Washington Paid Family & Medical Leave

At some time in our lives, we all need to give or receive care. Paid Family and Medical Leave is a new statewide insurance program that will help Washingtonians take paid time in life's most challenging times.

What is covered?

- Your own medical condition
- Bonding with a child (birth, foster or adoption)
- Caring for family members
- Certain military-related events

How do I become eligible for benefits?

You become eligible once you have worked 820 hours in Washington during the previous year. You can apply for benefits starting Jan. 2020.

820 HOURS

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

What is my weekly benefit?

You are entitled up to 12 weeks of partial wage replacement with a weekly minimum of $100 and a weekly maximum of $1000, adjusted annually. Your exact benefit is determined by your earned wages, the state median income, and other factors.

Weekly wage	Weekly benefit
$480	$432
$576	$518
$961	$778
$1923	$1000

Is my job protected while I take leave?

Employees covered by the state program are entitled to job restoration when returning from leave if they:

Work for an employer with 50 or more employees.

50+

12+ Have worked for that employer for 12 months or more.

Have worked at least 1250 hours for that employer in the past 12 months.

1250 HOURS

How much will it cost?

If your annual salary is $50,000, you will pay about $2.44 per week. The premium is 0.4% of an employee's paycheck and is shared by the employee and employer. Premium collection begins Jan. 1, 2019.

When does this begin?

January 1, 2019 Premium Collection

April 1, 2019 Reporting Begins

January 1, 2020 Benefits Begin

Employment Security Department
WASHINGTON STATE

For more information visit PaidLeave.wa.gov

PFML System
Go-Live Readiness Scorecare - as of 1/8/2019

LEGEND:

★ Complete = Activities to support Criterion are complete	✓ Green= Activities to support Criterion are on target to support go-live as planned	⊖ Yellow= Activities to support Criterion are at Risk	✕ Red= Activities to support Criterion are at High Risk	

Criterion	Criterion 1: Feature Complete & Functional Solution Readiness	Criterion 2: Platform Readiness	Criterion 3: Security & Performance Readiness	Criterion 4: Organizational /End-User Readiness	Criterion 5: ESD Financial & Accounting Readiness	Criterion 6: System Operations + WITS Readiness	Criterion 7: Cutover Activities on Target
Objective	*The product can support program services for internal & external customers.*	*The PFML solution can be promoted through production.*	*The system is stable, performant & secure.*	*The PFML staff are ready to deliver services using the system.*	*The financial processes & controls are in place.*	*The PFML system is supported.*	*Production launch is planned.*
Status	⊖ At Risk	✕ High Risk	⊖ At Risk	✓ On Target	✓ On Target	⊖ At Risk	⊖ At Risk
Go No-Go Decision	3/15/2019	2/15/2019	3/15/2019	3/1/2019	3/1/2019	3/1/2019	3/28/2019
Inputs	1. Scope of completed configuration and development items 2. Number of outstanding test cases 3. Number of high priority defects outstanding 4. Status of environment verification 5. Status of user feature based validation	1. Status of infrastructure development 2. Status of internal ESD integration 3. Status of system monitoring 4. Status of browser validation 5. Status of security mandates	1. Status of Enterprise integration configuration, validation and testing for all data and connections 2. Status of EBMS configuration and testing 3. Status of Tidal configuration and testing 4. Status of resolution of security findings. 5. Status of resolution of identified performance issues.	1. Status of the Customer Care Team (CCT) training material development 2. Bulk Load process onboarding status 3. Trainer onboarding status 4. Status of user training 5. Status of training logistics 6. Status of cutover communications	1. The lockbox is in place. 2. Financial and accounting processes and supporting forms are in place. 3. Internal financial controls are developed in policies and procedures.	1. Status of support plan development and implementation 2. Status of the training / knowledge transfer for the support team. 3. Status of training for PFML teams	1. Cutover plan 2. Status of the ESD hardening activities, including End to End testing, performance testing, security testing, and user acceptance testing. 3. Security findings plan of action and milestones (PoAM). 4. Documented approach to accessibility. 5. Definition of Done verification. 6. Usability testing results.
Indicators (current status complete %) *NS - not started and/or dependent activity is not completed yet*	1. Configuration and development items required for end users are complete in backlog. – [69%] ⊖ 2. Test cases related to all user functionality are executed in a production like environment. – [NS] ⊖ 3. Outstanding Critical or High priority defects (from #2 above) are resolved. – [NS] ⊖ 4. Feature level user scenarios are completed. - [NS]	1. Infrastructure functionality to support users is complete through production environments [65%] ✕ 2. Internal ESD integration is complete through production [65%] ✕ 3. PFML Single Sign On (SSO) was tested successfully. [80%] ⊖ 4. All systems integration test passed in all environments through production [70%] ⊖ 5. All Office of Cyber Security and established ESD Security standards and policies have been implemented and appropriate approvals received [30%] ✓	1.Enterprise integration is complete, with no outstanding defects, and ready to promote to production. [60%] ⊖ 2. EBMS functionality is prepared for production and there are no outstanding defects. EBMS is ready to receive updates and handle batches [70%] ⊖ 3. Tidal configuration is complete and tested. [70%] ⊖ 4. Cutover tasks assigned to WaTech have been identified, assigned, scheduled and execution has begun. [30%] ✓ 5. PFML data is accurately and consistently stored [40%]	1. Training materials complete [80%] ✓ 2. Power users are trained and know their role in support [70%] ✓ 3. Trainers have received presentation skills and solution training [100%] ★ 4. 100% of users have received training [80%] ✓ 5. Training resources (e.g. rooms) are secured [40%] ✓ 6. Communications to Employers [50%] ✓ 7. Business critical reports have been identified, functionality is complete and productionized [50%] ✓ 8. Knowledge base articles for key support areas are complete. [10%] ✓	1. Policy and procedure are in final draft form and ready for Accounting [70%] ✓ 2. Forms and business processes are ready [20%] ✓ 3. All financial systems are test and ready to go [80%] ✓	1. End user support model is in place, roles assigned and support team trained [70%] ✓ 2. Command center resources secured [75%] ✓ 3. WITS resources available and onsite [NS] ✓ 4. Operational support plan has been approved and communicated with IT & PFML teams [80%] ✓ 5. Patch schedule finalized and tested [NS] ⊖ 6. Hot fix process documented and tested [25%] ✓	1. Cutover activities have an assigned resource, duration and delivery date [80%] ⊖ 2. Capability in place and tested [40%] ✓ 3. All Product Owner and Executive Steering Committee approve "Go Live" [NS] ✓
Lead	Garrett Taiji	Garrett Taiji	Craig Franchuk	John Mattes	Lisa Engelhart	Eric Sabisch	Elizabeth Wheat
Key Next Steps (if off track or at risk)	*This section will be completed and updated at weekly project status meetings*						

