DOEA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2025

Agency Sponsor

Teresa Johnson

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.57%

• Submitted On Time = 33

• Submitted Late = 4

• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 70.27%

• Submitted On Time = 44

• Submitted Late = 31

• Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 89.19%

• Submitted Complete = 30

• Submitted Incomplete = 2

• Completed After Submission = 5

Other Task Completeness

Other Task Completeness:

Score = 88.94%

• Submitted Complete = 40

• Submitted Incomplete = 3

• Completed After Submission = 4

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

Change Champion Network:

• Unique Filled Role = 4

• Duplicate Filled Role = 10

• Vacant Role = 0

The Change Champion Network composition reflects the completeness of your CCN makeup.

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	100% - Submitted	01/09/25	Marked as completed due to DOEA not having any business systems interfacing with Florida PALM.	Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/03/25	50% - In Progress		SMEs working on documenting different testing scenarios and gathering data for test scenarios.		
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/09/25	Confirmed with TF that all users on smartsheets need access.	N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/11/25	Confirmed with SAMs (TF and DR) that they had access to UAT SAM Portal.	Submission Complete	
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	100% - Submitted	07/18/25	TJ submitted the bimonthly report.	Submission Complete	
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/09/25	TJ submitted the bimonthly report.	Submission Complete	
N/A	People	616	Share Florida PALM Updates	07/14/25	07/25/25	100% - Submitted	07/25/25	Sent newsletter out to PALM distro list. Gave Agency leadership and update during the standing leadership meetings.	Submission Complete	
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/03/25	50% - In Progress		Waiting on confirmation from supervisors that role mapping is correct		
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/03/25	50% - In Progress		SMEs working on fixing data errors		
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission		Confirmed with JN that suppliers were listed and confirmed with RW, RP, &FF for the agency supplier record.		
Direct	Data	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/03/25	50% - In Progress		SMEs working on reviewing the data		
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/03/25	50% - In Progress		SMEs working on reviewing the data		
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	10/03/25	50% - In Progress		SMEs working on reviewing the data		
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/09/25			
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and were opened/logged, closed/resolved or active during the reporting period.

DOEA Risks

Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for July - August 2025
Open and Mitigating	09/05/24		Conversion/Configuration	Data Clean Up	Decreasing	4 (Medium/Medium)	While cleaning up existing data, making sure new data entered meets PALM requirements for conversion. This was	Reviewing conversion inventory carefully to minimize post go-live clean up. Communicating new requirements to staff	Inflated workload post go-live for Agency staff.	Completed partial data clean up however some data is still needed.

Status	Date Opened	Date Closed								
							conversion. This was Risk 4 from the archived Risk log.	requirements to staff. Also working with contracted staff to aid in the clean up of data.		
Open and Monitoring	09/10/23		Business Process Change	Streamlining Manual Processes	Stable	2 (Low/Medium)	Agency has been dependent on manual and/or outdated processes prior to data entry currently in FLAIR. This is replacing Risk 1 from the archived Risk log.	Having internal cross-functional meetings to reduce dependencies on manual/physical processes.	Minimal impact - more work for the training team and staff to learn in tandem with new system.	Currently implementing process changes to reduce reliance on manual/paper processes.

DOEA Issues

Status	Date Opened	Date Closed	Issue Category	Issue Title	Priority	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for July - August 2025
Open	01/16/24		Staffing/Resource Availability	Multiple Position Vacancies	Low - All impacts not liste	Have multiple vacancies leading to knowledge gaps and increased workload on existing staff	Activley filling positions, training new hires, and continuing to update desk procedures to make sure they are up to date.	06/30/26	Vacancies are being filled. Currently focusing on training the new hires.

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

[   ]

☐ Confirm *

[Submit]

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DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Teresa Johnson	johnsont@elderaffairs.org	09/09/25
May - June 2025	Teresa Johnson	johnsont@elderaffairs.org	07/09/25
March - April 2025	Teresa Johnson	johnsont@elderaffairs.org	05/09/25
January - February 2025	Teresa Johnson	johnsont@elderaffairs.org	03/10/25