**NSSP Weekly Report**

# **NSSP Week Ending 07/21/2017 POC: Alan Davis**

# NSSP Items This Week

# The NSSP IT project operates with two primary sub-projects for tracking purposes: (1) Development and (2) Technical Assistance. The Onboarding project is a sub-project of Technical Assistance. Several charts depicting the weekly status of these projects, as well as glossary of chart terms, can be found in the Appendix.

# Development Sprint Chart

In order to perform Earned Value Management, the BioSense/NSSP IT project team will begin estimating sprints in hours and not sprint points. Earned value project/performance management (EVPM) is a project management technique for measuring project performance and progress in an objective manner. In this version of a sprint burn down chart the red line going down represents the value earned (work completed against the estimate) and the green line represents the hours worked. 

# Development Velocity Summary – Last 5 Sprints

| **Sprint and Start Date** | **Sprint Items** | **Sprint Backlog Total Time (hours)****Initial + Changes** | **Scope Changes****(hours)** | **Sprint Velocity****Time (hours) Completed** | **Time (hours)****Unfinished** |
| --- | --- | --- | --- | --- | --- |
| Sprint 68, 07/17/17 | 61 | 632 | 8 | 94 | 545 |
| Sprint 67, 07/03/17 | 48 | 699 | 32 | 573 | 126 |
| Sprint 66, 06/19/17 | 68 | 979 | 100 | 651 | 328 |
| Sprint 65, 06/05/17 | 61 | 720 | 120 | 324 | 276 |
| Sprint 64, 05/22/17 | 69 | 656 | 10 | 200 | 446 |

 *Note*: Negative scope hours are reflective of items taken from the sprint over a two week period (sprint start and end).

# Description of Current Key Activities

In this section we will summarize the key activities in-progress for the week. This section will provide a high-level overview of the main areas of focus for each key activity. The activities are listed in alphabetical order.

* **AMC Active Directory:** The purpose of this activity is to complete the work necessary for single-sign on username and password across the tools/services on the NSSP BioSense Platform. When the work is complete users will have one username and password to control access to AMC, ESSENCE, RStudio, SAS, Adminer, and the BioTerminal. Currently, there are different username/passwords for AMC and RStudio. The expected release date of the new authentication process for AMC is 9/14/17. Upcoming milestones are the ORR at the CIDROC meeting (August 23, 2017) and the Enterprise Governance EPLC meeting (September 6, 2017). The activities described below are part of the tasks accomplished and planned to achieve the deadline.
* **Legacy Data Migration:** The purpose of this activity is to migrate data from the old BioSense platform databases to ESSENCE. There are several steps to do the Legacy data migration process including developing base code for PHINMS and SFTP versions, collecting special requirements from sites, modifying code as needed, communications, QA, and data processing.
* **Master Facility Table User Interface Requirements:** The purpose of this activity is to finalize the initial requirements for the Master Facility Table proposed user interface. Development for the new UI is projected for after the Active Directory implementation is complete.
* **Server Upgrade (Production and Staging):** In June and July, ICF undertook a server upgrade for both the staging and production environments. At this time only the BioTerminal and SAS servers remain in the old environment in production. All staging servers have been updated. It is projected that the BioTerminal and SAS will be switched to the new environment by August 4, 2017.

