

12/20/99		WORK
		Work Plan for UCSF/Stanford
Category	Task ID#	Task
Human Resources		
Develop HR Project Plan	1.1	
	1.101	Identify key task/dependencies
	1.102	Assign Responsibilities
	1.103	Identify resources available/needed beyond
	1.104	Secure Project Space
	1.105	Assign/Hire Staff
Benefits Issues - Retirement	1.2	
	1.201	Policy Decision on Service Credit/Break
	1.202	Decision on residual defined benefit plan

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	1.203	Assess 403(b) issues (coordinated MAC desk" rules, etc.)
	1.204	Communicate/Advice to employees
	1.205	Train Med Center dept ben reps for ongc
Benefits Issues - Health & Welfare	1.3	
	1.301	Define Open Enrollment Period
	1.302	Communicate/Advice on enrollment optio
	1.303	Assist employees in benefits enrollment
	1.304	Train Med Center dept ben reps for ongc
Compensation Issues	1.4	
	1.401	Set policy on start pay where USHC pay

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	1.402	Communicate/Advice to employees
	1.403	Collect job description & or other title/level
	1.404	Classify 4000 positions
	1.405	Handle Classification Appeals
Employment Offers	1.500	
	1.501	Set policy on level of employment guarantee
	1.502	Set policy on leave transfer
	1.503	Define who are "north campus" employees
	1.504	Clarify I-9 requirements
	1.505	Communicate/Advice to employees
	1.506	Collect title/pay info

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	1.507	Determine other terms and conditions of
	1.508	Determine any needed background checks that become UC employees after dissolution
	1.509	Generate Offers
	1.510	Generate Hire Transactions, including all
	1.511	Establish new employees in base Payroll
	1.512	Transfer old personnel files back to Hospital
Labor/ER Issues	1.600	
	1.601	Define Successor/Accretion Legal Stance
	1.602	Unit definition status (for "mis-matched" units)

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	1.603	Set policy/parameters for key issues (pa transfer, etc.)
	1.604	Bargain/Meet and Discuss, as appropriate
	1.605	Communication/Advice to Mgrs and ee's
	1.606	Deal with Housestaff Again
Communications and Transition Support for Manager/ Employees	1.700	
	1.701	Define communication vehicles/develop
	1.702	Define degree and type of need for trans
	1.703	Send out regular status reports
	1.704	Set up general meetings/Q&A's

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	1.705	Meet and discuss/bargaining
HR Management Info	1.800	Coordinate set-up of department account
	1.801	Establish and cost internal service agreement between Med Ctr and campus institutional activities
	1.802	Assess info systems capabilities to mitigate LR, offers)
	1.803	Collect initial data set on UCSF employees
	1.804	Collect any special data files from USHC (determined) for handling issues such as appropriate charges to USHC for such.
	1.805	Create conversion data base
	1.806	Add UCSF data elements (title, pay, DP/

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	1.807	Identify key interface requirements (e.g.
	1.808	Create/test necessary interfaces
	1.809	Integrate HR/Payroll data into core UC p
Leased Employee Issues	1.900	
	1.901	Identify and coordinate new departmenta
	1.902	Transfer from current home department to
	1.903	Personnel file transfers
	1.904	Removing/reassigning OLPPS access rig
	1.905	Communications to employees

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Audit	2.100	Initiate discussions with UCSHC Audit re plan UCSHC had intended to execute in
	2.101	Document current UCSHC Hospital's inte
	2.102	Interface with SOM Controller on other ta
	2.103	Stub period audit based on 2/28/00 closin back to the members. Listed also under I
Finance and Administration		
Overall	3.000	Arrange for a stub period audit.
	3.001	Interpret 9.2.2 of Consolidation Agreeme issues for separation of the balance shee

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	3.002	Identify and resolve GAAP financial Acco
	3.003	Re-establish Medical Center chart of acc
	3.004	Confirm Medical Center Business plan ar systems
Asset Management	3.100	Develop plans to verify/validate major fina operating statement and statement of net
	3.101	Develop a plan to distribute assets after v
	3.102	Determine appropriate allocated and unal
	3.103	Determine functional allocation of undesig services.
	3.104	Inventory personal property leases and d

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	3.105	Analyze whether conveyance to each of
	3.106	Reconcile any outstanding endowment in receive transfer of assets.
	3.107	Transfer and record all assets: (cash, pre- prepaid expenses, limited use assets, inv (real and personal), plant and equipment
	3.108	Review MOP loans assigned to UCSCH t
	3.109	Determine debt defeasance thresholds a
Liability Management	3.201	Determine appropriate liabilities to be rec liabilities,due to's, due from's and long-ter
	3.202	Determine accrued vacation/sick leave li

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	3.203	Determine unrelated business income tax
	3.204	Identify possible contingent liabilities.
	3.205	Identify related party transactions.
	3.206	Reconcile and receive vendor invoice payments
	3.207	Establish new vendors setups into vendor
	3.208	Adjust assigned liability payment structure (Rate Additive, ENS, IAP, etc.)
	3.209	Establish debt defeasance timing requirements
	3.210	Prepare 2-year operating pro forma financials
	3.211	Record liabilities on UCSF books.

