Defense Health Board Meeting
Topic: Market Establishment: Conditions-Based Approach
May 18, 2020
Agenda

- Transition Delay Update
- Market Establishment Process
- Conditions-Based Approach

“Medically Ready Force...Ready Medical Force”
Transition Delay Update
Transition Delay

DHA Top Three Priorities

• Due to COVID-19, protecting the Defense Department's people, maintaining military readiness, and supporting the whole-of-government interagency response are now the DoD's top three priorities. DHA fully supports these priorities and is re-aligning resources in order to meet them.

Strategic Pause

• DHA has implemented a 90-day pause for transition initiatives, with follow-on decision points every 45 days to evaluate the duration of the pause and re-consider which initiatives to restart based on the Agency’s available capacity. May 19 is the estimated date for the reassessment of the Military Health System's capacity to resume transition-related activities.

Key Impacts

• 90-day delay in Wave 1 market establishment and in the establishment timeline for the Small Market and Stand-Alone MTF Office (SSO). MILDEP CONUS Direct Support (DS) may continue beyond 30 SEP 2020, and standardization and centralization of enterprise-wide functional capabilities will be delayed.
Market Establishment Process

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What is Market Establishment?

Market establishment is the process of establishing integrated functions at the market-level to support your Market’s MTFs and enable improved market performance.

**Establishment Objectives**

Markets will work to achieve three primary objectives during establishment:

- **Ensure fulfillment of Medically Ready Force and Ready Medical Force requirements**
- **Maintain the highest standards of patient safety, quality of care, and access to care**
- **Establish market management infrastructure (functions and processes) to support the future state**

**Market Transition Tool**

The Transition PMO will provide the markets with the Market Transition Tools to project manage the establishment process and achieve the three primary objectives of establishment. The Market Transition Tools will be managed by the Market Transition Team and is broken out by the three main sections outlined below:

- **Market Conditions**
- **Risk Registry**
- **Lessons Learned Tracker**

The Market Transition Tools were developed from lessons learned from establishing the first four markets and in coordination with the DHA on expectations for the future state.
Market Establishment Milestones

Market establishment occurs when a market can support and oversee its aligned MTFs and report directly to DHA HQ. A market will be operational upon completion of the market establishment process outlined below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Overview</th>
<th>Stakeholders</th>
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<tbody>
<tr>
<td>Market Leaders Symposium</td>
<td>DHA-hosted two-day event to inform and prepare market leadership about roles and responsibilities throughout the establishment process</td>
<td>Market Director, Deputy Director, and Transition PMO</td>
</tr>
<tr>
<td>Market Establishment Actions</td>
<td>Transition Officer works with market POCs and MEST to complete tasks and conditions utilizing the establishment tools</td>
<td>Market office leadership, Transition Officers, market functional leads, MTF Transition Officers, and MEST</td>
</tr>
<tr>
<td>Market Establishment NLT Date</td>
<td>Date in which the market must complete all establishment tasks and conditions</td>
<td>Market office leadership, Transition Officers, and Transition PMO</td>
</tr>
<tr>
<td>Market Kickoff Onsite</td>
<td>Market hosted multi-day event with supporting MEST to review details to complete all establishment tasks</td>
<td>Market office leadership, Transition Officers, market functional leads, MTF Transition Officers, and MEST</td>
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<tr>
<td>Transition Officer Training</td>
<td>DHA-hosted two-day event to train market Transition Officers on how to project manage the establishment process and utilize the tools</td>
<td>Transition Officer and Transition PMO</td>
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<tr>
<td>DHA Capability and Capacity Check</td>
<td>DHA confirms headquarters has completed conditions necessary to support oncoming markets and MTFs</td>
<td>DHA leadership and functional leads</td>
</tr>
<tr>
<td>DHA MTF Transfer</td>
<td>Process for transferring MTFs under the DHA and newly established market begins</td>
<td>DHA leadership and Services</td>
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Market Pre-Establishment Expectations

Each market’s Transition Officer will be expected to manage their own establishment process with guidance from the DHA’s Transition PMO and direct support from the MEST

Assigned Market Establishment Owners

Each market will have a Transition Officer (TO) that is ultimately responsible for coordinating with the DHA to ensure market office certification. A market’s Transition Officer may appoint personnel to manage aspects of the certification such as use of the Market Transition Tools.

Centralized Market Reporting

Reporting should be centralized at the market-level and coordinated with leadership. The Transition Officer and MEST will maintain the shared responsibility of collating functional inputs to the Market Conditions.

Market Collaboration

Risks, issues, lessons learned, and other pertinent information should be shared amongst markets to foster a coordination of efforts and collective problem solving throughout the markets. The MEST will provide assistance through weekly communications and additional support throughout the establishment process.

Data Management and Portal Usage

Each market will need to provide inputs to reports for leadership as well as required documentation for office certification. It is expected that the markets work with the MEST to manage their data and upload their respective documentation to SharePoint under MEST guidance.
The Market Office staffing process includes close coordination with DHA Manpower and Organization (M&O) to identify the Market Office’s specific staffing requirements, simultaneous to the Market Office establishing functionality for office certification. The filling of identified requirements will occur post-certification.

