

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DLA
- Readiness Workplan

DLA 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

March - April 2026

Agency Sponsor

Darlene Faris

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 98.8%

- Submitted On Time = 45
- Submitted Late = 5
- Pending Submission = 2

Other Task Timeliness



Other Task Timeliness:

Score = 92.99%

- Submitted On Time = 83
- Submitted Late = 14
- Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 88.20%

- Submitted Complete = 33
- Submitted Incomplete = 4
- Completed After Submission = 13

Other Task Completeness



Other Task Completeness:

Score = 89.57%

- Submitted Complete = 53
- Submitted Incomplete = 3
- Completed After Submission = 13

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 = 17
- Duplicate Filled Role = 13
- 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	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	75% - Consolidating/Inputting Information for Submission		Blocked due to missing Single Pay procedures, which prevents testing.		
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	100% - Submitted	03/16/26		Submission Complete	
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/10/26		Submission Complete	
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	SAM/SOD Error resolutions are in progress.	Task Closed - Submission Incomplete	
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	Conversion Worksheets are pending	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	04/23/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/11/26			
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	50% - In Progress				
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	75% - Consolidating/Inputting Information for Submission				
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26	50% - In Progress				
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.

DLA 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 Mitigating	01/13/26		Staffing/Resource Availa	Limited SME availability and Potential SOD Conflicts during UAT Due to Operational Workload	Increasing	9 (High/High)	Agency SMEs are responsible for supporting Florida PALM UAT activities while also managing day-to-day operational responsibilities. Due to limited staffing and overlapping responsibilities, SMEs may encounter potential segregation of duties(SOD) conflicts during testing.	The risk was discussed with PALM team. Agency will monitor SME availability and potential SOD conflicts during UAT and adjust participation as needed based on operational priorities.	Delays or gaps in UAT execution may occur, resulting in reduced test coverage, delayed defect identification and resolution, and potential impacts to overall project readiness and go-live timelines.	Open risk; monitoring SME availability during UAT and potential impact on test script validation. 05/07- During the recent team discussion, SMEs confirmed that leadership is continuing recruitment efforts with no confirmed timeline for the Division of Administration resource. DFS has also requested a separate meeting to discuss possible mitigation approaches for the SOD issues.
Open and Monitoring	01/13/26		Deployment/Cutover	Potential System Downtime During PALM-FLAIR Transition	Increasing	9 (High/High)	During the transition from FLAIR to Florida PALM, there may be anticipated periods where system availability is reduced. Clarification has been requested from the PALM team regarding any planned downtime.	Agency raised the question with PALM RCs and is awaiting confirmation regarding anticipated system downtime. Agency will monitor updates.	It may delay processing activities, impact UAT execution, and affect day-to-day operational tasks during the transition period.	Open risk; monitoring updates and awaiting further guidance from PALM.
Open and Monitoring	01/14/26		User Acceptance Testing	UAT Data Readiness Dependency on Mock Conversion 4	Increasing	9 (High/High)	Data cleansing based on Mock Conversion 4 is scheduled to be completed by March 13, while UAT is planned to begin in February. If UAT begins before Mock Conversion 4 data is available or validated, testing may need to proceed with incomplete or non-final data.	Agency has raised the concern with PALM RCs and is awaiting guidance on UAT data expectations.	UAT execution may be delayed or limited, resulting in reduced test coverage, increased work, and potential impacts to testing timelines.	Agency review of data readiness is ongoing in preparation for UAT.
Open and Monitoring	04/15/26		Agency Business System	DFS Single Pay Approval Impact on consumer restitution payments and Refunds.	Increasing	9 (High/High)	Additional processes are being added to support Single Pay for consumer restitutions, and refunds, requiring updates to ABS and supplier records to prevent payment delays.	We need to revise ABS processes to include supplier records being added by DFS then being ingested by ABS which causes delay in payment processing.	Delay in payment processing affects timely disbursements.	Open risk
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	Monitoring responsibilities and training considerations for payroll activities.
Open and Monitoring	01/13/26		Deployment/Cutover	Inter-Agency PALM Go-Live Readiness Impacting DLA Operations	Stable	6 (Medium/High)	Agency relies on Inter-agency transactions and coordination to support day-to-day operations. If one or more dependent agencies are not ready for Florida PALM go-live, required inter-agency processes and transactions may be delayed or disrupted, potentially impacting agency's operational continuity.	The risk was previously discussed with PALM RCs. Agency will continue to monitor updates from DFS and adjust planning as needed to minimize operational priorities.	Delays or disruptions in inter-agency processes may impact DLA's day-to-day operations and require interim or manual procedures until all dependent agencies are fully live in Florida PALM	Open risk related to inter-agencies dependencies; monitoring readiness and coordination updates with DFS and IV&V.
Open and Mitigating	05/06/26		Business Process Chang	Lack of Batch Upload Capability for Supporting Documents/ Project ID Processing	Stable	6 (High/Medium)	Current understanding is that PALM may require supporting documents and Project ID related records to be uploaded manually one at a time instead of through a batch upload process. Existing agency processes currently support bulk uploads through Excel/scripting in FLAIR. If PALM does not support batch upload functionality, Finance & Accounting staff may experience operational delays and increased manual workload after cutover.	<ul style="list-style-type: none"> • Validate functionality during UAT testing. • Escalate to PALM/DFS if no batch upload capability exists. 	Manual one-by-one uploads may significantly delay processing activities and increase operational workload during post-cutover production activities, especially during high-volume processing periods.	05/07- Further validation pending through UAT testing and PALM KC review.
Open and Mitigating	05/07/26		Business Process Chang	Manual Payroll Split Processing for Federal Grants	Stable	6 (High/Medium)	Current Medicaid Fraud payroll and related expenditures are processed using split funding between Federal Grants Trust Fund and General Revenue. Existing processes use journal transfers and spreadsheet/scripting activities. There is uncertainty regarding how PALM payroll processing and split funding functionality will operate after cutover.	<ul style="list-style-type: none"> • Coordinate with PALM/DFS regarding split funding approach • Validate split funding capability during UAT activities. • Continuing discussions with Finance and Payroll SMEs regarding future-state processing 	If PALM does not support expected split funding functionality, additional manual journal transfers and payroll adjustment activities may be required after cutover, increasing operational workload and reconciliation efforts.	05/07- Monitor future-state payroll split funding process and PALM split funding functionality during UAT and cutover planning.

