BP Ref #	Exchange Functional Areas	Functional Definition	People/Organization	Process/Procedure	Application/Technology	Change Management
7.0	*Organization and Human Resources*	Basic day-to-day responsibilities of the SBE including oversight and Program Integrity	• Assess Partnership model • Define SBE model • Identify Inter/Intra-agency impacts • Identify GAPS • Analyze and accommodate additional staff impacts with state exchange • 2013 Lessons Learned	• Policy Requirements • Roles/Responsibility alignment • Funding/Cost Estimates • Inter/Intra-agency agreements		• Communications Planning/Delivery • Assess need based on Lessons Learned and any need to reorganize/add staff when move from FFE-P to SBE

8.0	*Finance and Accounting – (no previous activity for FFE Partnership model)*	Supporting the requirements for the Exchange to process financial transactions for individual enrollees of QHPs and payments and fees for Exchange Health Plan Issuers	• Org Structure/Staffing numbers
			• Roles/Responsibility definition
			• Job definition/creation
			• Job Allocation Approval process
			• Job Recruitment**
			• Training**
			• Funding/Cost estimates
			• Define any non-state staff participants (if any)
			• Procurement Approval process
			• Procurement process
				• Policy Requirements
				  o SHOP Financial Management
				  o Employer Payment Collection method
				  o Online Payment Capability
				  o Support of IPA payment program
				• Roles/Responsibility alignment
				• Process Definition
				• Procedure Definition
				• Funding/Cost Estimates
				• Inter/Intra-agency agreements
					• Functional Requirement definition (Process definition)
					• Funding/Cost Estimates
					• Procurement process
					• Procurement Approval process
					• D/D/I **
					• Training**
					• AID Support Staff definition, acquisition, and training**
						• Communications Planning/Delivery
						• Stakeholder Engagement
						• Consumer Education/ Communication
						• Available for Calendar Year Start (1/1/16) **

BP Ref #	Exchange Functional Areas	Functional Definition	People/Organization	Process/Procedure	Application/Technology	Change Management
9.0	Technology	SBE IT system solutions, including functionalities and policies	• Assessment of current technical infrastructure • Define the SBE model • Identify GAPS • Develop Concept of Operations (ConOps) • PM plan • Alternative Analysis • Develop SBE IT Solution RFP • Issue SBE IT Solution RFP • Award RFP	• Define new processes • Define new procedures** • Funding/Cost Estimates • Inter/Intra-agency agreements	• Functional Requirement definition • Funding/Cost Estimates • Procurement process • Procurement Approval process • D/D/I ** • Training**	• Communications Planning/Delivery • Stakeholder Engagement • Consumer Education/ Communication •
10.0	Privacy and Security		• Assessment of current privacy and security standards, policies and procedures • Review SHOP Marketplace requirements checklist • Identify GAPS	• Define new processes • Define new procedures** • Funding/Cost Estimates • Inter/Intra-agency agreements	• Functional Requirement definition • Funding/Cost Estimates • Procurement process • Procurement Approval process • D/D/I ** • Training** •	• Communications Planning/Delivery • Stakeholder Engagement • Consumer Education/ Communication •

BP Ref #	Exchange Functional Areas	Functional Definition	People/Organization	Process/Procedure	Application/Technology	Change Management
11.0	*Oversight / Monitoring/ Reporting*	The written policies and procedures and has tools and/or systems to perform routine monitoring and auditing of SHOP Marketplace activities, including fraud, waste, and abuse. Reporting performance and outcome metrics, Financial Integrity	• Assess current processes (AID and HHS, etc.) • Assess current IT components • Identify GAPS • Analyze and accommodate additional staff impacts with state exchange • 2013 Lessons Learned	• Policy Requirements • Roles/Responsibility alignment • Process Definition • Procedure Definition • Funding/Cost Estimates • Inter/Intra-agency agreements	• Functional Requirement definition (Process definition) • Funding/Cost Estimates • Procurement process • Procurement Approval process • D/D/I ** • Training** • AID Support Staff definition, acquisition, and training	• Communications Planning/Delivery • Stakeholder Engagement • Consumer Education/ Communication
12.0	*Contingency Planning*	Contingency planning for functionality that may not be available for initial "go-live" date of the State Based Exchange	• Assess current in house contingency plans (AID, DHS) • Assess other SBE contingency plans • Analyze SBE operational and technical contingency needs • Identify GAPS • Develop contingency plans **	• Policy Requirements • Roles/Responsibility alignment • Process Definition • Procedure Definition • Funding/Cost Estimates • Inter/Intra-agency agreements • Develop contingency plans **		• Communications Planning/Delivery • Stakeholder Engagement • Consumer Education/ Communication •
13.0	*Re-Use*	Re-use of other states SBE IT solutions and current AR systems to support AR Marketplace SBE	• Analysis on SBE IT solutions • Research on other SBE systems • Assess current AR systems • Develop alternative analysis	• Policy Requirements • Procedure Requirements • Inter/Intra-agency agreements	•	•