

Date: October 2, 2001

**Centers for Medicare & Medicaid Services
Office of the Administrator**

**HIGLAS Program Office
(FBDA)**

- Manages all aspects of the Healthcare Integrated General Ledger Accounting System (HIGLAS) project. Coordinates all activities with the Systems Integrator (SI), all HIGLAS supporting organizational components, the program support contractor, the Medicare contractors, and system maintainers.
- Oversees implementation of a Commercial-off-the- Shelf (COTS) accounting system and ensures that all CMS related financial management business requirements are properly addressed.
- Develops and maintains the CMS Project Management Plan (PMP), work breakdown structure (WBS) and project schedule monitoring and control. Coordinates with other CMS project leader for dependent tasks.
- Monitors and tracks contractor tasks via project schedule, Performance metrics, Earned Value Management System (EVMS) monitoring and control, and Service Level Agreements.
- Ensures that the HIGLAS hardware, software and telecommunications environment adheres to the Information Technology Architecture (ITA).
- Assesses the impact of the HIGLAS project on the Medicare standard systems and provides liaison between the HIGLAS Program Office and the standard system maintainers.
- Assesses the ability of the engineered COTS solution to support volume and scalability requirements. Monitors the HIGLAS computing environment to ensure performance optimization and capacity to support the HIGLAS COTS-based application.
- Determines the HIGLAS infrastructure appropriate to all financial management system users including the Medicare contractors, CMS RO and CO staff.
- Determines the appropriate levels of security for the HIGLAS computing environment for the selected financial management system to meet CMS and Federal regulations. Ensures that technical solution provides back-up computing capacity and disaster recovery.

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(continued)**

- Manages application control, including user registration and security, vendor/provider registration, CAN and accounting structure setup, and other supporting tables.
- Develops and manages all COTS configurations at the Application Architectural layer.
- Manages requirements matrix control and traceability, change requests control, and software version control, including integration of "bolt-on" products.
- Coordinates process changes occurring with the Medicare contractors benefit accounting and CMS administrative activities.
- Identifies Business Processes and Change Management for CMS based on Medicare contractor changes. Serves as a focal point for Change Management activities in accordance with the master HIGLAS Change Management Plan.
- Identifies business processes to be reengineered for all Core accounting functions such as financial reporting, vendor and travel payments, accounts receivable, and accounts payable.
- Supports DHHS requirements to develop a departmental structure for the new accounting system approach.
- Implements COTS accounting product at all Medicare contractor sites. Coordinates with the SI on the implementation of HIGLAS in the Medicare contractors and Regional Offices and monitors the operation of the Medicare contractor sites once in production status.