

Helpful Links

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

AHCA Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Lynn Smith

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

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 72.50%**
- Submitted Complete = 6
 - Submitted Incomplete = 2
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflects the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 69.53%**
- Submitted On Time = 16
 - Submitted Late = 18
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	7/12 -12K+ records have been identified as needed to be cleansed. Initial review of the records includes encumbrances, contracts, and grants. Many of these records cannot be cleaned up by the Agency and will need to be purged by DFS. Meeting is scheduled to identify specific records that can be correct. 4/30 - Working with A&A on data cleansing 4/12 - Have begun some data review of the files provided to the Bureau for Financial Services team by DFS; Will Review and determine if additional data needs to be addressed and the approach. To be completed by	Submission Incomplete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		7/12 - Continue to work on the AS-IS and have begun design the To-Be processes for Disbursement. Assets To-Be Designs are in progress. AR To-Be processes are in progress. Contracts is not impacted as much and internal Agency Business System (CATS) needs to be remediated. 6/28 - Continuing discovery of processes performed by the BFS team 4/30 - New Resources are reviewing as is to identify gaps. 4/12 - Documentation of business processes have not begun due to resource constraints		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24					
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/03/24	4/30 - All are completed, but will not submit until we review it once more as a team	Submission Complete	05/17/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		7/12 - Continue to work on the AS-IS and have begun design the To-Be. Assets To-Be Designs are in progress. AR To-Be processes are in progress. CMIA is being worked. 6/28 - Continuing discovery of processes performed by the BFS team		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24	Signed on Thursday 5/9	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	07/02/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/14/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User	06/17/24	08/16/24					

AHCA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

AHCA 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	Weekly Change Champions Workgroup Meeting	05/01/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/02/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/06/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/06/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Change Champions Workgroup Meeting	05/08/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/09/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/13/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/13/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	05/14/24	Executive Sponsor	To review specific issues; processes; questions, budget	
People	Weekly Change Champions Workgroup Meeting	05/15/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/16/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/20/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/20/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Change Champions Workgroup Meeting	05/22/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/23/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Medicaid Projection Run As-Is Processes	05/24/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	05/27/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Project Team Meeting	05/28/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	05/28/24	Executive Sponsor	To review specific issues; processes; questions, budget	
Processes	As-Is Processes Budget	05/29/24	Bureau of Financial Services Budget	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Change Champions Workgroup Meeting	05/29/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/30/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	05/30/24	Bureau of Financial Services Assets	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/03/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Project Team Meeting	06/03/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/04/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
Processes	Weekly Disbursement To-Be Processes	06/06/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	FLAIR file uploads As-Is and To-Be Processes	06/06/24	BFS (Policy and Systems)	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	06/06/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/10/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
Processes	Medicaid Run (Grants) As-Is Processes	06/10/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	06/10/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/11/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People	Weekly Change Champions Workgroup Meeting	06/12/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Contract As-Is and To-Be Processes	06/13/24	Procurement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Contract As-Is and To-Be Processes	06/13/24	Procurement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Grants Management	06/13/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
Processes	Trust Fund and Cash Analysis As-Is and To-Be Processes	06/13/24	BFS (Policy and Systems)	Identify any missing processes while delivering the To-Be process documentation	
Processes	Weekly Disbursement To-Be Processes	06/14/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Change Champions Workgroup Meeting	06/19/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Assets (As-Is and To-Be) Processes	06/19/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	

People Processes Technology Data	Quarterly Florida PALM-Financial Services Ecosystem Governance	06/19/24	Executive Sponsor, BFS Leadership and CIO	To review resolve and escalate issues and budget	
Processes	As Is and To-Be Processes	06/20/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
Processes	Grants Management	06/20/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/24/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
Processes	Medicaid Run (Revenue) As-Is Processes	06/24/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	06/24/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/25/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/25/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People	Weekly Change Champions Workgroup Meeting	06/26/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Assets (As-Is and To-Be) Processes	06/26/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	06/26/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	

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 *

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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	07/03/24
March - April 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	05/09/24
January - February 2024	Sonya Smith	sonya.smith@ahca.myflorida.com	03/11/24