

**Helpful Links**

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# DCF Status Report Dashboard

**Reporting Period**

March - April 2026

**Agency Sponsor**

Chad Barrett

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

## RW Task Timeliness

## RW Task Completeness

**Direct Impact Task Timeliness**



**Direct Impact Task Timeliness:**

Score = 94.07%

- Submitted On Time = 39
- Submitted Late = 15
- Pending Submission = 0

**Other Task Timeliness**



**Other Task Timeliness:**

Score = 80.62%

- Submitted On Time = 62
- Submitted Late = 35
- Pending Submission = 0

**Direct Impact Task Completeness**



**Direct Task Completeness:**

Score = 85.85%

- Submitted Complete = 41
- Submitted Incomplete = 5
- Completed After Submission = 7

**Other Task Completeness**



**Other Task Completeness:**

Score = 82.90%

- Submitted Complete = 49
- Submitted Incomplete = 0
- Completed After Submission = 20

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:**

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

- Unique Filled Role = 7
- Duplicate Filled Role = 7
- Vacant Role = 0

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         | Data                         | 597     | Complete Data Cleansing Based on Mock Conversion 4             | 01/12/26                | 03/13/26              | 100% - Submitted  | 03/13/26               |                | Submission Complete                |                                  |
| N/A            | N/A                          | 673     | Submit Bimonthly Agency Readiness Status Report                | 03/02/26                | 03/10/26              | 100% - Submitted  | 03/09/26               |                | Submission Complete                | 03/10/26                         |
| Indirect       | N/A                          | 674     | Submit Monthly Progress Report - Testing                       | 03/02/26                | 03/31/26              | 100% - Submitted  | 03/31/26               |                | Submission Complete                |                                  |
| Indirect       | People                       | 696     | Maintain Role Mapping Worksheet                                | 03/23/26                | 04/30/26              | 100% - Submitted  | 04/30/26               |                | Submission Complete                |                                  |
| Indirect       | N/A                          | 675     | Submit Monthly Progress Report - Testing                       | 04/01/26                | 04/30/26              | 100% - Submitted  | 04/30/26               |                | Submission Complete                |                                  |
| Indirect       | Data                         | 697     | Maintain Configuration and Conversion Workbooks                | 04/01/26                | 04/30/26              | 100% - Submitted  | 04/30/26               |                | Submission Complete                |                                  |
| N/A            | People                       | 607     | Update Training Plan   | 04/06/26                | 06/05/26              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |                |                                    |                                  |
| N/A            | People                       | 676     | Share Florida PALM Updates                                     | 04/13/26                | 04/24/26              | 100% - Submitted  | 04/20/26               |                | Submission Complete                |                                  |
| Direct         | Data                         | 713     | Confirm Supplier Records                                       | 04/20/26                | 05/22/26              | 50% - In Progress   |                        |                |                                    |                                  |
| Direct         | Data                         | 698     | Complete Data Cleansing in Preparation for Dry Run 2           | 04/20/26                | 06/17/26              | 50% - In Progress   |                        |                |                                    |                                  |
| N/A            | N/A                          | 677     | Submit Bimonthly Agency Readiness Status Report                | 05/01/26                | 05/11/26              | 100% - Submitted  | 05/08/26               |                |                                    | 05/11/26                         |
| Indirect       | N/A                          | 678     | Submit Monthly Progress Report - Testing, Training             | 05/01/26                | 05/29/26              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |                |                                    |                                  |
| Indirect       | Data                         | 699     | Maintain Configuration and Conversion Workbooks                | 05/01/26                | 05/29/26              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |                |                                    |                                  |
| Indirect       | People                       | 700     | Maintain Role Mapping Worksheet                                | 05/01/26                | 05/29/26              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |                |                                    |                                  |
| N/A            | Processes                    | 602     | Update Agency Business Process Documentation                   | 05/04/26                | 10/30/26              | 25% - Beginning Initial Internal Meetings and Information Gathering |                        |                |                                    |                                  |
| N/A            | People                       | 604     | Create Agency-Specific Learning Materials to Support End Users | 05/04/26                | 10/30/26              | 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.

