the date once the extension requirements have been completed/submitted.)*

The Status Change section consists of:

- Approved - the status that was approved for the license to be changed to
- Granted (date) - the date the status change was granted
- Effective (date) - the date the status became effective

Three buttons:

- Reinstatement – appears when the license status is LI, CX, or RX and the current date is 1 year greater than their expiration date

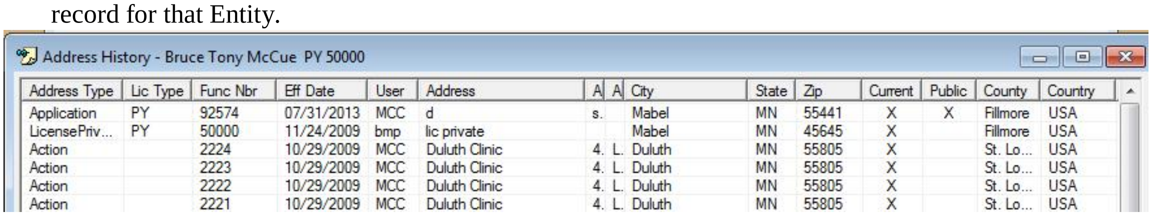
- Renewal App - Appears when the license status is LA, LC, RS, LI, CX, or RX and the current date is less than one year past the license's expiration date - allows the user to produce the renewal application that generates the renewal correspondence item that is necessary for the Licensee to be eligible for renewal cash to be input.
- Renewal Card - Appears when the license status is LA, LC, RS, LI, CX, or RX and the current date is less than one year past the license's expiration date - allows the user to produce the renewal notice card to be that generates the renewal correspondence item that is necessary for the Licensee to be eligible for renewal cash to be input.

Complaint Information

- Complaint - displays the number of Complaints for which the current Entity is listed as the Respondent. When active, launches the Complaint Setup screen with information for the current Entity. *(Note: you can located complaint files where the Entity is listed as the Complainant by launching the Entity screen and selecting the Roles tab. Clicking on a row in the Entity/Roles where the role is Complainant launches the Complaint screen for the Entity listed as the Respondent on the Complaint you selected. Therefore, you will see the Complaint for the Complainant you were viewing, but there may be other Complaints listed unrelated to the Complainant, but additional complaints against the respondent.)*
- Discipline/CAA - displays the number of Discipline/CAA items for which the Entity is listed as the Respondent. When active, launches the Actions/Compliance screen with information for the current Entity.
- Hold/Info/Watch - displays the number of Hold/Info/Watch files for which the current Entity is listed as the Respondent. When active, launches the Complaint Setup screen with information for the current Entity.

License Information

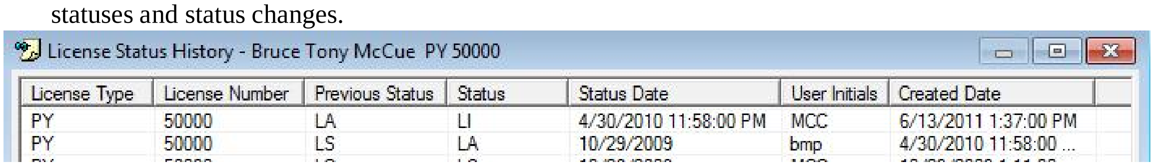
- Applications - When active, launches the Application Main screen with information for the current Entity. (or the application List screen if the Entity had more than one application) (see Application training module for additional information)
- Address - opens the Address History screen which lists all current and non-current addresses on record for that Entity.



Address Type	Lic Type	Func Nbr	Eff Date	User	Address	A	A	City	State	Zip	Current	Public	County	Country
Application	PY	92574	07/31/2013	MCC	d	s.		Mabel	MN	55441	X	X	Fillmore	USA
LicensePriv...	PY	50000	11/24/2009	bmp	lic private			Mabel	MN	45645	X		Fillmore	USA
Action		2224	10/29/2009	MCC	Duluth Clinic	4.	L.	Duluth	MN	55805	X		St. Lo...	USA
Action		2223	10/29/2009	MCC	Duluth Clinic	4.	L.	Duluth	MN	55805	X		St. Lo...	USA
Action		2222	10/29/2009	MCC	Duluth Clinic	4.	L.	Duluth	MN	55805	X		St. Lo...	USA
Action		2221	10/29/2009	MCC	Duluth Clinic	4.	L.	Duluth	MN	55805	X		St. Lo...	USA

Figure 3 - Address History screen

- Comments - opens the Entity screen to the Comments tab. (see Entity - Comments tab section below for additional information)
- Credentials - opens the Application Main section from which the user can attain more details. (see Application training module for additional information)
- Renewal Information - opens the Renewals screen for the current Entity. The Renewal History is in the lower right-hand corner of the Renewals screen. (see Renewal training module for additional information)
- License Status History - opens the License Status History where the user can view past license statuses and status changes.



License Type	License Number	Previous Status	Status	Status Date	User Initials	Created Date
PY	50000	LA	LI	4/30/2010 11:58:00 PM	MCC	6/13/2011 1:37:00 PM
PY	50000	LS	LA	10/29/2009	bmp	4/30/2010 11:58:00 ...

Figure 4 - License Status History screen

Other Information

- CRU Warning - displays a 'Y' if the Entity has the CRU Warning checkbox checked for any open, hold, info, watch items.
- License holds - displays a 'Y' if the Entity has an outstanding NSF
- Public NOH - Displays a 'Y' if the Entity has - or has had - a Public Notice of Hearing.

Application Maintenance screen

The License Maintenance Screen appears when you select an Entity record from your Search results – or choose View → Entity Summary from the menu that has or had an Application record, but not a License/Registration record.