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	3.212	Determine SB 1953 requirements and re
Financial Systems	3.300	Establish MedicalCenter chart of account
	3.301	Identify mapping table from USHC cost c
	3.302	Identify mapping table from UCSF leasec
	3.303	Evaluate capacity of existing hardware to the increased capacity required by the M
	3.304	Review Peoplesoft chart of accounts for i reporting needs, including patient receive
	3.305	Determine Med Ctr costing system requir GL.
	3.306	Determine whether Electronic Data Invoic Payable activity.

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Operations.	3.401	Establish cashiering protocols.
	3.402	Evaluation needs to be done quickly on the
	3.403	Storehouse: Warehouse space not to be used for hospital
	3.404	Purchase Storehouse equipment: Invent and Get listing from USHC.
	3.405	Determine disposition of Clinical Control equipment get registration transferred back to the center
	3.406	Laundry: Determine Laundry needs; keep
	3.407	Central Receiving: Determine Central Receiving Fisher contract
Other	3.408	Identify and Capture transition costs for M

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	3.409	Evaluate and ensure interface between the system is adequate.
	3.410	Develop and implement a Purchasing, Payroll Accounting staffing plan, including security Bldg.
Payroll Systems	3.500	Identify data elements required to add end
	3.501	Map data elements from USHC payroll sy
	3.502	Verify Data Elements with USHC
	3.503	Coordinate with California Casualty the m
	3.504	Coordinate with Parking Office for the pa
	3.505	Coordinate with Millberry Union for the M deductions.

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	3.506	Provide interface from OLPPS to TPS to
	3.507	Coordinate IVR process to collect benefit
	3.508	Develop process to populate hire date with merger.
Develop Payroll Project Plan	3.601	Identify resources available/needed beyond
	3.602	Secure project space
	3.603	Assign/Hire Staff
	3.604	Identify documents required to collect for
	3.605	Set up process to collect and file required
	3.606	Set up process to retrieve pre 11/97 payroll

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	3.607	Transfer of leave balances
	3.608	Train Med Center department payroll rep
	3.609	Develop a phone directory assistance for
	3.610	Develop a list of FAQ for payroll temp to :
	3.611	Develop a list of tasks payroll temp can a
	3.612	Identify employees with more than 11 Fe
	3.613	Identify Non Resident Aliens (NRA)with te
	3.614	Notify employees with multiple direct dep

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	3.615	Verify employee population and payroll d
Other Payroll Issues	3.701	Resolve that some USHC deductions are prorates over 24. Identify the deductions
	3.702	Resolve differences in which USHC allow accounts and UCSF only allows one.
	3.703	Determine whether Stanford credit union membership
	3.704	Determine service credit be calculated for retirement.
	3.705	Clarify child support, garnishment and wa
	3.706	Determine whether UC 403B loans to be

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	3.707	Verify OLPPS ability to accommodate per Withholding
	3.708	Resolve issues surrounding additional tax ADP and OLPPS.
Regulatory, Notifications and other Legal Issues	4	
	4.101	Appropriate interface with Legislature
	4.102	Appropriate interface with Attorney General
	4.103	Determine what existing relationship will continue Lucille S. Packard Children's Hospital
	4.104	Notify the Nuclear Regulatory Agency

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	4.105	Notify the Federal Drug Enforcement Agency
	4.106	Notify the Food and Drug Administration
	4.107	Notify Radiologic Health Branch of the Department of Health Services
	4.108	Notify the County Department of Environmental Health Services
	4.109	Notify the Accreditation Council for Graduate Medical Education
	4.101	Notify the Board of Registered Nurses
	4.110	Notify the Board of Registration and Pharmacy
	4.111	Notify the Clinical Laboratory License Agency
	4.112	Notify the California Resources Board

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	4.113	Notify the California Fire Marshall
	4.114	Notify WASC (Western Association of Schools and Colleges)
	4.115	Notify Others
Information Technology	5	
Communication Services	5.101	Decision needed to transfer and integrate communication services into one ITS org mail, wide-area data networks, video, em
	5.102	Determine if there is a need to put a hold on conversion projects.