### DCF Risks

| Status              | Date Opened | Date Closed | Primary Risk Category   | Risk Title   | Trend      | Risk Rating   | Background  | Monitor/Mitigation Plan/Resolution   | Impact if Risk Becomes an Issue  | Reporting Period Comments for Mar. - Apr. 2026      |
|---------------------|-------------|-------------|-------------------------|--|------------|---------------|---|--|--|---|
| Open and Monitoring | 11/18/25    |             | Business Process Change | Loss of Cross-Agency Payroll Processing Capability in PALM | Increasing | 9 (High/High) | DCF currently has the ability in FLAIR to process salary and OPS payroll payments for employees of other state agencies based on... | Collaborate with PALM team to identify and implement a long-term solution that restores cross-agency payroll processing capability or... | Loss of Current Functionality: Elimination of established business capability that DCF performs for other state... | No additional comments to add this reporting period |

|                     |          |  |                         |   |            |                 |   |   |   |  |
|---------------------|----------|--|-------------------------|---|------------|-----------------|---|---|---|--|
|                     |          |  |                         |   |            |                 | on People First permissions. In PALM, this functionality will be restricted and DCF will only be able to issue payments for DCF employees, eliminating the cross-agency payroll processing capability that DCF currently provides.  | establishes a sustainable alternative process.  | agencies<br><br>Workflow Disruption: Interruption to current payroll processing workflows for non-DCF employees<br><br>Service Impact: Potential service interruption for other state agencies that depend on DCF for payroll processing<br><br>Process Redesign Required: May necessitate establishment of new inter-agency coordination procedures and process changes<br><br>Relationship Impact: Could affect DCF's service relationships with other state agencies |  |
| Open and Monitoring | 04/24/26 |  | Interface               | Cycle 2 Interface Testing Deadline in Jeopardy Due to PALM Support Response Delays  | Stable     | 9 (High/High)   | DCF has 2 remaining Cycle 2 interface test to be completed by end of April 2026 (PALM-mandated deadline). However, possible critical technical changes and remediations are pending with current ticket/inquiry response times averaging 2+ weeks. This response delay creates a critical path bottleneck that may prevent DCF from meeting the mandated testing deadline, despite DCF's readiness to proceed.  | Monitor weekly, escalate aggressively, document everything, and protect DCF's accountability by building a clear audit trail of vendor delays.  | Compressed timeline may force elimination of edge cases, error handling scenarios, and volume testing   | Current PALM response delays create a HIGH technical risk that DCF cannot fully mitigate independently. Without improved PALM responsiveness within 2 weeks, DCF faces choice between accepting elevated post-go-live technical risk or requesting deadline extension. |
| Open and Monitoring | 05/06/25 |  | Agency Business System  | Risk of not completing system development/ready by deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing at a future date. | Increasing | 6 (Medium/High) | The Florida PALM Project has imposed a deadline for agencies to identify and have in place the interfaces for systems that will connect to PALM. Risk of not completing system development/remediation by that deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing. Since many of the development teams that will address these builds and remediations are newly online, there is a high likelihood that work will not be completed by this deadline.   | Avoid. Establish aggressive development milestones. Increase development resources. Weekly progress monitoring. Early interface testing preparation. Prioritize critical system components. Regular communication with PALM project team. Mock up files as if they were coming from our apps, for completion of April/May testing | Missing development deadlines can exclude the project from critical testing phases, impacting overall project success and delivery.   | 1 outbound interface test remaining.   |
| Open and Monitoring | 12/30/25 |  | Business Process Change | DCF Budget Consolidation to Headquarters - Impact on PALM Systems and Functionality   | Increasing | 6 (Medium/High) | DCF is planning a major organizational change to consolidate all budget authority to Headquarters (Org L2=20 or 30) at the department level, moving away from the current regional budget structure (L2=31, 32, 33, etc.). While expenditures will continue at the regional level, all budgetary control and authority will be centralized. This significant policy and structural change is planned for implementation on July 1, 2026, and may have substantial impacts on existing systems, particularly AJT/CJT functionality and future FRC functionality within PALM. | Conduct comprehensive impact analysis through cross-functional working group to identify all system, process, and organizational barriers prior to July 1, 2026 implementation. Develop mitigation plans for each identified impact area and coordinate with PALM implementation timeline.  | If critical system limitations identified, escalate to executive leadership for policy modification or timeline adjustment.   | No comments to add this reporting period   |
| Open and Mitigating | 05/06/25 |  | Business Process Change | If encumbrances are not accomplished in MFMP then sufficient budget may not be available for purchase even though purchase order is approved.                                 | Increasing | 6 (High/Medium) | DCF accumulates expenses that are payable from multiple fund sources (Federal, Grant, GF, etc). In FLAIR, encumbrances could be made against a single fund, regardless of whether or not that fund was sufficient to pay the obligations. When the expenses were realized, they were split across multiple funds to accumulate a sufficient amount. Since MFMP will budget check against PALM at the time of the encumbrance a new  | Mitigate. Provide training and job guides to teach that budget check must be conducted before seeking purchase order approval.  | Failure to accomplish encumbrances can lead to budgetary issues and financial mismanagement, affecting project funding and execution.   | No comments to add for this reporting period   |