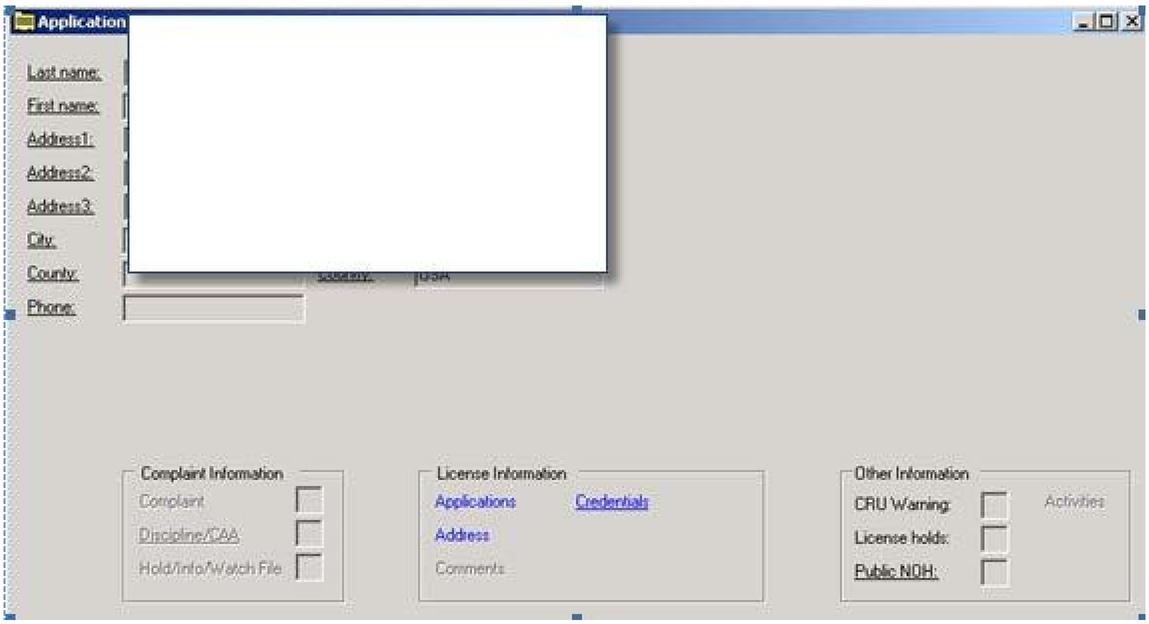


Figure 5 - ALIMS Application Maintenance screen

The Application Maintenance screen looks and acts exactly like the License Maintenance screen, with the exception that License-related data fields are not included.

Non-Public Entity Maintenance screen

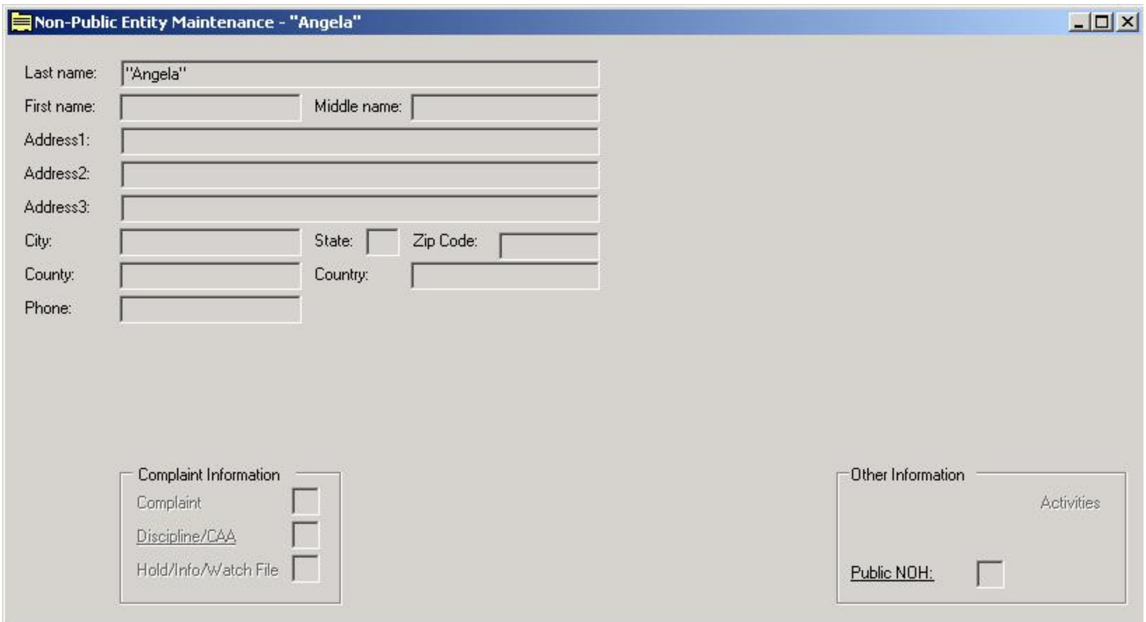


Figure 6 - ALIMS Non-Public Entity Maintenance screen

The Non-Public Entity Maintenance screen looks and acts exactly like the Application Maintenance screen, with the exception that License Information links are not included. In addition, the underlining is removed since this is Non-Public and should not be disseminated. If this Entity has either Discipline/CAA or a Public NOH, then the name fields are underlined and become public. Address information remains private and the person inquiring should be referred to someone who can best address the Discipline/CAA or Public NOH details.

Navigate from Maintenance screens to other ALIMS functions

When you are viewing a Maintenance screen you can navigate via the hotlinks or by selecting any icon from the File → New and View menu items, or the Custom Toolbar.

Enter or Edit Entities in ALIMS

If you located the Entity that you need to modify, select that record in the Search results grid and click the **Edit** button and the Entity screen will open with the Entity you selected. (double-clicking the record in the Search results screen opens the Maintenance screen for that Entity)

If you have performed your Entity Search, but were unable to locate the Entity, it is time to add the Entity.

