

**SAPC Value-Based Incentives Package**  
**Building Performance and Risk Metrics (1-A)**  
**Data Aggregation Implementation Plan (Option 2)**

**Purpose:** The Data Aggregation Implementation Plan will help provider agencies develop a structured, actionable roadmap for implementing a data aggregation platform. It builds on the Data Aggregation Readiness Assessment and is required for Submission 3 of the Value-Based Incentive, Building Performance and Risk Metrics (1-A), due **March 31, 2026**.

**Instructions:** Fill in the tables below with the requested information, including supporting documentation where noted. If the sections below do not fully address your agency’s needs, please use Section 2 at the end of the document to provide any additional information.

**Agency Profile & Contact Info:**

Provider Agency:	
Provider Representative Name:	
Email:	
Phone Number:	
Date Completed:	

**Please confirm your submission option below:**

- Option 2:** Continue planning for data aggregation platform software purchase and implementation

**Project Status:** What is your agency’s project status as of March 31, 2026? Please select one of the following options:

- Software purchased, initial implementation insufficient to meet Option 1 criteria
- Software purchased, implementation not yet started
- Software selected but not yet purchased
- No software selected or purchased

## SECTION 1: IMPLEMENTATION OVERVIEW

This section contains key project details related to data aggregation implementation. Section 1 is required for all submissions.

<b>Personnel Summary:</b> List any internal or external stakeholders involved in the data aggregation platform purchase and/or implementation process. A sample project team is provided below. Actual roles and quantities may vary. Feel free to refer to your Data Aggregation Readiness Assessment and make changes only as needed.			
<b>Role (Definitions Below)</b>	<b>Name</b>	<b>Job Title</b>	<b>Responsibilities</b>

### **Role Definitions:**

- **Executive Sponsor:** Provides overall direction, resources, and support for the project. Ensures alignment with organizational priorities and approves major decisions, scope changes, and final deliverables.
- **Project Lead:** Oversees day-to-day project planning and execution. Manages timelines, deliverables, and communication among stakeholders to ensure the project stays on schedule and within scope.
- **Developer:** Designs and builds the technical components of the project, working in close collaboration with the project lead and other team members.
- **Team Member:** Contributes subject-matter expertise and completes assigned tasks or deliverables. Collaborates with other team members as needed to support project completion.
- **Partner / Vendor:** Provides outside products, services, or expertise that support project completion. Includes, but is not limited to, software vendors, external developers, or external advisors.
- **Other:** Any other title that helps clarify the team member’s role in the project.

<b>Project Communications:</b> Any reporting, meetings, or other communication methods in place to support timely and accurate project completion.			
<b>Comm. Method</b>	<b>Description</b>	<b>Frequency</b>	<b>Audience</b>

### **Sample Communications Methods:**

- **Status Report:** Recurring written update summarizing accomplishments, upcoming tasks, barriers, and risks.
- **Internal Meeting:** Can vary from high-level stakeholder briefs to weekly operational check-ins.
- **External Meeting:** Applicable if contracting with external vendors.
- **Project Management Platform:** Live task tracking via spreadsheets, whiteboards, or any other platforms.



### ***Implementation Plan Questionnaire***

1. Which data aggregation platform does your agency plan to use? Please identify any additional software purchase products or services required to support implementation.
2. When does your agency anticipate purchasing the platform? Please include an estimated target month and year and outline any required steps (e.g., procurement process, board approval, contracting).
3. If a data aggregation platform has not yet been identified, what additional information is needed to make a decision? What is your anticipated timeline for selecting a platform? Please specify month and year.
4. What is your agency's timeline for completing **full implementation**? Please specify month and year for when full implementation will be completed.

### ***Other Reflection Questions***

1. **Risk Identification:** Describe two to three of the top risks that may affect timely or satisfactory implementation based on the goals set by the Data Aggregation Readiness Assessment and/or the above implementation plan. What impact do these risks have on the overall project?
2. **Risk Mitigation:** How will your agency mitigate the risks described above?

## **SECTION 2: ADDITIONAL INFORMATION (OPTIONAL)**

Certain tables or questions in the Data Aggregation Implementation Plan may not have sufficient space to capture your response. In the text box below, please provide any additional information that can supplement your responses to the questions above. Please reference the respective section number and table name / question number in your responses.