

Florida **PALM**

Planning, Accounting, and Ledger Management



CHANGE CHAMPION NETWORK VIRTUAL TOWN HALL

OCTOBER 21, 2020



Welcome to the Florida PALM Change Champion Network Virtual Town Hall



Agenda

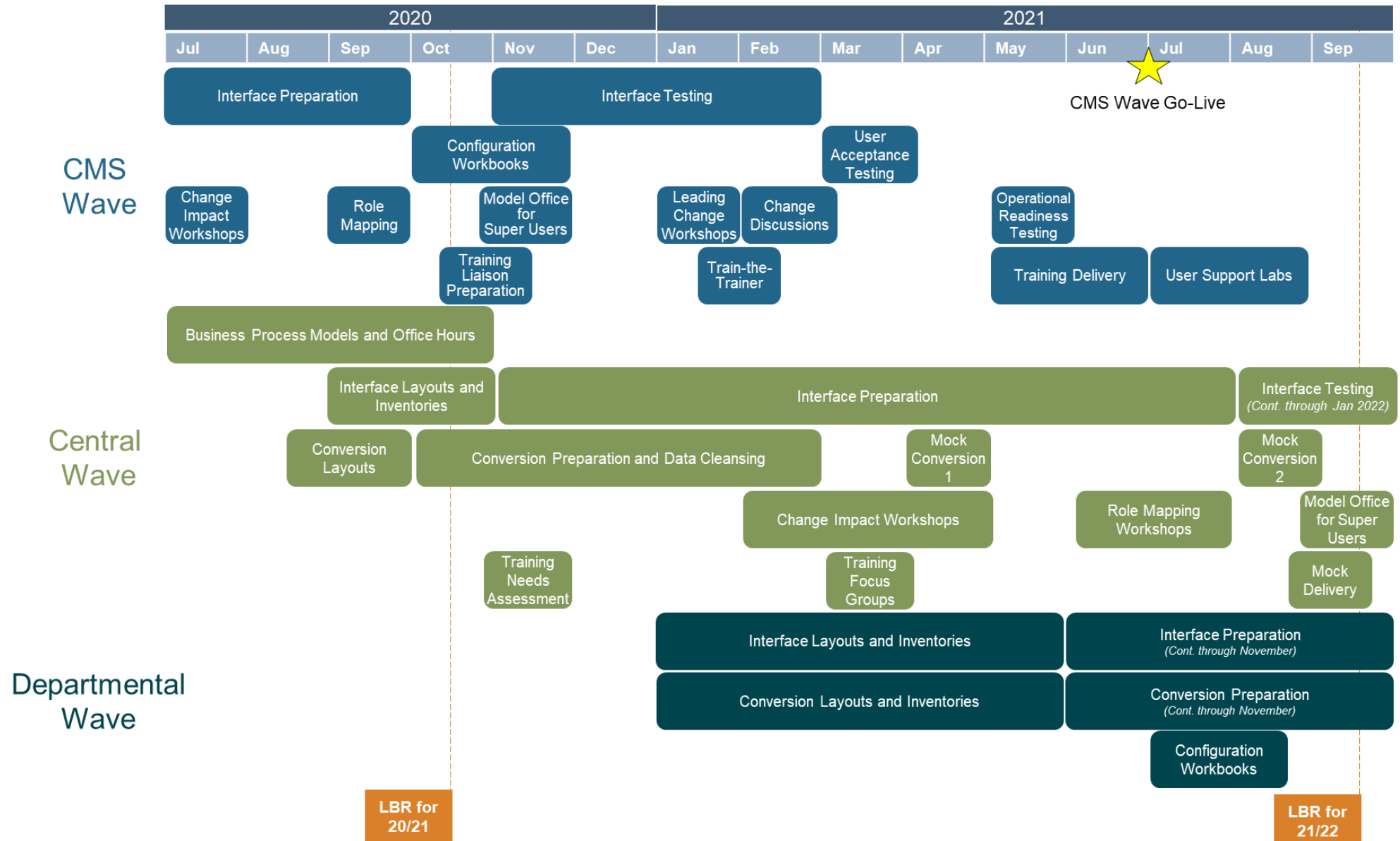
- Project Update
- CMS Wave Journey
- Tech Talk
- Training Liaison Engagement
- End User Journey
- Next Steps