On the Search screen, use the 

button to begin adding an Entity. Any name information you included in your search will be added to the Entity screen, unless you start with a blank Search screen, in which case no information is added. In this example, I searched for George May Brian, no records were found, so I click on the NEW button and the Entity screen opened. Notice the George May Brian appears in the name fields… *(Note: do not use spaces as the first character of any text any field)*

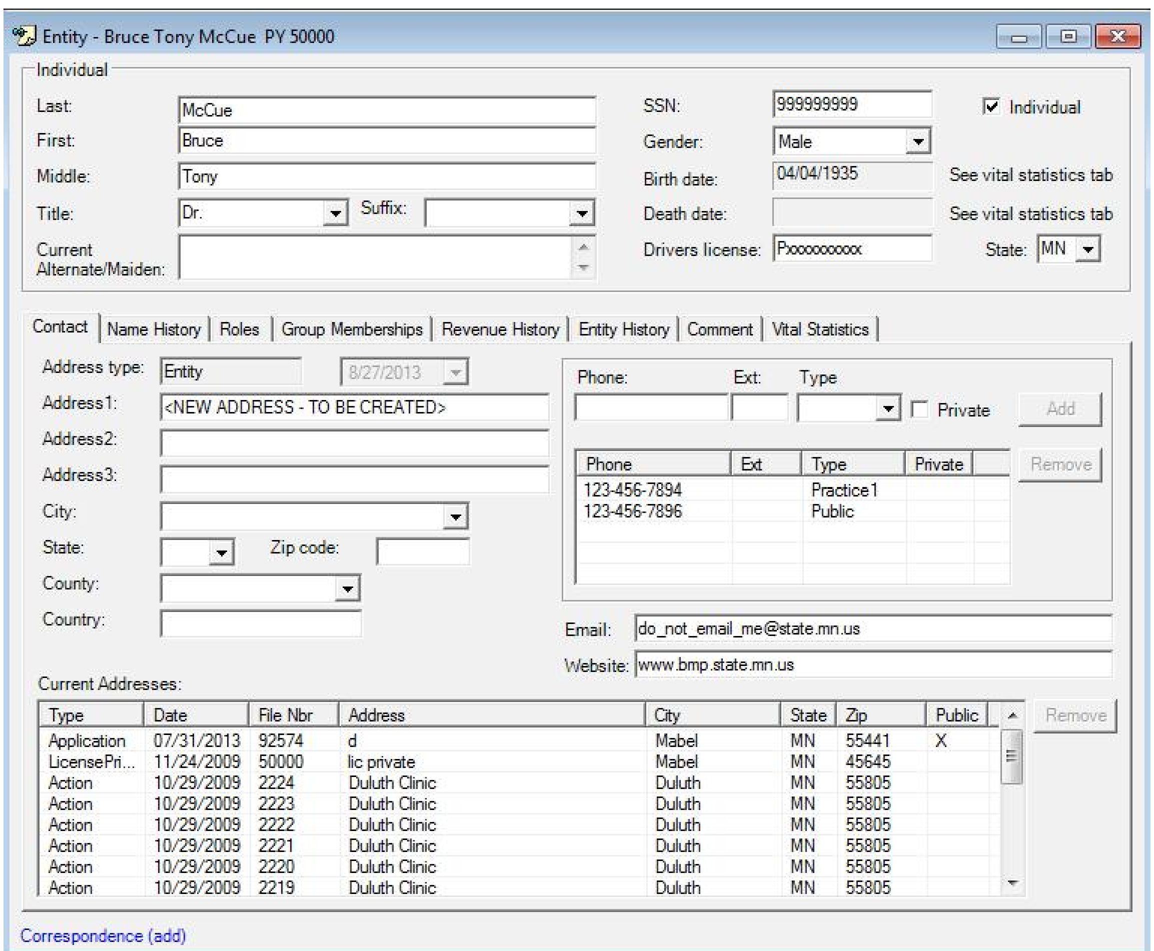


Figure 7 – ALIMS Entity screen – New Entity example

No other information, such as SSN, Address, etc. will be added from your search, only the name information.

The only required field to add an Entity to ALIMS is the Last name field. However, we recommend you add as much detail as possible to make it easier to distinguish between similar records.

Individual Section

- Last: – last name
- First: - first name
- Middle: - middle name
- Title: - limited to those in the dropdown list
    - Dr.
    - Mr.
    - Mrs.
    - Ms.
- Suffix: - limited to those in the dropdown list
    - II
    - III
    - Jr.
    - Sr.
- Current Alternate/Maiden – allows you to type in an alternate name for the Entity – what they ‘go by’ or perhaps they use a different name for their practice than their legal name. Using this field allows you to quickly reference this difference in the future – and accommodates the ability to search on an alternate name.
- SSN – Social Security Number – 9 digits, no dashes/hyphens
- Gender – limited to those in the dropdown list
    - Unknown
    - Female
    - Male
- Birth Date – display only on this screen (see Vital Statistics tab on how to add it)
- Death Date - display only on this screen (see Vital Statistics tab on how to add it)
- Drivers license – enter the Entity’s driver’s license number
- State – state from which driver’s license number was issued
- Individual checkbox – when checked, indicates the Entity is an individual, when not checked, indicates the Entity is an Organization – it eliminates all data except:
    - Name - Reduces the name fields to one name field
    - Organizational Date – Display only on this screen (see Vital Statistics tab on how to add it)
    - Individual checkbox – unchecked – if you check it again, it will return to the Individual Entity form

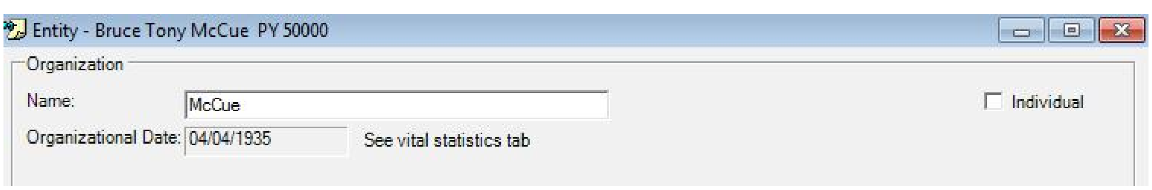


Figure 8 – ALIMS Non-Individual Entity

For both Individual and Non-Individual Entities, the tab selections remain the same with the Vital Statistics tab having slightly different options available on it.

