**Universal Features of All Applications Envisioned
in DDS Applications Integration Project (AIP)**

Secure Web-based Applications All applications will be web-based, i.e. accessible to all authorized users through a secure internet connection.

Integrated Applications All applications will be integrated so that data generated and updated in one application will automatically populate and be utilized by all other relevant applications. Historical records will maintained and archived.

HIPAA secure environment All applications and communication between and among authorized users will take place in a secure web based environment via a username and password. This will eliminate the need for the Tumbleweed solution for regular business users.

Role-based Access (DDS, private provider, families and consumers, other business associates) DDS staff, provider staff, families and consumers, as well as other business associates as applicable will have access only to the applications and only for those consumers and data that has been administratively authorized as appropriate based on their role and business function.

Search Functionality All applications will feature a search function by individual DDS # or consumer name as well as aggregate "caseload or equivalent." This will also accommodate searching for Providers and their related programs and services. Consumer data will be associated with Providers, services and service locations.

Notification   All applications will have a notification feature in which designated users are notified of critical information based on their role and function within each application.   This will enable users to prepare for and/or respond to work issues within their area of responsibility.

Issues Tracking, Remediation and Verification All applications will have an issues tracking feature as deemed appropriate to the application function, will provide a means to develop remediation plans to open issues, and track and verify completion of remediation for individual issues and aggregation of data.

Document Management   The Application Integration Project will also feature document management services, i.e. role based access to scanned and electronically stored and cataloged documents such as consumer evaluations and clinical reports.

Reports Management All applications will be further enhanced by standard report functions for each individual application and cross functionally with other applications in this integrated system. The integrated nature of this IT system will allow for production of reports across various data sets without the need to create separate downloads from various data bases. This will also include the ability to create ad hoc reports as needed and may include data extracts for Provider use. All reports will be produced as pdf files which can be saved and emailed.