



Project Start:

Fri, 8/1/2025

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Action Item	Owner	PROGRESS	START	END	DAYS
Pre Go Live					
Discovery Request for most recent 6-12 months Historical Claims Data inclusive of Member PHI (ID #, Name, SS#, DOB) Clinical Related Documents	Liviniti to obtain from Client/Broker	0%	8/1/25	8/15/25	15
Confirm Producer of ID Cards	Liviniti to obtain from Client/Broker	0%	8/1/25	8/15/25	15
Introduction email to request and retrieve implementation documents (Previous Plan Design/Expected Plan Design)	Liviniti to obtain from Client/Broker	0%	8/1/25	8/15/25	15
Client/Liviniti to exchange contact lists/confirm contact list	Liviniti/Client/Broker	0%	8/1/25	8/15/25	15
Schedule/Host Implementation Discovery Kick Off Call to include Client/Broker/ Liviniti Sales, IM Team, AM Team, CAE	Liviniti	0%	8/1/25	8/15/25	15
Confirm open-enrollment period	Liviniti to obtain from Client/Broker	0%	8/1/25	8/15/25	15
Confirm Third-Party Vendors	Liviniti to obtain from Client/Broker	0%	8/1/25	8/15/25	15
Population of plan and benefit design in Client Portal	Liviniti	0%	8/15/25	9/1/25	18
Review Eligibility File Information with Third Party Administrator	Liviniti	0%	8/15/25	9/1/25	18
Clinical Management Overview	Liviniti/Client	0%	8/15/25	9/1/25	18
Review member communication needs	Liviniti/Client	0%	8/15/25	9/1/25	18
Request Account Structure and Eligibility File Information	Liviniti/Client	0%	8/15/25	9/1/25	18
Send Card requirements from Liviniti	Liviniti	0%	8/15/25	9/1/25	18
Review Support Tools and Call Center Support with Client	Liviniti	0%	9/1/25	9/15/25	15
Preliminary Plan Specifications Review	Liviniti/Client	0%	9/1/25	9/15/25	15
Discuss preferred billing setup and reporting requirements	Liviniti/Client	0%	9/1/25	9/15/25	15

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Determine process for transmission of billing/payment for claims and funding schedule	Liviniti/Client	0%	9/1/25	9/15/25	15
Obtain Privacy and Data Security Agreements from vendors	Liviniti	0%	9/1/25	9/15/25	15
Provide member materials for approval	Liviniti	0%	9/15/25	10/1/25	17
Obtain claims data/previous claims information	Liviniti/Client	0%	9/15/25	10/1/25	17
Preliminary Benefit design completed in adjudication platform	Liviniti	0%	9/15/25	10/1/25	17
Request current census for member outreach	Liviniti	0%	9/15/25	10/1/25	17
Variable Copay Training	Liviniti	0%	9/15/25	10/1/25	17
Receive Eligibility File	Liviniti	0%	9/15/25	10/1/25	17
Receive Domestic Pharmacy Contract	Liviniti	0%	10/1/25	10/15/25	15
Receive Domestic Pharmacy ACH/Billing Information	Liviniti	0%	10/1/25	10/15/25	15
Cards Produced and mailed to Members	Liviniti	0%	10/1/25	10/15/25	15
Begin member initial outreach to members for Transition of Care	Liviniti	0%	10/1/25	10/15/25	15
Clinical call to review first round of clinical analysis and discuss transition/continuation of care strategy	Liviniti/Client	0%	10/1/25	10/15/25	15
Receive copy of Completed ACH Agreement Form & W9 Form returned to Liviniti	Client	0%	10/15/25	11/3/25	20
FINAL Group Plan Setup to be reviewed/Verified by the Client	Liviniti/Client	0%	10/15/25	11/3/25	20
Clinical and Plan Design Testing	Liviniti	0%	11/3/25	12/1/25	29
Mail Transition of Care letters to impacted members	Liviniti	0%	11/3/25	12/1/25	29
Clinical and Plan Design Testing Results are released to Client Portal for Client Approval	Liviniti	0%	12/1/25	12/15/25	15

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Post Go Live					
Benefit Go Live	Liviniti	0%	1/1/26	1/1/26	1
Provide daily claim processing detail	Liviniti	0%	1/1/26	1/15/26	15
Formal Transition to dedicated Account Management Team	Liviniti	0%	2/2/26	2/2/26	1
Schedule utilization reviews, monthly and quarterly meetings	Liviniti	0%	2/2/26	3/2/26	29

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