Contact tab

This tab contains all current address and phone information for the selected Entity. When adding a New Entity, the default **Address Type** is Entity with the date reflecting the date the record was created – or last modified after the record has been saved.

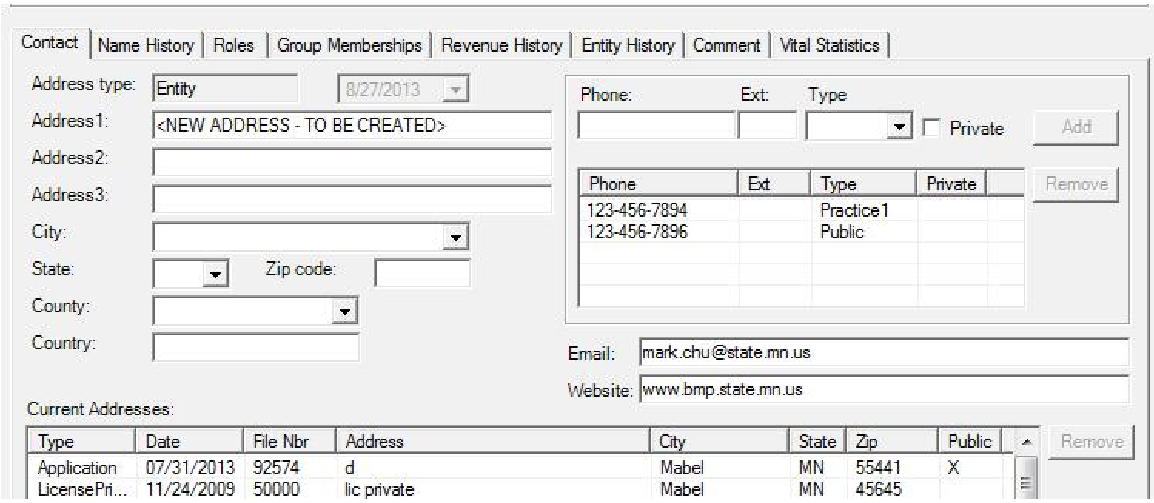


Figure 9 - ALIMS Entity Contact tab

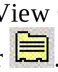
Address information

Other address types, such as; Application Public, Application Private, License Private, Respondent, etc., are added via other functions in ALIMS. For example, when you are processing an application, the Application functionality prompts you for an Application address – ALIMS opens the Entity screen where you populate the requested address type. This allows for addresses and phone information to be viewable in one place, while being separate and utilized for unique and different functions.

- **Address Type –** the type of address you are currently creating, viewing, or modifying.
- (Address Effective Date) – displays the date on which the address you are viewing was either created, or last modified, whichever is most current.
- **Address 1, Address 2, Address 3 –** fields for address lines, such as; street, suite numbers, etc.
- **City** – a dropdown list of Minnesota cities. You may either select one, or type a name that does not exist in the list. If you select a city from the list, or, if what you type for the city name matches an item in the list, the State, County, and Country fields will be populated. If you type something other than a city in the list, the State, County and Country fields remain empty.
  State – defaults to MN for cities selected from, or matching the **City** dropdown list - even if the State is auto-populated based on the City you selected, you may choose another State from the dropdown list.
- . Otherwise, the list is populated with
  - Postal Codes for the United States
  - AB (Alberta)
  - BC (British Columbia)
  - GU (Guam)
  - MB (Manitoba)
  - NB (New Brunswick)
  - NF (Newfoundland and Labrador)
  - NS (Nova Scotia)
  - NT (Northwest Territories)
  - NU (Nunavut)
  - PE (Prince Edward Island)
  - QC (Quebec)

  - SK (Saskatchewan)
  - PR (Puerto Rico)
  - VI (Virgin Islands)
  - YT (Yukon)
- **County** – these are only needed for MN cities. The user can select from the dropdown list. Any value typed in that is not in the list will be eliminated when you save the record.
- **Country** – this defaults to USA if the city was selected from the list, otherwise, you will need to type the value.

Addresses are stored in the **Current Address** grid at the bottom of the Entity screen's Contact tab. The number of addresses will grow based on the amount of interaction they have with BMP. As mentioned earlier, different functional areas of ALIMS that request or require addresses will populate them to this central location. If a person is a Respondent for more than one complaint, numerous Respondent addresses will appear here, each associated with the complaint for which it was created.

Addresses that are modified are essentially replaced by the new version. Private addresses may be marked as 'no longer current' by virtue of the **Remove** button located to the right of the Address grid. These 'old' addresses are stored in the Address History grid, accessible via the License Maintenance screen, Address hotlink. (You can access this via the View → Entity Summary menu option, or by clicking on the License Summary icon on the Custom Toolbar .

The Current Address grid consists of these columns:

- **Type** - this is the functional and private/public type of address. For example, an application will have both an Application and ApplicationPrivate type address.
- **Date** - the effective date of the addresses creation of last modification, whichever is later.
- **File Nbr** - corresponds with the item number associated to the type and instance of that address.
- **Address** - displays the line Address 1 of the corresponding address record
- **City** - displays the City of the corresponding address record
- **State** - displays the State of the corresponding address record
- **Zip -** displays the Zip of the corresponding address record
- **Public** - displays an 'X' in this column id the corresponding address record is Public

Phone information

The Phone information works somewhat differently, the phone numbers are not connected to the address. You may add one phone number for each phone **Type**. A type is required for each phone number.

