DOH Status Report Dashboard

Readiness Workplan Tasks

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

● Completed
● Submitted Late
● Pending Submission

85%
14%
0%

Readiness Workplan Tasks:

Total Tasks = 7

• Completed = 6

• Submitted Late = 1

• Pending Submission = 0
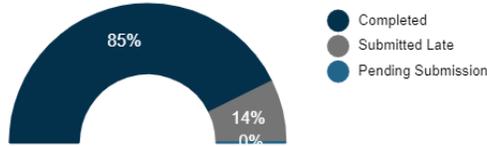
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

The dials below 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.

Change Champion Network:

• Unique Filled Role = 4

• Duplicate Filled Role = 10

• Vacant Role = 0

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

Participation:

• Meetings Attended = 13

• Meetings Missed = 0

The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 57

• Related Business Systems = 10

• Related Reports = 0

• **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 58

• **Criticality:**

- High = 58 Med = 0 Low = 0 None = 0

• **Documentation Status:**

- Complete = 37 Partial = 17 Not Started = 4

Cataloged Interfaces = 39

- Inbound Interfaces = 21

- Outbound Interfaces = 15

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 629

• **Associated Unique Uses = 646**

- Continued Use - Yes = 0

- Continued Use - No = 0

• **Associated Business Systems = 1**

Cataloged Reports = 653

• **Criticality:**

- High = 947 Med = 0 Low = 0 None = 0

Implementation:

• Conversions = TBD

• Configurations = TBD

Agency Reported

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

DOH Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Lack of Testing Environment: Subject matter experts can determine the processes needed, document those processes, and train staff within a sandbox environment prior to go live. Subject matter experts can also start working through processes and identify gaps for the staff and determine additional training requirements.	Open	9 (High/High)	DOH has raised this risk to PALM Project. The delivery of test environment is scheduled in April 2025. Upon delivery of this we will remove the risk.	N/A	02/14/22	PALM & DOH
Processes Technology	Awaiting confirmation and finalized requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks.	Open	9 (High/High)	Pre-design and design activities based on calculated assumptions.	N/A	02/14/22	PALM & DOH
People Processes Technology Data	Payroll Design Sessions are scheduled to complete / finalize by the PALM project in June-July 2024 (Segment IV). Agencies may not have enough time to understand and implement change of processes, requirements, interface files.	Open	9 (High/High)	Pre-design and design activities based on assumptions. Our most complex business operations are based on Payroll design and requirements. This gives us on 12 months to remediate some of Department's key applications.	N/A	07/19/23	PALM & DOH
Processes	Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code.	Open	9 (High/High)	DOH would like to review the envisioned example of a Trial Balance and speed key. DOH would like to see the account field values and an explanation of how the account field enables us to record the current level of information.	N/A	08/11/23	PALM & DOH
Processes	The intention is for DFS to setup all of our organization codes and they have to route	Open	9 (High/High)	Work with PALM and DFS to set up a successful Service Level Expectation	N/A	08/16/23	PALM & DOH

	organization codes and they have to route through their team for an approval process as well.			Service Level Expectation.			
Technology	Lack of prototype system. Agency would like a demo of the overall process in the PALM to better understand how the processes would start and end.	Open	9 (High/High)	DOH would like to see a prototype system, actual screens so SME's can figure out the processes.	N/A	08/21/23	PALM & DOH
Processes	DOH currently uses multiple RDS and existing reports in preparation of Federal Grant Reporting. DOH is concerned how the agency will generate Grant Reporting within PALM.	Open	9 (High/High)	Review and understanding of Grant Reporting functionality within PALM	N/A	08/23/23	PALM & DOH
Processes	PALM eliminating the IBI field for DOH	Open	9 (High/High)	Department recognizes and has addressed this risk with the PALM Project team. Department is waiting for further guidance from the PALM project team.	N/A	02/14/22	PALM & DOH
People Processes Technology	The training timeframe given will not be enough time for us to create and launch agency specific trainings. End users won't have time to take them before go live either.	Open	9 (High/High)	We have to be trained by PALM, train our trainers or area SMEs, and build agency specific trainings (on top of the trainings we'll have to update due to the impacts of PALM)	N/A	09/25/23	PALM & DOH
Technology	Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques	Open	6 (High/Medium)	DOH can create DOH's specific training. SPM team is part of PALM Readiness updates and is attending all PALM meetings.	N/A	02/14/22	PALM & DOH
Processes	With the implementation of PALM there will be many enterprise processes that are overseen by one agency that will impact all agencies. One example of this is DFS. DFS oversees areas such as Vendor Relations, Auditing, Financial Statements and New Account Codes. DFS will solely establish processes that will impact the successful implementation of PALM at the agency level based on these processes in relation to PALM being provided prior to implementation.	Open	6 (High/Medium)	DFS publishes the processes well in advance for DOH has time to adapt and modify current processes.	N/A	10/18/23	PALM & DOH
Processes	Payroll Reallocation Voucher Adjustment: • How will we complete payroll reallocations for a voucher that posted in FLAIR in November or December 2025 when PRP is to process in January 2026 using the PALM data? • How will FIRS or CHDs edit or correct any vouchers between July-Dec 2025 when we go to PALM Jan 2026? • If only the balances are rolling over to PALM, then what about the voucher details? This is specific for Payroll Reallocation, but this will be true for all Vouchers.	Open	4 (Medium/Mediu	DOH needs to know how this will work in PALM	N/A	10/18/23	PALM & DOH

DOH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DOH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc.	Logged	06/28/23	All DOH systems	PALM Project has identified all impacted enterprise applications.
People Processes Technology Data	PALM will maintain the project "On schedule"	Logged	06/28/23	All DOH systems	DOH PALM team relies on PALM Project schedule and plans deliverables and tasks accordingly. Resource allocation is also heavily based on PALM schedule.