|                     |          |  |                         |   |            |                   |   |  |   |  |
|---------------------|----------|--|-------------------------|---|------------|-------------------|---|--|---|--|
|                     |          |  |                         |   |            |                   | circumstances, a new business process will be needed to replace prior one.  |  |   |  |
| Open and Mitigating | 05/06/25 |  | Agency Business System  | FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing. | Stable     | 4 (Medium/Medium) | FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, may not be able to support current business processes that utilize Expansion Option with front end processing.  | Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.   | Improper integration of speed keys can disrupt business processes, requiring additional resources to develop new applications and potentially causing delays. | No comments to add this reporting period     |
| Open and Mitigating | 05/06/25 |  | Agency Business System  | Incomplete/Imp Data Cleansing Activities  | Increasing | 4 (Medium/Medium) | FL PALM initiated agency data cleansing activities in September 2024 with Mock 1. After the first error dump, it was discovered that there were algorithmic errors the precluded the Mock 2 data extraction on November 30, 2024. Since that time, the focus of the data cleansing timeline has shifted to meet stage gates on the PALM schedule rather than focus on data integrity. | Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.  | Inaccurate data cleansing can lead to flawed data analysis and decision-making, affecting the reliability of project outcomes.                                | No comments to add this reporting period     |
| Open and Mitigating | 05/06/25 |  | Agency Business System  | Incomplete/Imp Current State Analysis   | Stable     | 4 (Medium/Medium) | DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.  | Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.   | Misunderstanding the current state can result in flawed project planning and execution, leading to inefficiencies and potential project failure.              | No comments to add this reporting period     |
| Open and Monitoring | 05/06/25 |  | Business Process Change | Federal Grant System Integration Approval Requirements  | Increasing | 4 (Medium/Medium) | Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities.   | Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline | Delays in approval can affect project timelines and funding, potentially jeopardizing project success.  | No comments to add for this reporting period |

