



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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**REQUEST FOR PROPOSAL
02-0063
HIPAA ASSESSMENT AND ANALYSIS SERVICES**

ADDENDUM #2

September 27, 2002

THE DUE DATE FOR THIS PROPOSAL HAS BEEN EXTENDED AN ADDITIONAL WEEK. PROPOSALS ARE DUE NO LATER THAN 1:45 P.M., TUESDAY, OCTOBER 8, 2002.

Should you elect to participate, complete four (4) copies of the attached PROPOSAL RESPONSE FORM and return in a sealed container/envelope to the Sedgwick County Purchasing Department **on or before 1:45 p.m., CDT, Tuesday, October 8, 2002**, Attention: Iris Baker, Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Questions and answers are on the following pages. Please feel free to check our website as well at www.sedgwickcounty.org/purchasing for any updated information.

Iris Baker, C.P.M.
Director of Purchasing

ADDENDUM Q & A FOR RFP 02-0063 HIPAA ASSESSMENT

- Q. The RFP identifies 4 departments that will be involved in the project. How is the county going to handle their other departments with regard to the HIPAA regulations?
- A. County will use trainer the trainer approach. This RFP is limited to the four (4) departments listed in the document.
- Q. Project end date allows approximately 2 calendar months for completion of project. Can the end date be extended to the end of January or February?
- A. No.
- Q. We assume that Sedgwick County will provide all equipment, office space/supplies and access to Intranet and Internet computer services. Is this correct?
- A. Yes. County will supply workspace, equipment, and access to information. Vendor will be required to sign a statement of confidentiality regarding access to information and security.
- Q. This project begins with the Assessment phase. Has there been an Awareness phase?
- A. Yes. County staff has taken care of the basic awareness phase.
- Q. We assume that Sedgwick County will provide access to all systems and application technical, operational and user documentation. Is this correct?
- A. Yes.
- Q. Is there any Y2K documentation available that might provide application and business associate inventories, process flow diagrams, etc. for equipment and application systems?
- A. Yes.
- Q. Are the policy and procedure manuals available in an electronic format, e.g., Word format?
- A. Adult Detention Facility-yes
COMCARE-yes
Health Department-no
Human Resources-yes
- Q. Is there an inventory (index) for the Sedgwick County policy and procedure manuals describing the type of manual, location, update level, etc.?
- A. Yes, at the department level.
- Q. Is there an inventory (index) for business associate contracts and agreements?
- A. Adult Detention Facility- yes
COMCARE-yes
Health Department-yes
Human Resources-yes
- Q. Is there a budget allocation for this project? If so, what is it?
- A. This is not a full-scale budgeted project. County envisions a vendor to help us develop a plan for the County to implement on it's own.
- Q. We assume the county HIPAA Project Manager will be a full time position. We also assume that department reps for COMCARE, Health Department, Adult Detention Facility, and Human Resources Department will be available 25% of the time. Are these assumptions correct?
- A. Project Manager is not a full time position, however whatever time is needed will be allocated. Vendors need to propose the estimated time needed for each discipline.

- Q. Would the county be amenable to vendors presenting their approach, and meeting the proposed project team to assist them in choosing the vendor?
- A. No. Vendors need to cover their approach in the proposal response. Vendors should be detailed in covering the requirements and their plan of completing this project.

Q. Can you provide information relating to the basic sizes of the COMCARE, Health Department, Adult Detention Facility, and Human Resources Dept? I.e. Size could be given in the number of employees that work at each facility, number of terminals in the network, number of patient files.

- A. Adult Detention Facility-100 terminals (8-10 in medical clinic where records are stored), 1,500-2,000 active files, 30,000 archived files, 309 employees.
 COMCARE- 300 terminals, 6,000 active 80,000 archived files,. 490 employees.
 Health Department-80-100 terminals, 21,542 active files, unknown of archived files, 200 employees.
 Human Resources-20-25 terminals, 3,500 active files, 1,950 archived.files, 12 employees.

Q. Is the Health Department an administrative department and does it include county hospital facilities?

- A. The Health Department is an administrative department and provides services to the community. It does not include a hospital.

Q. Has the County appointed a Privacy official?

- A. No

Q. Has the County filed for the HIPAA Transaction Extension?

- A. Yes

Q. Does the County have documented (and/or implemented) Policies and Procedures for some of the specific policies with regard to privacy (i.e. notice of privacy and current distribution practice)?

- A. No

Q. Has Sedgwick County had any discussions with business partners, vendors, and suppliers in addressing HIPAA Privacy issues? Is there any documentation of those conversations that may be made available to vendors?

- A. No

Q. Are there business functions within Sedgwick County (either legal or administrative) which are responsible for requiring, collecting, or managing patient information authorization or consent forms and documentation?

- A. Yes

Q. Has the County conducted any awareness sessions for employees regarding HIPAA or HIPAA Privacy requirements?

- A. Yes, but very general and early in the process.

Q. Does the County use partners to assist with the administrative side of the provision of healthcare services? (i.e. Clearing houses, out-sourced services)

- A. Yes

Q. How many facilities (i.e. building) are there that support the State's healthcare programs?

- A. Health Dept 9, 1 main facility and 8 satellite facilities.
 COMCARE 6 facilities
 Human Resources 1 facility
 Adult Detention 1 facility

Q. Does Sedgwick County have any kind of Contingency Plans in place (Planning, Documentation, Implementation, or Training)?

- A. At the department level.