DOH Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	MIPS Cadence Meeting	Bi-Weekly	Child and Nutrition Payment System	To document As-Is sections of the Functional Design Document	Team provided guidance to complete the As-Is for the MIPS applications
People Processes Technology Data	Environmental Health DB System Meeting	Bi-Weekly	Enviromental health System	To document As-Is sections of the Functional Design Document	Team provided guidance to complete the As-Is for the MIPS applications
People Processes Technology Data	RIMS Cadence Meeting	Bi-Weekly	Rehabilitation Information & Management System (Brain and Spinal Column Injury Program)	To document As-Is sections of the Functional Design Document	Completed the As-IS Sections of FDDs
People Processes Technology Data	CMS	Bi-Weekly	Children Medical System	To document As-Is sections of the Functional Design Document	Team provided guidance to complete the As-Is for the MIPS applications
People Processes Technology Data	HR and Cherwell Cadence Meeting	Bi-Weekly	Cherwell System & People DB	To document As-Is sections of the Functional Design Document	Completed the As-IS Sections of FDDs
Technology Data	Finance and Accounting	Bi-Weekly	6 Impacted applications plus Payroll application	To document As-Is sections of the Functional Design Document	Each application has a Functional Design Document that will be completed for every application.
Technology Data	DDD Meeting	Monthly	5 Applications	All 5 impacted applications have completed Section 4 and 5 of As-Is applications	All 5 impacted applications have completed Section 4 and 5 of As-Is applications
Technology Data	FIRS Cadence Meeting	Twice a week	6 Modules	To document As-Is sections of the Functional Design Document	As-Is for 4 modules of FIRS is complete
Technology Data	AFAM Activities	Bi-Weekly	AFAM Activities – AFAM has 64 documented processes that need remediation	To document all technical activities that are not within applications for e.g., batch jobs, reports published on SharePoint etc.	64 processes team has discussed and documented 40 processes
Technology Data	Reports Data	Bi-Weekly	AFAM Activities – AFAM has 64 documented processes	To understand all impacted report data for	Approximately 200 plus reports from RDS FLAIR

						that need remediation
Technology Data	Tracker Utility	Bi-Weekly	All impacted systems	One stop to access the remediation status of all applications for PALM transition	11 Groups or bureaus and 64 applications will be tracked in this utility	
Technology Data	Disbursement As-Is meetings	Twice a week	Stakeholders	Completed collecting the As-Is documentation for Disbursements	This is currently in review for sign-off for users.	
People	Project Management Liaison Meeting	10/26/23	Project Manager	To collaborate and learn from other Agency PMs strategies and tools	PALM Collaboration Meeting at DCF	
People	Change Management & Training Liaison Forum	10/26/24	Training Liaison	To collaborate and understand how other agencies will handle training	PALM Collaboration Meeting at DCF	
People	DOH PALM Core Team Meeting	Every Wednesday	Project Stakeholders	• Monitor progress against project plan • Review and approves changes to project plans (resources, scope, goals, cost estimates) • Advise on project planning and implementation strategies • Make strategic decisions related to project deliverables prioritization and approvals • Review and suggest solutions for issues critical to project success • Assist in resolving project conflicts Assist and guide on resource allocation	Core Meeting to give guidance and direction to the Project Manager	
People	PALM Executive Steering Committee	Once a month	Executive Stakeholders	• Advise on project strategy and guidance • Make strategic decisions related to project deliverables prioritization and approvals • Review and suggest solutions for issues critical to project success • Assist in resolving project conflicts	ESC Meeting to communicate decisions and Project status.	
People	Advisory Council Meeting	Monthly or as scheduled	Stakeholder	To participate and advice the PALM Project team	PALM Advisory Meeting	
People	DOH Readiness Touchpoint Meeting	Monthly or as scheduled	Executive Stakeholders	To meet the PALM Readiness team for PALM Project updates	Touchpoint meeting with Readiness Co-ordinator	
People Processes	Task 326 Meetings	Weekly	DOH PALM Project Team	To complete Task 326	Task submitted	
People Processes	Payroll Wave Business Process Models Review Meeting	09/18/23 & 09/19/23	DOH PALM Project Team & SMEs	To learn and understand the Payroll Wave Business Process Model		
People Processes Technology	Review Payroll Process	10/09/2023	Payroll team	To proactively work with payroll and HR team to update them of PALM business process and upcoming design sessions	The HR team is aware of upcoming changes.	
People Processes Technology	Technical Hall Meeting	09/18/2023	DOH PALM Project Team	Collaborate and learn technical next steps		
People Processes Technology	Design Meetings	10/03/23 & 10/04/23	DOH PALM Project Team & SMEs	Design Session for Segment I		
People Processes Technology	FDW Planning and Kick Off Design meeting	Weekly	DOH PALM Project Team 7 DOH OIT	To plan FDW data loads and design		
Processes	County Health Department Meeting	Bi-weekly	CONMAN Application	To get business users and CHD's ready for PALM changes	To complete the As-Is documentation for CONMAN business system	

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Agency Sponsor Confirmation

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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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DOH Status Report Confirmation

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Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Robert Herron	robert.herron@flhealth.gov	11/09/23
July - August 2023	Robert Herron	robert.herron@flhealth.gov	09/06/23

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