DLA 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	05/21/25		Critical - Impacts the abil	User Acceptance Testing	Data Warehouse	We have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	Follow up with DW/BI UAT Testing participants and PALM resources to confirm available data warehouse testing capabilities and reporting validation approach.	06/30/26	Data warehouse availability for testing is being monitored. 05/07- Awaiting DW/BI UAT feedback and confirmation on reporting validation/testing capabilities.
Open	09/10/25		High - Impacts the ability	Conversion/Configuration	Review and validation of extensive PALM Supplier file	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data. 05/07- Continue reviewing the Supplier file and identify an efficient approach for validating extensive supplier records. Coordinate with PALM and other agencies for clarification and best practices.	05/30/26	05/07- Review and validation approach for the extensive PALM supplier file is being evaluated. Supplier file contains approximately 325K+ records, and additional clarification on agency-specific validation expectations is pending.
Open	04/08/26		High - Impacts the ability	Deployment/Cutover	Unclear guidance on PCard usage, prompt payment, and payment processing during PALM cutover	The agency has requested clarity on operational impacts during the PALM cutover period (Dec 19, 2026 – Jan 1, 2027), including PCard usage, prompt payment processing, and general payment activities. A&A indicated that WORKS and related systems will experience downtime, and transactions will not be accessible until the updated environment is available. Guidance on PCard usage and prompt payment handling is still being finalized and requires State-level decisions. Additionally, the agency has identified several operational concerns, including inability to process on-demand checks, restrictions on advance payments, and potential delays in invoice processing. Finalized guidance is not yet available, creating uncertainty for agency planning and communication.	Follow up with DFS/PALM for finalized guidance on: <ul style="list-style-type: none"> PCard usage during cutover Prompt payment handling Payment processing limitations Track updates from State-level decisions Identify and document agency contingency plans Prepare communication inputs for executive and agency staff 	12/01/26	Open item related to cutover impacts on PCard usage, prompt payment, and payment processing. Agency has identified multiple operational risks; awaiting finalized guidance from DFS/PALM.

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Mar. - Apr. 2026
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	05/07- SAM/SOD remediation and role modification activities are ongoing. Additional coordination with IT and business teams is required to resolve remaining role conflicts and access dependencies.
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	Pending ARI024 outbound file from PALM. Agency side API002 manual upload efforts by IT.
Processes Data	Supplier records were added by DLA; however, PALM and FLAIR supplier outputs require additional validation and clarification.	Logged	05/31/26	Finance & Accounting	05/07- Validation approach for extensive PALM supplier records is under review.

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

DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	05/11/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/16/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/10/26