QA: Project (high) risks & mitigation

#	Type	Description	Priority	Recommendation
Project Schedule **QA05**	Risk	The current integrated project schedule includes overdue tasks that need new dates and updated resource allocation. A project schedule must be accurate to forecast future resource issues, conflicts and delays. Not knowing when the work will be done may result in increased costs, schedule delays, reduce features and/or quality, or extend the overall deployment date for the project. **PCG is decreasing this risk to a MEDIUM Priority, pending the independent QA review of the updated integrated project schedule. QA27 (to be written) will address PCG's concern (HIGH) for meeting the schedule.*	High	Until the Project has an Integrated Project Schedule with an updated baseline it is not clear if the work to be done for the remaining milestones can be completed within the current schedule as defined. Since a constantly updated project schedule is essential to monitor and to manage a project, PCG recommends that an integrated project schedule is maintained to cover all work necessary to complete between now and the end of the project. Given the open positions still in the hiring queue, this schedule should include resource assignments to determine schedule impacts from unavailable resources. PCG acknowledges the variability of DEVOPS / Agile development for technology work, but that should not prevent activity sequencing, dependency management, and resource management for non-technology work.

QA: Project (high) risks & mitigation, cont.

#	Type	Description	Priority	Recommendation
Project Scope **QA25**	Risk	The Business System's scope has increased due to the new reference architecture. Initial responsibilities include a customer facing frontend system that would store and query data in and from the CRM database. The decision to use the Business System database as the Single Source of Truth created new or enhanced backend responsibilities, which include: Database entity design, Data Storage, Maintaining Data quality and integrity, Data audit compliance, Data security, Database performance and scalability, Database Maintenance, AX interaction.	High	The Agency continues to meet with the vendor to determine any impact to the project scope. Until the outcome is known, PCG will maintain this as a high risk. PCG recommends that ESD continue to meet with the vendor teams to determine impact to the scope (see also PCG Risk QA26 – Project Procurement Management, as it relates to potential scope changes).

QA: Critical Success Factor Questions

PCG (Independent Quality Assurance) considers the following questions as part of rating the PFML Critical Success Factors.

1. **Agile Principles**
   a. Does the team regularly produce value for stakeholders?
   b. Do urgent tasks that interrupt workflow?
   c. Are daily standups being held regularly?
   d. Are lessons learned from the Sprint Retrospectives being applied to the next sprint?

2. **Customer engagement**
   a. Is the product being built with customer input?

3. **Extreme Programming Practices**
   a. Do development teams regularly practice paired programming?
   b. Do development teams practice test driven development?
   c. Do development teams practice continuous integration?
   d. Do teams work at a sustainable pace?

4. **Ownership**
   a. Do team members feel they have an opinion in the work they are doing?
   b. Is there opinion is valued?
   c. Are team members Solution Oriented, Flexible, Creative, Accountable and Concerned?

5. **Software Quality Standards**
   a. Are you currently tracking failure rate?
   b. Maintainability (how maintainable is it, is it adaptable, testability, etc.?) How testable is your software?
   c. Are there adequate comments for the code? (How easy would it be for a new developer to come in?)
   d. How automated is your testing process?
   e. Ease of use?

6. **Active and Visible Sponsorship**
   a. Does Sponsorship visibly and proactively support change?
   b. Does Sponsorship actively discuss business change?
   c. Is Sponsorship accessible to leadership/team members?

7. **Clear Vision and Objectives**
   a. Do team members understand the vision and objectives of this project?
   b. Do team members understand what the priorities are?