Q. If so, how many separate Contingency Operation Plans (COP) support the Sedgwick County's healthcare services?

- A. N/A

- Q. Are these plans centralized managed through a common management structure?
A. N/A
- Q. What functions of these plans are outsourced? (i.e. Data backup, Disaster recovery, Emergency operations facility)
A. N/A
- Q. Who audits the COP?
A. N/A
- Q. Who Tests the COP?
A. N/A
- Q. How many formal processes are in place that are used to process healthcare and patient identifiable information?
A. Each site has different procedures as far as processing PHI.
- Q. How many internet Points Of Presence (POP) are there (within the County's control or one of its partners control) that have direct or indirect access to the County's healthcare networking and processing domain?
A. Two controlled Internet connections.
- Q. On average (+ or – 10%) how many systems (Routers, Firewalls, Servers or other networking or processing appliances) are associated with each of the POP identified above?
A. Approximately 180 to 220.
- Q. Of the systems identified above what part are owned, controlled, and/or manage by third parties?
A. None
- Q. How many publicly accessible applications (i.e. web apps or client server) are used to interact with or provide protected healthcare information to individuals or other processes?
A. None on the web sites that we maintain.
- Q. How many internally accessible applications (i.e. web apps or client server, processing) are used to interact with or provide protected healthcare information to individuals or other processes?
A. Each of the four departments has at least one basic computer (including legacy mainframe) system.
- Q. How many (approximately, + or – 10%) processing systems (i.e. servers, workstations) are there within the healthcare domain?
A. Since we do not define one specific healthcare domain within the county, this would need to be identified by each department.
- Q. How many (approximately, + or – 10%) processing systems are used to access the healthcare domain from other State or partner domains?
A. Unknown.
- Q. How many remote access points (dial up) are there that directly or indirectly support healthcare facilities, departments or processing functions?
A. N/A
- Q. How many telephone lines (PBX or direct dial) are present in the County's healthcare facilities?
A. There should be approximately 500-600 instruments in these four departments.
- Q. The RFP requires confirmation of the total price of the proposed engagement as a “not to exceed” figure. Does the County have a preference about the presentation of the composition of this number (i.e. price per deliverable, breakdown of total hours by personnel, etc.)
A. Lump Sum cost is requested for the value of the proposal. Supply estimation of hours anticipated for each department.

Q. Has [CLIENT TBD] filed or planning to present a model compliance plan to US DHHS to file for the one-year extension of Transactions/Code Set Compliance?

A. Yes

Q. What are the expected complete dates for the following systems? Are they expected to be certified as HIPAA compliant by the vendor? How/What is the data is shared between these and other information systems in the Department.

?? Immunization Registry Web Access

?? Immunization Registry HL7 Access

?? National Electronic Disease Surveillance System (NEDSS)

A. Expected completion date is October 2003. Yes.

Q. Does the department perform any of the following transactions?

A. Yes, varies by department.

a. Health claims or equivalent encounter information.

1. **ASC X12N 837** - Health Care Claim, Professional, Institutional, and Dental

2. **ASC X12N 275** - Health Care Claim Attachment. This Transaction can contain embedded HL7 messages. (NPRM pending)

3. **NCPDP v5.1 (Batch Standard v1.1)** – Retail Pharmacy Claims

b. Enrollment and dis-enrollment in a health plan

1. **ASC X12N 834** - Benefit Enrollment and Maintenance

c. Eligibility for a health plan

1. **ASC X12N 270/271**- Eligibility, Coverage or Benefit Inquiry/Response

d. Health care payment(s)and remittance advice

1. **ASC X12N 835** - Health Care Claim Payment or Remittance Advice

2. **ASC X12N 820** - Premium Payments

e. Health claim status

1. **ASC X12N 276/277** - Claim Status

f. Referral certification and authorization

1. **ASC X12N 278** - Referral certification and authorization

Q. Do any of the department's systems use any of the following code-sets?

1. Level II HCPCS

2. J-Codes

A. Yes

Q. Does the department submit Medicaid claims electronically?

Yes

Q. Are there any local procedure, diagnosis, modifier, and other trading partner specific codes that [CLIENT TBD] is currently using in transmission of claims?

A. N/A

Q. Are there any agencies or organizations with access or to share any health information or medical records data with State departments and agencies?

A. Yes

Q. Is there a listing of all the vendors and suppliers that [CLIENT TBD] conducting business with? Is there an assessment report on those who may be designated as Business Associates?

A. Yes, each department can generate lists.

No, there is no current assessment report.

Q. What consent processes are underway to ensure HIPAA compliance when sharing information with Business Associates?

A. Anticipated as part of implementation strategy.

Q. What kinds of patient information are collected by the Department? Please provide standard forms used at various service location.

A. Wide ranging forms of PHI are collected among the 4 departments defined in the RFP.

Q. Does the department tailor or provide specialized communications/marketing of services based on specific patient information collected during the course of providing services?

A. No

Q. Please describe any electronic or manual billing/resolution process.

A. Varies by department and vendor.

Q. Are the state systems currently in place or in planning expected to use X12N (Version 4010) standard or NCPDP (Version 5.1)?

A. Yes.

Q. Please describe external interfaces to the Patient Tracking and Billing Management Information System (PTBMIS) and the SIIS system?

A. Currently in conversion process with systems of external affiliates.

Q. The EDI Interface Engine running Cloverleaf software? What assessments have been taken place to ensure HIPAA compliance?

A. NA

Q. Claims data is paper-based HCFA form 1500. Except for non regional offices with electronic submission of HCFA 1500 claims for Blue Cross Blue Shield claims only

A. Question incomplete could not be answered.