

Task Instructions

Task ID: RDNS246

Wave: CMS

Audience: All Agencies

Task Name: Confirm End User Role Mapping for the CMS Wave

Task Type: Readiness

Task Due Date: April 30, 2021

Task Overview

You previously submitted your End User Role Mapping Worksheet (Worksheet) in January 2021 identifying your CMS Wave end users and the roles they will be assigned in Florida PALM to perform CMS functions (RDNS233).

Review your RDNS233 submission. Confirm or update your end users' Florida PALM role assignments on the Role Mapping Matrix tab in your worksheet. Consider the actions end users perform today and the actions they will perform within Florida PALM after the CMS Wave go-live.

Use the updated Agency Role Mapping Handbook for reference when reviewing and updating or confirming your Florida PALM role assignments within your Worksheet. Review the Worksheet's Change Log, the Instructions tab, and the Separation of Duties (SOD) defined on the SOD Conflicts tab, as applicable to support your confirmation. As a reminder, SOD conflicts should be reviewed and approved by Department of Financial Services Division of Accounting and Auditing. Please note that while no new roles were added, some role names have changed.

This will be your agency's final opportunity to provide the Project your updated role assignments prior to the CMS Wave go-live. After CMS Wave go-live, your Security Access Managers (SAMs) will be responsible for maintaining end user role assignments and provisioning/deprovisioning end users. If your agency does not submit an updated Worksheet by the task due date, the Project will use the worksheet submitted as part of RDNS233 when preparing for go-live.

What will the Florida PALM Team do with this Information?

The Florida PALM Team will use your Worksheet to create users' profiles and assign their roles in Florida PALM for the CMS Wave.

Task Instructions

Please work with your agency's Florida PALM primary and backup SAM, Business Liaison, and the agency contact that completed your submission of RDNS233 to coordinate completion of the items involved with this task.

Instructions

- 1) Review the updated Agency Role Mapping Handbook and the updates made to the Worksheet on the Change Log tab (if applicable).
- 2) Work with each impacted division/office to update the Worksheet by following the steps provided on the Instructions tab.
- 3) Review your identified CMS Wave end users and assigned Florida PALM roles on the Worksheet, and update if necessary.

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- 4) *Submit your agency's updated Worksheet to FloridaPALM@myfloridacfo.com by **April 30, 2021**. Confirm with your Readiness Coordinator if there are no changes needed to your Worksheet.*
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Supporting Materials and Resources:

- [Agency Role Mapping Handbook](#)
- Agency's End User Role Mapping Worksheet (RDNS233 submission)