- **Phone: -** user enters phone number up to 15 digits that may include hyphens, dashes, etc.
- **Ext: -** user enters up to 5 characters
- **Type -** select from the list of :
  - Business
  - Fax
  - Home
  - Mobile
  - Other
  - Pager
  - Practice1 (PY and PA only for Profile purposes)
  - Practice2 (PY and PA only for Profile purposes)
  - Public
- **Private: -** checkbox to indicate if the number provided is Private or not.

Once you have typed in the phone number that meets the length and formatting requirements and selected the type, use the **Add** button to add the phone number record to the phone number grid. If you are editing a phone number, the **Add** button changes to **New** to allow you to clear the fields to enter a new phone number.

Selecting a phone number in the grid enables the **Remove** button. Clicking on the Remove button simply removes the phone record from the gird - no questions asked.

- **Email**: - is where you can enter the Entity's email. This field is currently used for PA's and PY's to present their Email address on the Profile.
- **Website** - is where you can capture a website address provided by the Entity. This field is currently used for PY's to present their Website address on the Profile.

Roles tab

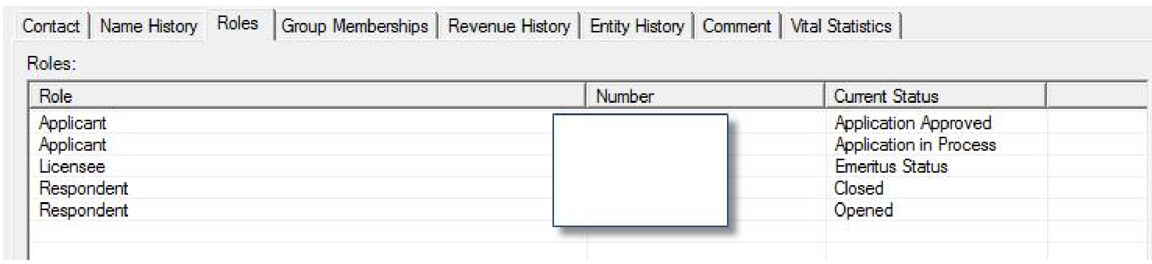


Figure 10 - ALIMS Entity Roles tab

The Roles tab is a display-only screen that will show you all the 'roles' an Entity has in ALIMS, such as; Applicant, Licensee, Respondent, Complainant, etc.

- **Role** - the name of the role the Entity has in ALIMS
- **Number** - the number associated with the role
- **Current Status** - what status the item/role is in.

Name History tab (individual)

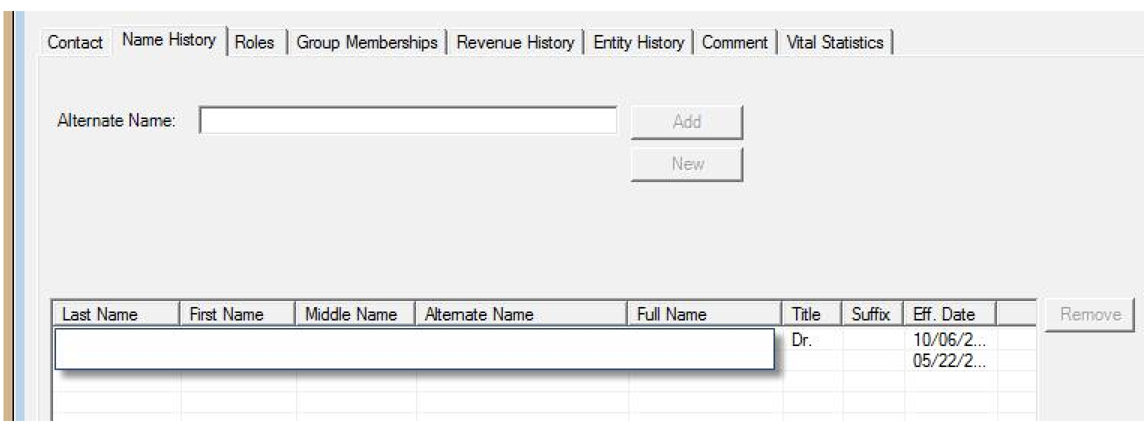


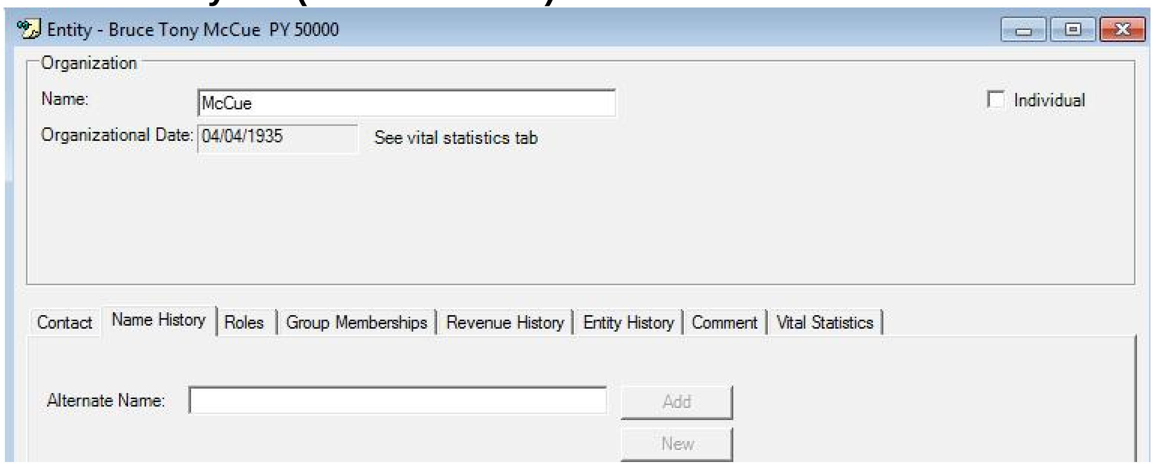
Figure 11 -ALIMS Entity Name History tab

The Name History tab records any changes made to the name fields and captures Alternate names. Changes to the First, Middle, Last, Title, Suffix result in those changes now being reflected in the main record in the top-most part of the Entity form, while the previous values populate to the Name History grid to reflect what had been.