| DCF Issues |             |             |   |                         |   |   |  |                                   |                  |  |
|------------|-------------|-------------|---|-------------------------|---|---|--|-----------------------------------|------------------|--|
| Status     | Date Opened | Date Closed | Priority  | Primary Issue Category  | Issue Title   | Background  | Action Plan  | Planned or Actual Resolution Date | Reporting Period | Comments for Mar. - Apr. 2026            |
| Open       | 05/08/25    |             | Critical - Impacts the ability of the agency to move forward with work without resolution | Agency Business System  | Cost Allocation Not Available in PALM. (See attachments)  | DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.                               | On going pending SpeedKey and other conversation with Enterprise applications  | 08/28/26                          |                  | No comments to add this reporting period |
| Open       | 05/08/25    |             | Critical - Impacts the ability of the agency to move forward with work without resolution | Agency Business System  | DCF's journal distribution process  | Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20. | As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are on-going. Several of our updates are dependent on the concerns being addressed. | 08/28/26                          |                  | No comments to add this reporting period |
| Open       | 05/08/25    |             | Critical - Impacts the ability of the agency to move forward with work without resolution | Agency Business System  | Budget Funding Process since PTAXX cannot be loaded in FACTS.   | DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.  | Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.   | 08/28/26                          |                  | No comments to add this reporting period |
| Open       | 05/08/25    |             | High - Impacts the ability of the agency to meet deadlines or milestones                  | Business Process Change | MFMP to PALM interface will not support more than 100 splits per invoice line item, some of our Collocated expenditures are expected to split to at least 500 lines, directly impacting our ability to utilize that enterprise business system. | Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20. | Restructure invoices and implement manual processing in the short term Develop intermediate processing systems and request interface enhancements in the medium term System integration improvements and potential accounting structure redesign for the long term   | 08/28/26                          |                  | No comments to add this reporting period |

|      |          |  |  |                          |  |   |  |          |  |
|------|----------|--|--|--------------------------|--|---|--|----------|--|
| Open | 05/08/25 |  | High - Impacts the ability of the agency to meet deadlines or milestones | Deployment/Cutover       | Agency often experiences delays between requests for meetings and other communication with various PALM teams and acknowledgement of these requests.     | PALM RCs are placed between agencies and SMEs on various topics. This has proven to cause confusion and miscommunication on several occasions.  | Continue to submit requests and follow-up with RCs to ensure message is received and appropriate prioritization occurs.  | 08/28/26 | No comments to add this reporting period         |
| Open | 05/08/25 |  | High - Impacts the ability of the agency to meet deadlines or milestones | Conversion/Configuration | Staffing challenges in General Services are presenting difficulties with readiness workplan tasks related to assets, leading to voids in data migration. | DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.  | Meet with impacted stakeholders to create strategy for resolving personnel and training shortfalls.  | 08/28/26 | No comments to add this reporting period         |
| Open | 04/22/26 |  | High - Impacts the ability of the agency to meet deadlines or milestones | Agency Business System   | PALM ProcessID Length Change Requires Outbound File Naming Convention Rework   | PALM changed documentation regarding the length of the ProcessID field in the outbound file naming convention. This late-stage documentation change requires rework of DCF's already-developed interface file naming logic across multiple business systems.<br>Impact<br><br>Systems Affected: All DCF business systems with outbound interfaces to PALM<br>Code Rework Required: File naming logic must be modified and retested<br>Testing Impact: Additional test cycles required to validate new naming convention<br>Timeline Impact: Delays interface testing completion and increases risk to April 30 Cycle 3 deadline<br>Documentation Impact: DCF technical documentation and runbooks require updates | DCF Actions:<br><br>Identify all affected outbound interfaces and systems<br>Update file naming logic code in all affected systems<br>Modify test scripts and validation logic<br>Update technical documentation and operational runbooks<br>Retest all affected interfaces with new naming convention<br>Obtain PALM validation of corrected file naming<br><br>PALM Actions Required:<br><br>Provide final, authoritative ProcessID length specification<br>Confirm no additional file naming convention changes pending<br>Validate DCF's corrected file naming samples<br>Update all PALM documentation consistently | TBD      | No additional comments for this reporting period |

#### DCF Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period | Comments for Mar. - Apr. 2026 |
|-------------------------------|------------|--------|------------------------|--|------------------|-------------------------------|
|                               |            |        |                        |  |                  |                               |

#### 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

#### DCF Status Report Confirmation

| Reporting Period        | Agency Sponsor Name: | Confirmed By:                | Confirmation Date: |
|-------------------------|----------------------|------------------------------|--------------------|
| March - April 2026      | Chad Barrett         | chad.barrett@myffamilies.com | 05/08/26           |
| January - February 2026 | Chad Barrett         | chad.barrett@myffamilies.com | 03/09/26           |