 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Touching Lives Everyday"</p> <p>Policies and Procedures</p>	Department: Information Technology Department	Policy No.: ITD 0020
	Issued by: Barbara Kahana Vice President & CIO	Revision No.: 2
Subject: Project Request Form (PRF)	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: June 3, 2004
		Supersedes Policy: N/A
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I. Purpose: The purpose of the Project Request Form (PRF) is to identify potential IT projects at the onset, so the costs and resources related to implementing automated systems are identified and included in the project proposal. HHSC has limited User and IT resources, and in order to efficiently meet organizational goals, projects must be identified, cost justified, and prioritized in a systematic manner. These projects include, but are not limited to, all financial, clinical and/or administrative systems used by HHSC. Also, federal and State laws require HHSC to protect patient health information. Under federal law, HHSC is required to safeguard Protected Health Information (PHI) and to implement stringent security processes (45 CFR Section 164.502). PHI is defined to be any individually identifiable health-related information. Therefore, in order to best allocate the limited resources and protect PHI, HHSC needs to be aware of any and all automation efforts that will require any of the following:

- A. Exchange of data with any internal system, automated or not
- B. Exchange of data with non-HHSC entities, i.e., with other government agencies, monitoring agencies, regulatory groups, advisory groups, industry groups, JCAHO, etc.
- C. Conversion of any data from any source to the new system
- D. Infrastructure changes to accommodate the effort, i.e., additional power, cabling, equipment, etc.

To facilitate this process, HHSC has Corporate Information Security, Corporate IT, and Regional IT staff available as internal consultants to our users.

II. Policy: The PRF will be used for any project that uses or requires information technology. Regional End-user Support Team (REST) leaders and/or Corporate IT Directors will be responsible for coordinating the preparation of the PRF and communicating appropriately to Regional and Corporate management and committees. (See IT strategic plan, HHSC business plans, Regional IT plans, etc. If in doubt, check with REST lead or Corporate CIO.)

III. Scope: This policy applies to all HHSC employees.

IV. Comments/Other Remarks:

- A. Suggestions or comments on this P&P should be directed to the Corporate CIO.
- B. Copies of this and other ITD P&Ps are filed in the HHSC Systems Manual.

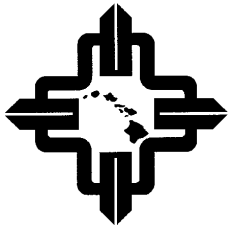
V. Procedure: Corporate IT Directors and/or REST leaders will be responsible for coordinating and facilitating all aspects of preparing PRF and communicating appropriately.

- A. Complete the Project Request Form
- B. Complete the Project Cost Worksheet
- C. Obtain necessary approvals
- D. Send completed Project Request Form to Corporate CIO
- E. If approved, a notice of approval will be sent to Requester, Privacy Officer, and Security Officer
- F. If not approved response will be sent to Requester

VI. Process: The PRF requires approvals from Regional and Corporate personnel, as necessary:

- A. Facility and/or Regional Department
- B. Regional CFO
- C. Regional CEO
- D. Regional IT Steering Committee
- E. Information Technology Steering Committee (ITSC)
- F. Board Finance & IT Committee
- G. Board

- Attachments:** Exhibit A: Project Request Form
- 1. Current Cost Worksheet
 - 2. Project Request Form



HHSC IT Department Project Request Form

This Project Request Form must be completed for any project that has the potential to interface, transmit, or exchange data with another system in or outside of HHSC's Network.

Purpose / Justification

1. What is the purpose of this project and the expected benefit(s)? Benefits may be qualitative or quantitative.

2. List any Governmental or Regulatory requirements that are addressed by this project?

3. Which specific HHSC business goals and strategic plan objectives will this project meet?

4. Identify any operational efficiencies that can be expected. Provide the assumptions used for the projected savings/improvements.

IT Objectives

5. Does this project use or rely on Information from any Ancillary or Financial departments? Please specify. For example Pharmacy, Radiology, Lab, HR, Admitting, etc.

6. Identify any automated or manual systems this project will exchange information with.

7. Identify the manual system(s) this project will replace.

8. Identify any and all infrastructure needs.

- a) Power requirements
- b) Office space
- c) Cabling
- d) Furniture
- e) Ergonomics
- f) Other

9. Is this project consistent with Information Technology industry trends or directions? Give examples.

10. Have you communicated with other departments or other HHSC Facilities to see if they can also benefit from this system? If so, list facility, department, and contact name(s).

11. Identify other systems already in place that might use or benefit from any data produced by the proposed software system.

Project Planning	
12. Identify critical dates that must be met.	
13. Identify any other projects that are prerequisites for this project.	
14. Identify projects dependent on this project's successful completion.	
15. Identify success indicators, measurement indicators, tools, and reporting requirements for the actual project implementation process.	
16. Identify project team members and their availability.	
Funding	
17. Identify funding source/constraints.	
18. Complete cost worksheets.	
a) Identify current costs (complete attachment 1)	
b) Project five year project costs (complete attachment 2)	
19. Explain the Cost/Benefit relationship using actual dollars of recovery, replacement, additional income, reduced cost, cost avoidance, or improved service wherever possible.	
Other	
20. Please include any other comments or information.	

Project Requester	
Person or Committee	
Facility / Department	
Phone number	

Approval Signatures		
<u>Person or Committee</u>	<u>Signature</u>	<u>Date</u>
Facility and/or Regional Department Manager		
Regional CEO / CFO		
Regional Steering Committee		
IT Steering Committee		
Finance & IT Committee		
Board of Directors		

Send notice of approval to Requester, Privacy Officer, and Security Officer.

**Hawaii Health Systems Corporation
Current Cost Worksheet**

Current Costs	Fiscal Year
1. Hardware Maintenance	
2. Software Support	
3. Upgrades	
4. Staffing Costs	
5. On-Going Training	
6. Other	
Total	\$0.00

Hawaii Health Systems Corporation 5 Year Project Cost Worksheet

Upfront Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1. Equipment Related Costs						\$0.00
2. Software Related Costs						\$0.00
3. Vendor Related Training Costs						\$0.00
4. Facility Specific costs outside of the scope of the contract. (additional training, travel, power, cabling, etc.)						\$0.00
5. Project Management / Installation Costs						\$0.00
6. Staffing Costs						\$0.00
7. Tax						\$0.00
8. Shipping						\$0.00
9. Funding Costs						\$0.00
10. Other						\$0.00
Total Upfront Costs						\$0.00
Operating Cost						
1. Hardware Maintenance						\$0.00
2. Software Support						\$0.00

**Hawaii Health Systems Corporation
5 Year Project Cost Worksheet**

Upfront Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
3. Upgrades						\$0.00
4. On-Going Training						\$0.00
5. Other						\$0.00
Total Operating Cost						\$0.00
Total Cost						\$0.00
Average Annual Cost Over 5 Years						\$0.00