On this tab, you may also add new/additional Alternate names that you may have learned the Entity is associated with. Inputting data to any of the Alternate fields and then choosing **Add** places that information into the Name History grid. By doing so, an Alternative Name search for any of those assigned values will return this record as a potential match.

The **Remove** button is enabled when a record is selected within the Name History grid to allow the user to remove the selected record from the grid.

Name History tab (non-individual)



Group Membership

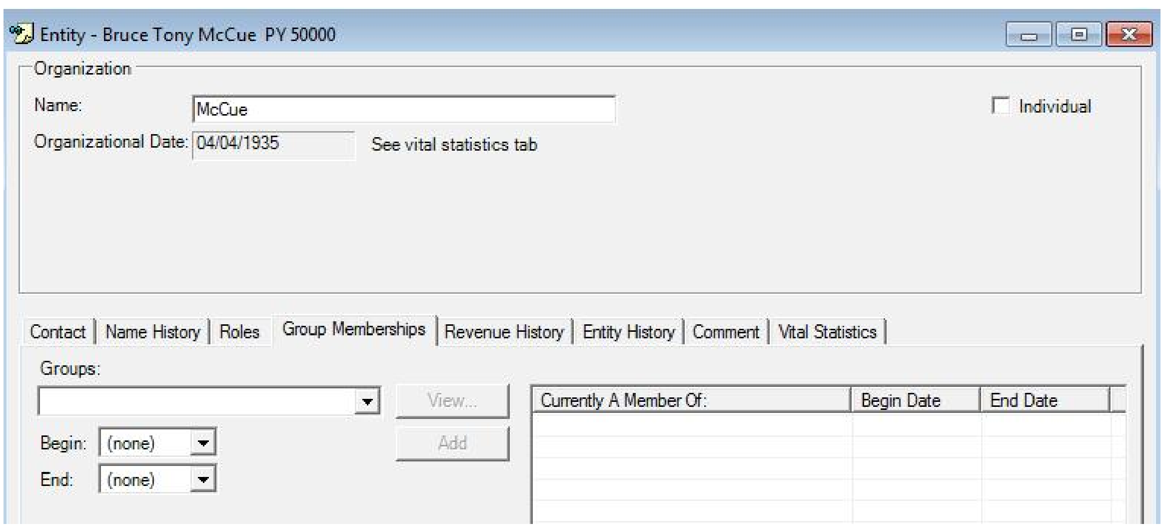


Figure 12 - ALIMS Entity Group Membership tab

The Group Membership tab is important as it allows you to associate an Entity with a particular group that is used in ALIMS. For example, Activities uses a participants list to illustrate who was involved with a particular activity, meeting, etc. This screen places Entities into the groups to which they belong, such as Board Members, Licensure Committees, etc. It is also used to identify schools as Medical or non-Medical schools so they appear when searching for schools during the application process.

- **Groups** - this is a dropdown list of the available groups.
- **Begin** - date dropdown calendar to indicate when this Entity began their participation/membership in the selected group.
- **End** - date dropdown calendar to indicate when this Entity ended (or will end) their participation/membership in the selected group.
- **View** button - opens the Entity - Group Membership list that displays the entire list of Entities who are and ever were a part of the Group currently selected in the **Groups**: dropdown

- **Add/New** button - is enabled as **Add** when you have selected a Group from the Groups dropdown. Is enabled as **New** when you select an item in the **Currently A Member Of:** grid on the right-hand side of the screen.

- **Remove** button is enabled when you select an item in the **Currently A Member Of:** grid. It will remove the record from the grid and the Entity will no longer appear in ALIMS where that Entity Group had been, or will be selected.

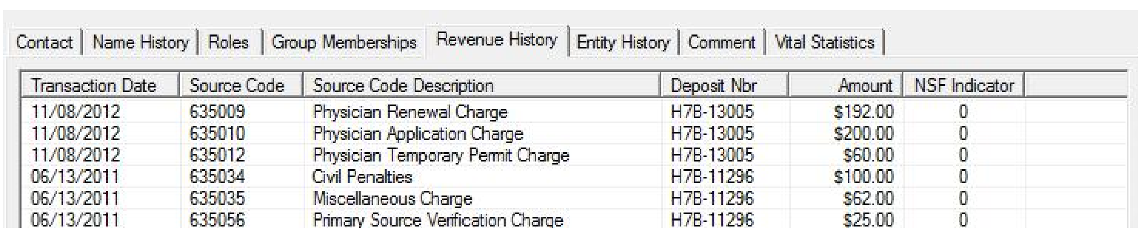
To add the Entity to a Group:

1. Select the Group
2. Select a Begin (and End date, if known/applicable)
3. Click the **Add** button

To modify an Entity's membership in a group - for example, if you forgot to add a **Begin** date, or want to add an **End** date:

1. Select the **Currently A Member Of** item that you wish to modify
2. Select the **Begin** or **End** date
3. Save the record

Revenue History tab



Transaction Date	Source Code	Source Code Description	Deposit Nbr	Amount	NSF Indicator
11/08/2012	635009	Physician Renewal Charge	H7B-13005	$192.00	0
11/08/2012	635010	Physician Application Charge	H7B-13005	$200.00	0
11/08/2012	635012	Physician Temporary Permit Charge	H7B-13005	$60.00	0
06/13/2011	635034	Civil Penalties	H7B-11296	$100.00	0
06/13/2011	635035	Miscellaneous Charge	H7B-11296	$62.00	0
06/13/2011	635056	Primary Source Verification Charge	H7B-11296	$25.00	0

Figure 13 - ALIMS Entity Revenue History tab

The Entity Revenue History tab lists the payments the Entity has made. It includes Source Code, deposit and NSF information that may be helpful in reconciling whether a payment was processed.

