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
May - June 2025

Agency Sponsor
Teresa Johnson

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.43%

• Submitted On Time = 31

• Submitted Late = 4

• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 68.59%

• Submitted On Time = 40

• Submitted Late = 31

• Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 88.57%

• Submitted Complete = 28

• Submitted Incomplete = 2

• Completed After Submission = 5

Other Task Completeness

Other Task Completeness:

Score = 88.18%

• Submitted Complete = 37

• 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.

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

Change Champion Network:

• Unique Filled Role = 4

• Duplicate Filled Role = 10

• 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
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	01/31/25	Confirmed with TJ and SMEs that all documents are ready for submission.	Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	05/02/25	Updated sheets with errors.	Submission Complete	06/04/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	05/12/25	Confirmed with TJ and RP that documents are ready for submission.	Submission Complete	
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	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25	Confirmed SMEs with TJ and RP during status meeting.	Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25	Confirmed with TJ that she signed off on the bimonthly status report.	Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/16/25	Confirmed with DR that values listed in the smartsheet are correct but did log additional questions with the PALM team regarding the IdP.	Submission Complete	05/29/25
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	100% - Submitted	06/19/25	Confirmed with SMEs that errors have been resolved. Still have one outstanding	Submission Complete	
Direct	Data	657	Submit Updated Configuration Workbooks	05/19/25	06/20/25	100% - Submitted	06/20/25		Task Closed - Submission Incomplete	
Direct	Data	659	Update Conversion Field Mapping	05/19/25	06/20/25	100% - Submitted	06/20/25		Task Closed - Submission Incomplete	
Direct	People	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	05/19/25	06/20/25	100% - Submitted	06/20/25		Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	08/08/25	50% - In Progress				
Direct	Data	657-A	Submit Updated Configuration Workbooks - Agency Supplier Record	06/09/25	06/27/25	100% - Submitted	06/20/25	Confirmed with the PALM team that this is only required if need to accept payments from other agencies outside of IU module. Confirmed with RW that DOEA does not have a need for this.	Submission Complete	
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.		
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	50% - In Progress				
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	25% - Beginning Initial Internal Meetings and Information Gathering				
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.		

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 May - June 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 Risk 4 from the archived Risk log.	Reviewing conversion inventory carefully to minimize post go-live clean up. Communicating new requirements to staff. Also working with contracted staff to aid in the clean up of data.	Inflated workload post go-live for Agency staff.	Continuing to clean up data errors are discovered.
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.	Continuing to update documentation as process change.

DOEA Issues

Status	Date Opened	Date Closed	Issue Category	Issue Title	Priority	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for May - June 2025
Open	01/16/24		Staffing/Resource Availability	Multiple Position Vacancies	Low - All impacts not listed	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	Added language to the action plan to account for the new hires. Keeping risk because existing resources will be more strained as getting the new hires up to speed will take some time.
Closed	09/05/24	05/05/25	Business Process Change Staffing/Resource Availability	Outdated processes and procedures	Low - All impacts not listed	Working to update processes and utilize resources for when employees are learning and understanding the "why", and when possible looking in the knowledge center to understand how it will change	Continue to meet internally to review internal processes to review and optimize processes	05/05/25	N/A Issue is closed.

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 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]

DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
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