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	5.103	Hire consultant team to assist ENS organization voice and data responsibilities to ENS. A team comprised of the consultants, ENS and their resource requirements to hire consultant
	5.104	Hire consultant team to assist ITS organization of email and web services to ITS. This work Outlook to the Medical Center and Camp by the Medical Center and Facilities Management. An email/web transition team similar to at

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	5.105	Appoint an IT Transition Oversight Team School of Medicine and Med Center. The final decision group on all issues that the cannot resolve. This would be similar to 1 oversee the ongoing collaboration of UCS study was completed.
	5.106	Transition teams to define demarcations ITS and which sevices stay with the Med
	5.107	Transition project teams develop commu current UCSHC customers that are affec
	5.108	Transition Project teams identify and eva technical compatibility between ITS and U

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	5.109	Transition Project Teams develop detail p priority based on risk. This step should i date and what can be done after.
	5.110	Transition Project Teams implement the c
Administrative Computing	5.201	With the addition of the Med Center to th evaluate the need for additional space ar capacity for hardware such as computing provide support to HR. Accounting, Purch
Other	5.301	Create methods/models/tools for the ITS work together in serving common custom
	5.302	Create methods and tools for the campus information security issues in serving our
Affiliations	6	

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	6.101	Review/Revise School of Medicine Agree
	6.102	Review/Revise School of Medicine Agree
	6.103	Review/Revise School of Medicine Agree
	6.104	Review/Revise School of Medicine Agree
	6.105	Review and Interpret terms of Master Cc
Medical Group, Funds Flow and Payor contracts	7.100	Review process and determine adequacy and billing of all UCSF patients.

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	7.101	Decision needed on how clinical funds w clinical funds flow (I.e. as was pre-merge "funds-flow"?)
	7.102	Profee billing tasks: change of lockboxe party payors re change of address, chan ID as of cut-over date.
	7.103	Determine billing agents: Review and re- Medaphis/Perse; determine disposition o Should some part of the MGBS come ba
	7.104	Re-negotiate third party payor contracts. re-do or renegotiate current USHC contr

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	7.105	Re-do or rewrite any "outreach" contracts payors (e.g. Kaiser) back to new medical
AR Valuation	7.106	Assign special care to ensure accurate v accounts and attendant projected contract numbers for outstanding UCSF clinical a
	7.107	Establish methodology for net accounts r calculation of approx collection rate after adjustments.
	7.108	Determination and validation of cash unc
	7.109	UCSHC needs to provide a listing of any patients as of cutover date (escheat) acc

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	7.110	Audit and Validation of all clinical valuation group
Equipment Valuation	7.111	Determine current book value of clinical equipment previously owned by departments
Real Estate and Facilities	8	
	8.101	Ensure accuracy of list of tenant improvements
Facilities		
	8.102	Assume ongoing capital improvement costs
	8.103	Review assignment of space for appropriate State-supportable space

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	8.104	Review hazardous materials and waste disposal standards, review license for Med Center
	8.105	Review non-hazardous waste disposal forms
	8.106	Transfer security contracts and/or renegotiate UC standards
	8.107	Review list of deferred maintenance projects in the queue; evaluate and adjust
	8.108	Change signage, as required
	8.109	Determine review and status of work products (OSHPD review)
Real Property Leases	8.201	Transfer real property leases from USHC

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	8.202	Resume filings of property tax exemption
	8.203	Review insurance coverages for transfer
	8.204	Terminate USHC leases on UCSF proper
	8.205	Review signage at all locations, as requir
	8.206	Terminate licensing agreements for real p
Contracts, Agreements and Vendor Management	9.001	Equipment leases - determine if any leas accessed, determine any post-merger lea evaluate terms and assume or renegotiat
	9.002	Vehicle Leases (vendor contracts) - Dete vehicles:evaluate/assume/renegotiate or 1

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	9.003	Vendor contracts - determine if any lease accessed, determine any post merger co evaluate terms and assume or renegotiat
	9.004	Independent Consulting Agreements - de merger are still being accessed, determin assigned to UCSF, evaluate terms and a
	9.005	Terminate UCSF service agreements for
	9.006	Prepare appropriate intra-company agree
Capital Equipment Leases	9.100	Transfer capital equipment leases from U

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Risk Management	10.100	Provide General Liability (Auto and Empl) Provide UCOP with two years of experie campus risk pool
	10.101	Provide ongoing coordination of claims (/ campus. Med Ctr is current on all G/L, u pool
	10.102	Provide Medical Malpractice coverage fo will be handled
	10.103	Rate negotiations for workers compensat
	10.104	Assumption of Medical Malpractice liabilit outstanding/ongoing cases.
Overall Dissolution Issues	11.101	Reach Decision on shared services
	11.102	Outline of new structure for Clinical Enter

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	11.103	Outline Decision-making structure
	11.104	Write Regents items if needed
	11.105	Appoint Transition teams (e.g. HR, IT, Cc Flow, etc.)
	11.106	Due Diligence
	11.107	Determine whether there should be certain items in order to facilitate effective transition.
Other Transition Issues	12.101	Re-incorporate Medical Center back into tracking project
	12.102	Develop action plan for reintegration of n
	12.103	Re-issuance of new ID cards for medical
	12.104	Evaluation of parking capacity at Parnassus parking load when Mt. Zion in-patient se