This grid's information is display only:

- **Transaction Date** - the date the deposit was recorded in ALIMS
- **Source Code** - the Source Code associated with the associated amount - note that one payment may be broken into numerous Source Code
- **Source Code Description** - a text description relating to the Source Code number
- **Deposit Nbr** - the deposit number in which the payment was recorded in ALIMS
- **Amount** - the amount of the payment allocated to the associated Source Code
- **NSF Indicator** - A '0' indicates no NSF exists for that payment. A 'Y' indicates that the payment did have an NSF recorded. Even after a new payment was made by the Entity to cover the NSF, the NSF indicator in this grid would remain. This allows for a review of the frequency/likelihood that this Entity may be a risk for NSF.

Entity History tab

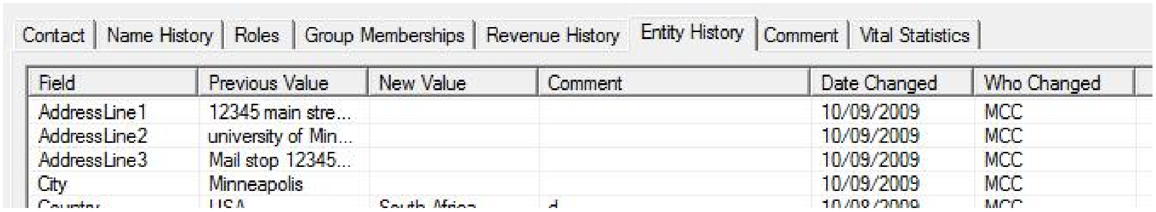


Figure 14 - ALIMS Entity Entity History tab

The Entity History tab displays changes that occurred in various functions in ALIMS as a history of the previous value, new value, why it was changed, when the change was performed and by whom.

This grid's information is display only:

- **Field** - the field name that was changed
- **Previous Value** - what was recorded in the field before the change
- **New Value** - what was recorded in the field after the change
- **Comment** - you will enter a comment for these changes, please be descriptive so a user reviewing this screen can easily understand why the change was needed
- **Date Changed** - the date the change occurred
- **Who Changed** - the initials of the BMP ALIMS user who made the change

NOTE: Reason for Change Comments only appear in this grid, they do not appear on the Entity Comment tab.

Comment tab

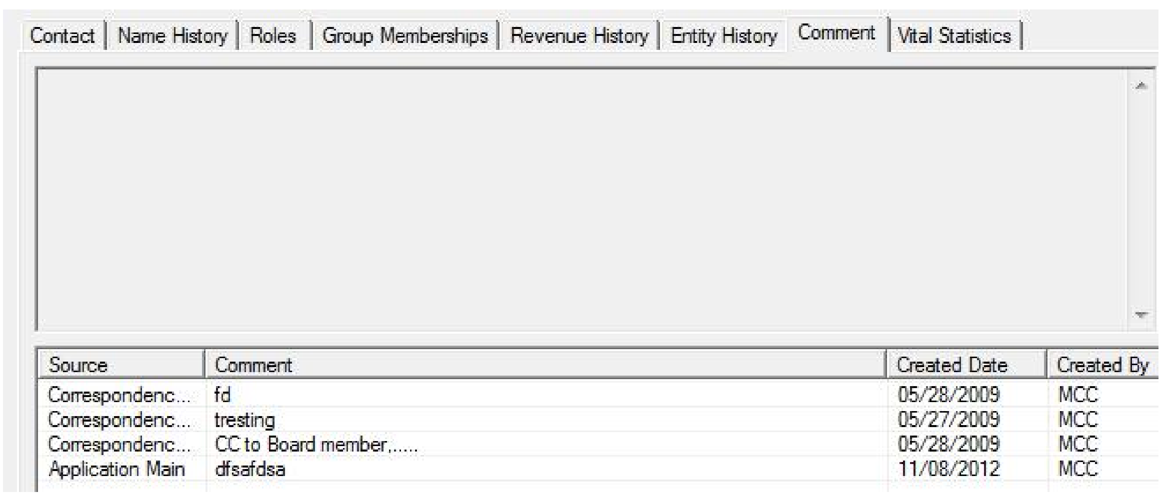


Figure 15 - ALIMS Entity Comment tab

Throughout ALIMS there are Comment fields to capture those notes and reminders, warning, etc. that could typically be lost if written on a post-it note or emailed to staff. The comment fields provide an ongoing, living history of notes on any number of topics.

This screen is where the Entity comments are recorded, and where the comments from elsewhere in ALIMS are centrally collected and displayed. These comments also appear at the functional level where they were created. For example, when you enter a comment on the Complaint Setup Comment tab, the comment is stored there, and also appears here for quick, summary reference.

All the comments located in the grid are display only, with the exception of the Entity comment, which may be edited on this screen.

The Add button is enabled if no Source - Entity comment exists. Once an Entity comment exists, you select it in the grid to add to it. You cannot remove it, nor can you have more than one Entity comment.

- **Source** - The function/field from which the comment was made
- **Comment** - the recorded comment. This can be displayed in the larger field by selecting that line item record in the grid.
- **Created Date** - the date the comment was originally created/saved in ALIMS. This date does not increment as new text is added to the comment, which is another reason why we ask that you put the date in the text field.
- **Created By** - the original creator of the comment record. These initials do not change as new text is added to the comment, which is another reason why we ask that you put your initials in the text field.