<table>
<thead>
<tr>
<th>Define Staffing Requirements</th>
<th>Market Office Manpower Training</th>
<th>Market Office Coordinates Requirements</th>
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<tbody>
<tr>
<td>DHA Draft Baseline Requirements</td>
<td>• The DHA M&amp;O will outline the draft baseline Joint Table of Distribution (JTD) for each specific Market Office.</td>
<td>• The market manpower POCs will review the draft baseline JTD and continuously work with DHA M&amp;O to further update requirements and develop a final baseline JTD for the Market Office.</td>
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<tr>
<td>• The Market Office will identify manpower POCs who will be trained in the Fourth Estate Manpower Tracking System (FMTS) to support the staffing process.</td>
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**Complete Market Office Certification Conditions**

The Market Office will be expected to achieve the required functionality outlined by the certification conditions by the NLT certification date. Staffing of future state positions is not required at this point, but the Market Office should begin to identify POCs and leads across the Market Office to perform the required pre-certification functions identified in the Market Office Transition Conditions (MOTC).

**Market Office Fills Requirements**

• The Market Office can begin filling the requirements once the DHA coordination has completed.
• The Market Office will fill requirements and work to align positions to the recommended Market Office Structure and functional breakdown.
• The Markets should begin coordination with aligned MTFs and DHA M&O to determine the baseline MTF JTDs dependent upon Service manpower reductions.
Conditions-Based Approach
**Conditions Based Approach**

DHA’s market establishment process has shifted from a time-based process to a conditions-based establishment.

<table>
<thead>
<tr>
<th>Time-Based Approach</th>
<th>Conditions-Based Approach</th>
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<tbody>
<tr>
<td>Scheduled dates for market establishment</td>
<td>Market Offices are certified once they’ve met conditions laid out in the implementation tools</td>
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<tr>
<td>Linear approach with minimal flexibility</td>
<td>Enables DHA to focus on maturing the headquarters in support of the markets</td>
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## Conditions-Based Market Office Certification

<table>
<thead>
<tr>
<th>Step</th>
<th>DHA HQ Stand-up</th>
<th>Market Office Certification</th>
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<tbody>
<tr>
<td>1. Define</td>
<td>Define conditions for stand-up &amp; thresholds for each condition</td>
<td>DHA Functional Capability leads, with input from Service FC SMEs, publish conditions required at DHA HQ to develop the capability and capacity to support oncoming markets</td>
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<tr>
<td>2. Evaluate</td>
<td>Evaluate current state of each condition against threshold</td>
<td>DHA Transition Support Team (TST) enters conditions into Execution Dashboard tool and provides assessment of current state for each condition</td>
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<tr>
<td>3. Identify</td>
<td>Identify gaps in capability and/or capacity</td>
<td>Market Transition Team begins executing towards conditions required for Market establishment, with progress being tracked and supported by Transition PMO and DHA leadership</td>
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<tr>
<td>4. Implement</td>
<td>Implement solutions to address gaps</td>
<td></td>
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<tr>
<td>5. Verify</td>
<td>Verify solutions are sufficient to close gaps</td>
<td></td>
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<tr>
<td><strong>Repeat steps until conditions met</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are condition thresholds met?</strong></td>
<td><strong>No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Complete stand-up of organization</strong></td>
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- **DHA HQ Stand-up**:
  - DHA Functional Capability leads, with input from Service FC SMEs, publish conditions required at DHA HQ to develop the capability and capacity to support oncoming markets.
  - DHA Transition Support Team (TST) enters conditions into Execution Dashboard tool and provides assessment of current state for each condition.
  - DHA HQ with all Functional Capabilities has the capability and capacity to support incoming markets on D-Day.

- **Market Office Certification**:
  - DHA Transition PMO, with input from DHA FC leads and informed by tIMO lessons learned, finalizes Market Office Transition Conditions (MOTC).
  - Market Transition Team begins executing towards conditions required for Market establishment, with progress being tracked and supported by Transition PMO and DHA leadership.
  - Market Leadership uploads deliverables outlined in the MOTC to Transition PMO SharePoint site.
  - Market Leadership, with support from MTFs and DHA FC leads, completes MOTC.
  - Transition PMO updates the status of each Condition in the Market Executive-Level Dashboard and presents progress, risks, and issues weekly to DHA leadership.
  - DHA Director provides a report on conditions that have been met for Market Office Certification at STLT meetings.
  - Incoming Market Offices are certified and continue establishment, in which MTFs transfer to DHA on D-Day.

**Version:** 6.4, 06 AUG 19
Reporting of DHA HQ and Market Conditions

- Both DHA HQ Conditions and Market Office Transition Conditions are tracked by DHA leadership weekly to ensure milestones are being met and risks are being mitigated before they become issues.
- The reporting process ensures that key leaders are maturing the headquarters and providing the appropriate level of support to markets as they work toward completing conditions.

DHA Execution Dashboard

Market Executive-Level Dashboard

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