

How to Create a Healthcare Legacy Data Management Strategy

Developing a legacy data management strategy can help reduce the risk, labor burden and cost of maintaining out-of-production software applications in healthcare organizations.



System Inventory

The first step is to identify the out-of-production systems to be addressed as a part of the project. This includes clinical, financial, HR and ERP systems in both ambulatory and acute care settings.



Financial Forecast

Estimate maintenance costs, IT labor burden and potential compliance penalties associated with those systems. This step will inform a budget and return on investment for the project.



System Prioritization

Next, consider the decommissioning schedule based on go-live dates, accounts receivable wind-down schedules, system failure risks and data conversion or abstraction plans.

Analyze all of the data collected and distill it down into a Legacy Data Management Strategy, which will be used to guide your system decommissioning initiative.

Outline for the Strategy Document

Project Charter

Clearly state the goals of the project (i.e., to reduce risk, cut cost, streamline workflow, comply with retention mandates, etc.)

Stakeholders

Identify those impacted by the secure long-term archival of legacy data (i.e., HIM, legal, IT, finance, clinicians, etc.) and their key requirements for a storage solution.

Recommendations

Identify the best path forward to decommission out-of-production software as well as the consolidation, security and accessibility of legacy data stores.

Findings

Summarize the information gathered in the system inventory, financial forecast and system prioritization documents so the data governance team understands the scope of the problem, time sensitivity, risk, and associated costs over time.

Options

Review and document common options for decommissioning legacy systems and storing the data that resided in them. Include the risk, costs, and level-of-effort for each storage option.

Collaborative Execution

Finalize a formal Legacy Data Management Strategy Document. While there are numerous approaches to take for attacking the funding project, documenting the strategy and gaining stakeholder consensus is a way to get started and execute on a project that otherwise might get continually postponed. This process puts the plan into motion so it's not just talked about idly in data governance meetings.

Hospital or Health System



- Data Governance Team
- Executive Sponsor
- Project Manager
- Technical Resource
- Subject Matter Experts

Legacy Data Management Vendor



- Executive Sponsor
- Technical Analyst
- Project Manager
- Technical Resources
- Account Manager
- Trainer