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * Master Facility Table (MFT) UI
	+ Developed Roadmap for MFT UI requirements.
* AMC Active Directory
	+ Initiated design and requirement sessions for AMC AD development.
	+ Developed test plan for Active Directory.
	+ Initiated testing of Active Directory User Stories.
* Other
	+ Developed document detailing how Requirements team could use JIRA to track requirements.
* AMC Enhancements
	+ Reviewed and prioritized AMC Enhancement Tickets.
 |
| System Development & Maintenance  | * Server Upgrade
	+ Updated the four authorized columns (Procedure\_Code, Diagnosis\_Type, Diagnosis\_Code, Chief\_Complain\_Code) data types in the Processed and Exceptions tables for all sites on STAGE-ARCHIVE.
	+ Performed SQL Monitoring and replication checkups.
	+ Resolved operational and replication issues.
	+ Addressed connectivity issues in the new environment.
	+ Create a test database for JHU for them to work on performance issues.
	+ Tested reported issues with SNC servers related to “Double Hop”.
	+ Updated CC Validation tool exclusion view in both Staging and Production to exclude all the listed sites.
	+ Completed installation/configuration of SAS 9.4 on new servers.
* AMC Active Directory
	+ Completed first half of BA-3660 Active Directory SQL Script Support.
	+ Updated with Site\_Profile table with Active Directory data and confirmed no Active Directory changes were needed to the sites.
	+ Tested FIRST LOGIN FLOW for Active Directory on new database.
	+ Tested existing user login flow for Active Directory on new database.
	+ Performed SQL database changes for AMC Account Status and Active Directory development.
	+ Updated SQL API documentation as needed for AMC AD and Account Status changes.
* AMC Enhancements
	+ Initiated updates on new Manage Users screen UI.
 |
| Data Onboarding  | * New Sites
	+ Facilitated Onboarding webinar for sites.
* MFT Updates
	+ Resolved backlog MFT tickets.
	+ Completed PreChecks on Quarter 3 MFT Updates.
	+ Reviewed MFT trainings videos in prep ration for upcoming weeks’ work.
* Feed Issues
	+ Reestablished WV Health Information Network.
	+ Reconciled feeds on the Lights On Report through email communication.
	+ Resolved data flow issues for site feeds..
 |
| Technical Support  | N/A |
| Data Analytics  | * Legacy
	+ Produced Weekly Legacy Conversion Status One Pager.
	+ Issued meeting notes for the Legacy Weekly Check-In with ADM.
	+ Coordinated set up of the PHINCONV\_Archive database access for external users.
	+ Completed the data completeness for California Riverside Legacy Data Assessment.
	+ Completed the Christus health overlapping facilities investigation.
	+ Completed legacy conversion to ESSENCE for Alabama.
	+ Completed site PHINMS Quality Assurance.
* Data Quality
	+ Developed resolution and work plan for semicolon wrapping issue.
	+ Identified defects discovered during the Legacy conversion process, then coordinated with developers to fix and deploy updated code as well as update damaged records where applicable.
* Other
	+ Drafted how-to login sheet for legacy communications.
	+ Sent out legacy blurb for August NSSP newsletter.
 |
| Training and Communication | * JIRA/Service Desk
	+ Assigned incoming tickets to appropriate teams.
* Server Upgrade
	+ Sent out communications regarding patching of Staging and Production environments.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Master Facility Table (MFT) UI
	+ Initiate development of MFT UI Requirements.
* AMC Active Directory
	+ Write and compile test scripts for Active Directory.
* AMC Enhancements
	+ Create document for UI standards for all AMC.
 |
| System Development & Maintenance | * Server Upgrade
	+ Prepare SOP for SAS users.
	+ Create document detailing how to add users to SAS.
* AMC Active Directory
	+ Complete second half of BA-3660 Active Directory SQL Script Support (match AMC users with AD data).
	+ Perform AMC AD and Account Status changes with development team.
	+ Develop test scripts and develop a way to output the test results.
	+ Support testing of AMC AD User stories.
 |
| Data Onboarding | * New Sites
	+ Facilitate onboarding webinar for additional site.
* Feed Issues
	+ Create tickets for reprocessing due to missed updates.
	+ Begin implementing Q3 MFT Updates.
	+ Send follow up email communication for the feeds with data drops on the Lights on Report.
 |
| Technical Support | * Internal
	+ Test and implement semicolon logic.
 |
| Data Analytics | * Legacy
	+ Perform sFTP conversions for sites.
	+ Perform PHINMS conversions for sites.
	+ Plan and deploy legacy patch.
* Data Quality
	+ Develop and test SQL data processing procedures for semicolon wrapping.
	+ Develop and test the patch process for semicolon wrapping.
	+ Modify column max character length for selected columns.
	+ Develop and test the patch for PHINCONV\_Archive databases.
 |
| Training & Communication | N/A |

# New/Significant Project Issues/Risks/Scope Changes for Current Sprint

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **ID** | **Description** | **Mitigation/Action Taken** | **Status** | **Owner** |
| Risk | R012 | Amazon infrastructure issues may affect BioSense Platform infrastructure. | Monitor Amazon performance and prioritize and respond to issues as determined by the project team. | Monitor | Mike Coletta |
| Risk | R013 | The development, testing, and staging environment AMC applications are not independent systems. Existing connections between each may lead to issues when new development is implemented | The team will work to identify a long term solution to separate the applications (AMC & ESSENCE) in each environment. In the short term, they will create and adhere to SOPs and checklists for releasing new builds in each environment | Monitor | Mike Coletta |
| Risk | R014 | High volume of project and support tasks is limiting resources available for Onboarding | New Onboarding team member has been hired. Team is supporting Onboarding needs as new staff is learning the role.  | Monitor | Mike Coletta |
| Risk | R015 | We need to secure (SSL/Certificates) Active Directory and Ldap. | All critical operations such as encoded password, enable, and disabled accounts cannot be done on an unsecured connection. Will need help from system admin to secure (SSL/Certificates) active directory-ldap on test domain controller. | Monitor/Research | Mike Coletta |
| Risk | R016 | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Monitor/Research | Mike Coletta |

System Maintenance, Updates and Outages

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) Time(s) of Outages/Updates/Patches** | **Estimated Downtime** | **Reason** | **Expected or Unexpected** |
| Tuesday, July 18th, 20174:00 AM to 10:00 AM | 6 hrs. | Staging Patching | Expected |
| Thursday, July 20th, 20174:00 AM to 10:00 AM | 6 hrs. | Production Patching | Expected |
| **Production ESSENCE Restarts** |
| **Week** | **Number of ESSENCE Restarts** |
| 07/15/17 – 07/21/17 | 7 |

