Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for AHCA
- Readiness Workplan

AHCA Status Report Dashboard

Reporting Period

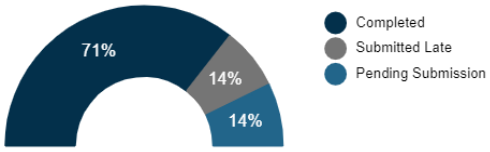
September - October 2023

Agency Sponsor

Vacant

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

Readiness Workplan Tasks



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

Readiness Workplan Tasks:

Total Tasks = 7

- Completed = 5
- Submitted Late = 1
- Pending Submission = 1

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 6
- Vacant Role = 1

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

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 0

- Related Business Systems = 0
- Related Reports = 0
- **Documentation Status:**

- Complete = 0 Partial = 2 Not Started = 0

Implementation:

- Role Mapping = TBD

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 20

- **Criticality:**

- High = 18 Med = 0 Low = 2 None = 0
- **Documentation Status:**

- Complete = 2 Partial = 14 Not Started = 0

Cataloged Interfaces = 18

- Inbound Interfaces = 13
- Outbound Interfaces = 5

Implementation:

- Interfaces = TBD

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 63

- **Associated Unique Uses = 63**

- Continued Use - Yes = 1
- Continued Use - No = 0
- **Associated Business Systems = 22**

Cataloged Reports = 47

- **Criticality:**

- High = 45 Med = 0 Low = 0 None = 0

Implementation:

- Conversions = TBD
- Configurations = TBD

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.

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.

AHCA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	When SunFocus and other urgent operational events occur, resources will be shifted to focus on the operational events thereby impacting the completion of Florida PALM tasks (schedule).	Open	9 (High/High)	Production incidents and time sensitive activities will continue to interfere with the resource-tight bureau. Assume the risk and work with the PALM Project to identify when a deliverable will be late. Document each occurrence and continue working on Florida PALM tasks and activities.	On-going	11/02/23	Phyllis Wander
People Processes Data	If the resources are not identified and onboarded in a timely manner 1) the Agency will not complete the tasks in a timely manner and 2) the Agency will not transition to Florida PALM in January 2026.	Closed	6 (High/Medium)	Current Augmented Staff will take upon the added responsibility of documenting the functional and technical specifications and mapping the chart of accounts and will spend less time making needed application changes to incorporate current manual processes.	Changed to an issue	10/24/23	Management
People	Florida PALM project scope increases, the Agency's current LBR funding requests are inadequate to complete the Florida PALM transition (schedule, scope and budget).	Open	6 (High/Medium)	Request administrative funding from the Legislature	New	11/02/23	Phyllis Wander
People Processes	Loss of Institutional Knowledge - Matriculation of knowledgeable business process and the SunFocus Application resources will hinder the progress of the project thereby impacting the timely completion of Florida PALM tasks (schedule).	Open	6 (High/Medium)	Continue to document desk procedures and manual processes and systems as well as encourage cross-training of operational functions.	On-going	11/09/23	Phyllis Wander

AHCA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Technology	After requesting system documentation, the Vendor team has not provided any functional/system documentation for SunFocus to attach to Florida PALM Task 326. The task did not meet the scheduled due date of 10/27/2023.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Escalate	On-going issue	01/15/24	Scott Ward
People Processes Technology	If the resources are not identified and onboarded in a timely manner 1) the Agency will not complete the tasks in a timely manner and 2) the Agency will not transition to Florida PALM in January 2026.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Immediate plan is to add an additional BA to document the HR/Payroll processes and complete the tasks that were done for the Financials Wave	Reviewed current resumes, but they did not have the specific skills we were seeking. Need to re-evaluate and resubmit a posting for the Staff Aug.	01/15/24	Abby Dunn

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 Processes Technology Data	Weekly Governance Meetings	9/25,10/2, 10/9,10/23	Bureau of Financial Services (SunFocus)	To review highlighting of weekly activities and bring risks and issues for resolution	
People Processes Technology Data	Weekly Project Team Planning Meeting	9/6,9/13,9/20, 9/27,10/11, 10/18,10/25	Project Team	Planning for the transition of Florida PALM	
People	Weekly Change Champions Workgroup Meeting	9/6,9/13,9/20, 9/27,10/11, 10/18,10/25	Change Champions and SMEs	To review status of tasks; Working session if need be	

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

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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Sonya Smith	sonya.smith@ahca.myflorida.com	11/09/23
July - August 2023	Sonya Smith	sonya.smith@ahca.myflorida.com	09/11/23