NOTE: Please enter the newest comment at the top. Include your initials and the date you enter the comment(s).

Vital Statistics tab (individual)

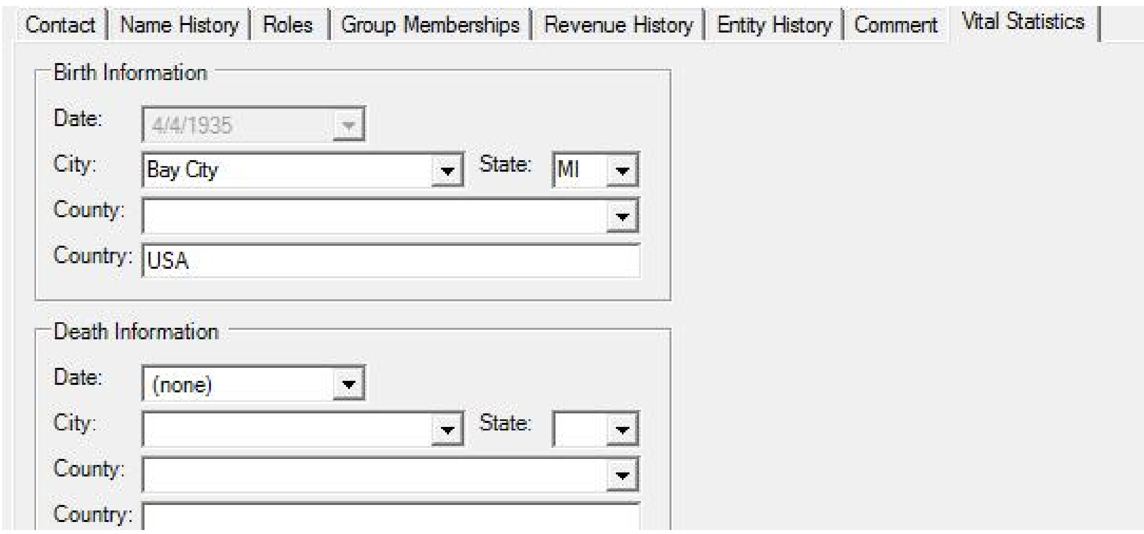


Figure 16 - ALIMS Entity Vital Statistics (individual) tab

The Vital Statistics tab is used to capture Birth and Death information - or, in the case of Non-Individual Entities, the Organizational Information.

Once a License has been granted to an Entity their recorded Birth Date is disabled and only the System Administrator has rights to change it. This is to prevent changes that may impact renewal cycles, etc.

- **Date** - Enter Birth Date
- **City** - Select a City from the dropdown list - or type one. If there is a match in the dropdown list, MN will populate in the State field and the MN County for the City selected is also populated. USA will display in the Country field. If a City is entered that is not in the list of MN cities, none of the other fields will populate automatically.
- **State** - Includes, as the State field in Search and the Entity main form, the US states, Canadian Provinces, Puerto Rico, Guam, and the Virgin Islands.
- **Country** - auto-populates to USA if city is selected from dropdown list.

Vital Statistics tab (non-individual)

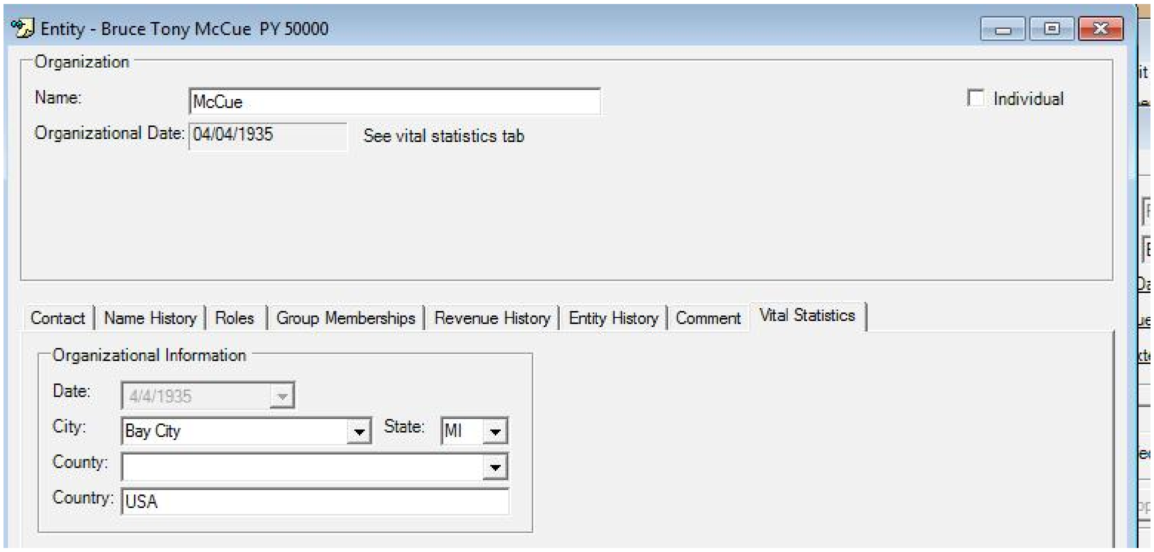


Figure 17 - ALIMS Entity Vital Statistics (non-individual) tab

Used to record the date an Organization began, and where.

- **Date** - select the date when the organization began.
- **City** - Select a City from the dropdown list - or type one. If there is a match in the dropdown list, MN will populate in the State field and the MN County for the City selected is also populated. USA will display in the Country field. If a City is entered that is not in the list of MN cities, none of the other fields will populate automatically.
- **State** - Includes, as the State field in Search and the Entity main form, the US states, Canadian Provinces, Puerto Rico, Guam, and the Virgin Islands.
- **Country** - auto-populates to USA if city is selected from dropdown list.