# Requirements Status and Agile Development Activities (Sub-task 2.3.2 & Sub-task 2.3.6)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Last Week's Activities** | **%****Complete** | **Upcoming Activities** |
| Data Flow  | 06/09/2017 | Refined requirements for server upgrade; updated JIRA tickets to assign work | 100% | Execute on the plan and update CDC with developments and progress. |
| Access & Management Center | 06/12/2017 | Planned release for end of June; started development. Revised UI and fixed bugs. Tested again with 99% pass. Working on fixing final bugs/defects. | 90% | Deploying to Staging and Production next week.  |
| Master Facility Table UI | 07/14/2017 | Updating requirements documentation.  | 60% | Continue updating requirements documentation.  |
| Reporting  | 07/16/2017 | Continued working on trigger action SOP. Made cosmetic changes to report. Added new tables to reports in Staging per CDC request.  | 75% | Continuing to work on draft SOP. Finalize new additions in Production.  |

# Community Enhancement Requests

| **Enhancement Type** | **Key** | **Summary** | **Status** | **Created** | **Updated** |
| --- | --- | --- | --- | --- | --- |
| ESSENCE Support | NTA-989 | ZIP query –Issues creating a ZIP code count of visits in table | Open | 05/17/2017 | 05/10/2017 |
| Improvement | NTA-704 | Non-required fields in DQ report; NTA- 661 | Active | 04/04/2017 | 06/08/2017 |
| Improvement | NTA-1272 | Data Description – request to see if the rule for a data source is set to aggregate or aggregate and data details in AMC | Active | 07/13/17 | 07/14/2017 |
| ESSENCE Support | NTA-1261 | ESSENCE is incorrectly parsing “suicide intention” visits to “substance inhalation” | Open | 07/12/17 | 07/20/2017 |

**Appendix**

# Status of This Week’s Technical Assistance Requests

# In order to monitor the quality of service provided to external users, the BioSense/NSSP IT project team measures the number of technical assistance requests received in a given week against the number of requests resolved. In this chart you can see the breakdown by issue type of the received requests, as well as the status of the requests.

# Status of This Week’s Development Requests

# In order to track the progress of the sprint, the BioSense/NSSP IT project team measures the number of development tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. In this chart you can see the breakdown by ticket issue type and the status of the tickets.

# Development and Technical Assistance Tickets for Current Sprint

The below Chart displays the total number of tickets created this week for the functional development of the current sprint. The chart breaks down the tickets based on the Priority Rubric they were created under.

# Status of This Week’s Onboarding Requests

# In order to monitor the onboarding progress of new sites, the BioSense/NSSP IT project team measures the number of onboarding tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. This information allows the project team to quickly analyze pain points and work to resolve them.

# Chart Glossary

| **Term** | **Definition** |
| --- | --- |
| **Technical Assistance JIRA Ticket Types** |
|  Feat. /Func. Suggestion | A feature or functionality suggested by users/stakeholders. |
|  Onboarding | An onboarding-related technical item. |
|  Processing | A request/item that relates to data processing. |
|  Questions | Any questions for the technical assistance team, e.g. HL7 mapping guide. |
|  Tech. Issue - Backend | A technical issue with the backend of the BioSense system. |
|  Tech. Issue - Frontend | A technical issue with the frontend of the BioSense system. |
|  User Accnt/Access | A user account or access request, e.g. R Studio access. |
|  Other | Other technical requests, e.g. request for new certificates. |
| **Development JIRA Ticket Types** |
|  Task/Sub-Task | A development-related issue or request. |
|  Improvement | A suggested change to the system. |
|  New Feature/Function | A suggested new feature to the system. |
|  Bug | A development-related issue or defect. |
| **Status** |
|   **Open** | The item/ticket is in queue. |
|  **Active** | The item/ticket is in progress. |
|  **Inactive** | Work on the item/ticket has started, but is on hold for a particular reason. |
|  **Waiting for Customer/Support** | The item/ticket is being worked on and is waiting on a reply from the customer or support. |
|  **Resolved** | The item/ticket is done, but needs to be reviewed. |
|  **Complete** | The item/ticket is done and has been reviewed. |
|  Re-opened | After being resolved or complete, the ticket is re-opened for a particular reason. |
|  Priority Rubric | The development and technical assistance tickets grouped by BioSense Platform functional area |
| **Other Items** |
|  BTA | BioSense Technical Assistance. Item/tickets related to technical assistance and coming through the Help Desk. |
|  BA | BioSense Agile. Items/tickets related to development or feature requests or backlog. |
|  Agile | Software development methodology to create requirements and solutions. |