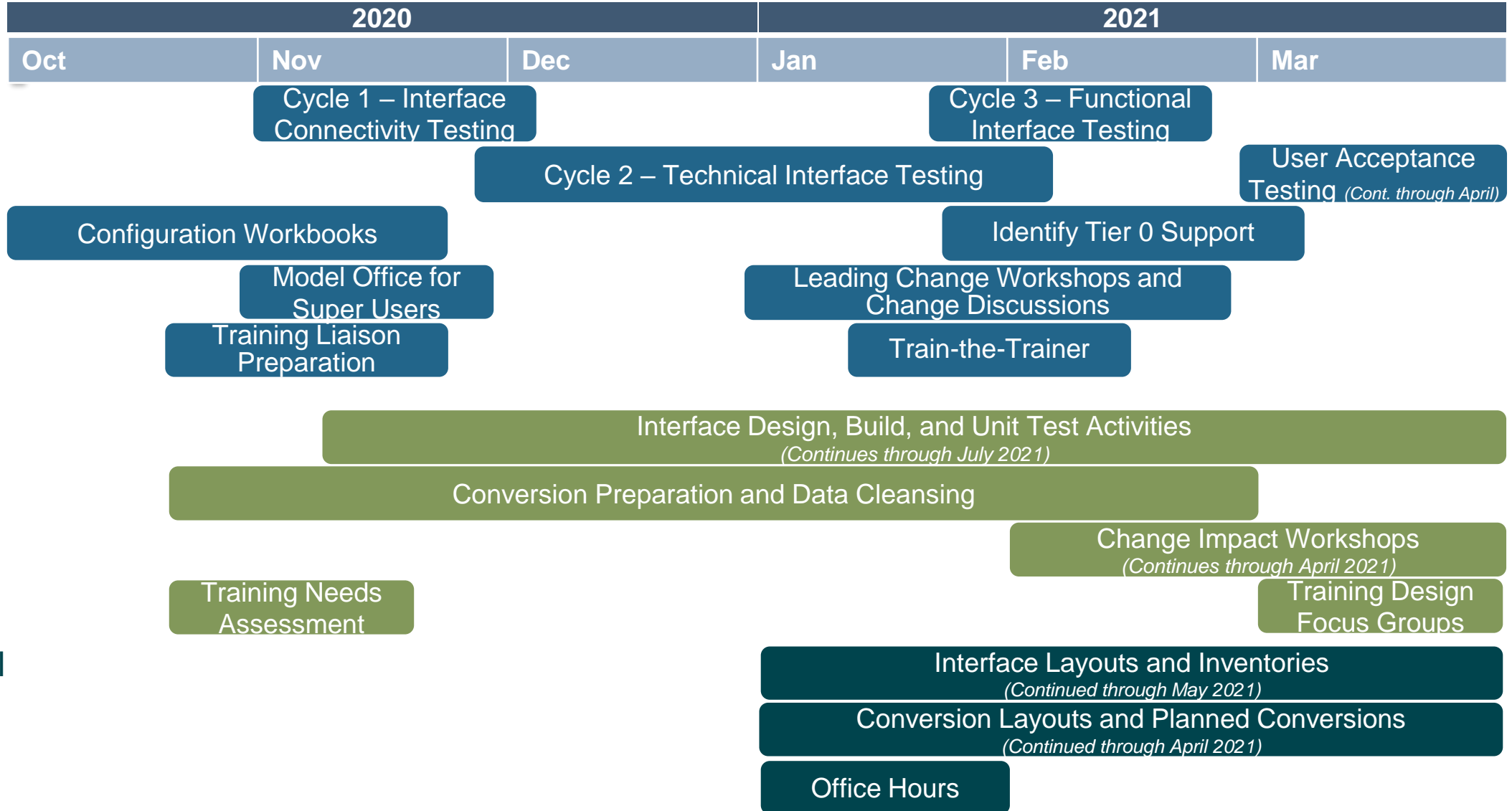
PROJECT UPDATE



Project Timeline



Six Month Look Ahead



Agency Internal Readiness Indicators

Themes Across Agencies

Desire to See and Work in the System

Minimal Internal Business Systems Impacts

Chart of Accounts

Timeline and Overlapping Waves



Ongoing Communication

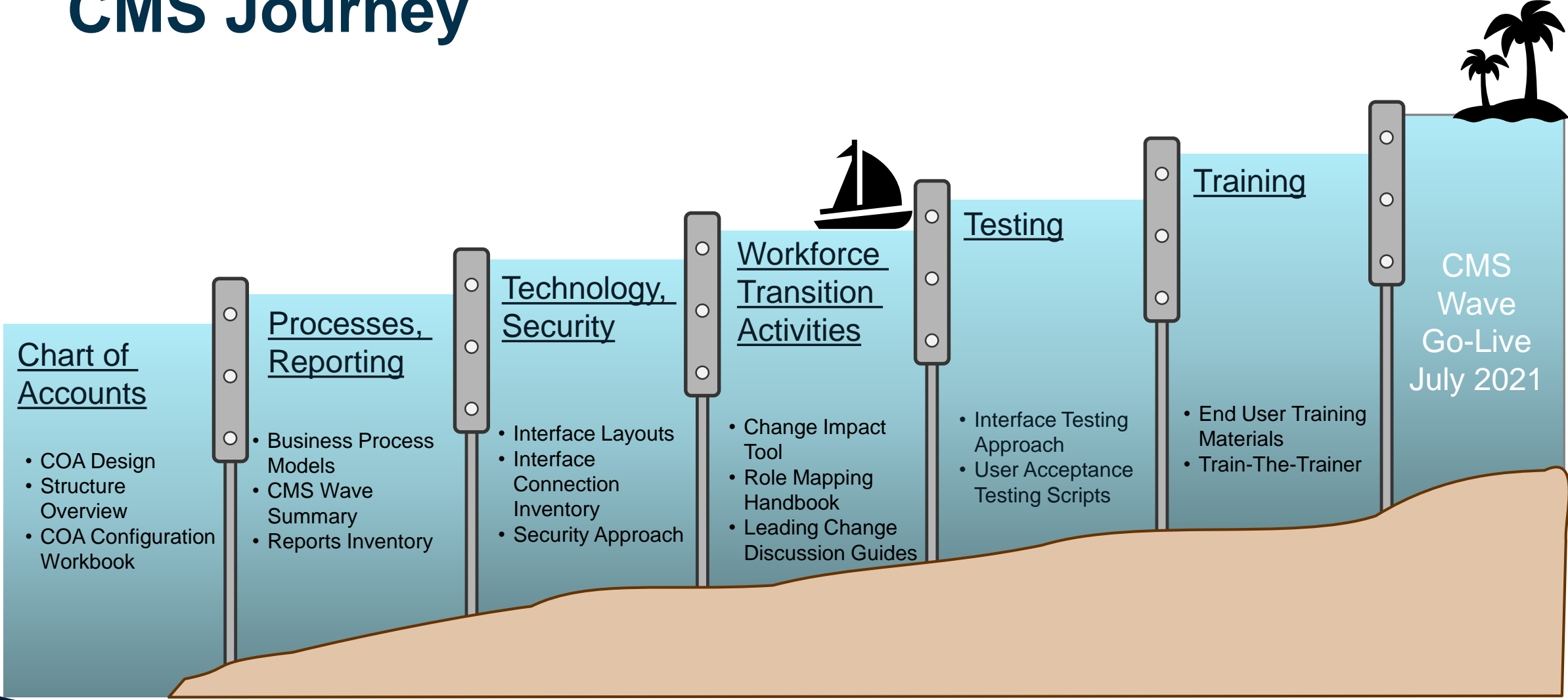
- ▶ Agency Monthly Status Report
- ▶ Sponsor Snapshots
- ▶ Agency Dashboards
- ▶ Recurring Communication from Scott Fennell, Deputy CFO



CMS JOURNEY



CMS Journey

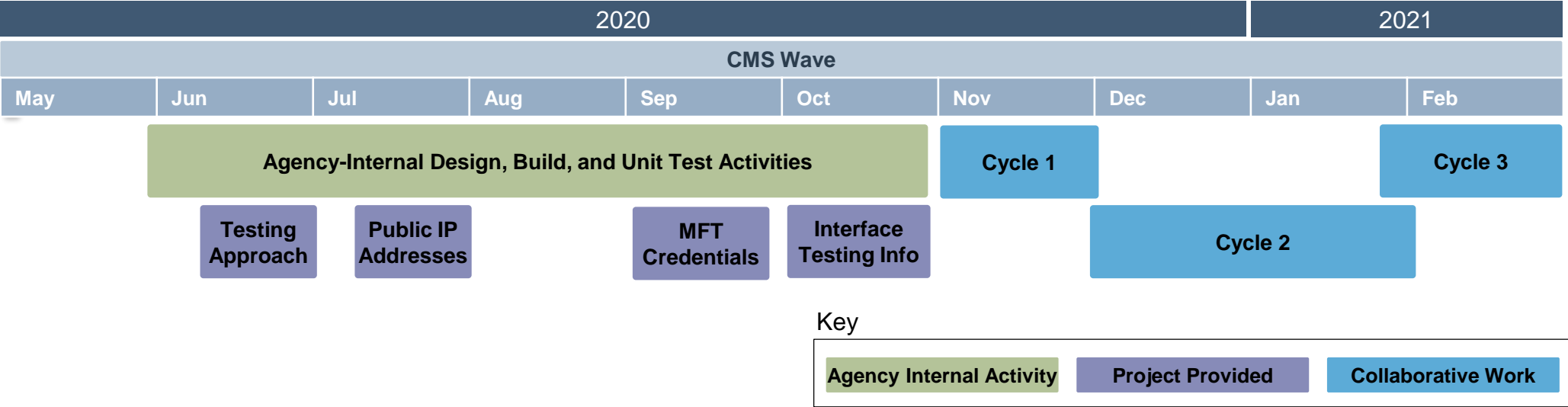


TECH TALK

INTERFACES



CMS Wave Interface Testing



CMS Wave Interface Testing

	Timing	Purpose
Cycle 1 Connectivity Testing	<ul style="list-style-type: none"> 11/02/2020 – 12/04/2020 	<ul style="list-style-type: none"> To validate that agencies can access their designated Florida PALM MFT folders and can place and retrieve files in the appropriate MFT folders
Cycle 2 Technical Testing	<ul style="list-style-type: none"> 11/30/2020 – 02/05/2021 	<ul style="list-style-type: none"> To validate that agencies can process Florida PALM outbound files within their internal business systems To validate that Florida PALM can process inbound files from agencies To validate that interface error processing is working properly and agencies can correct errors via interface, where applicable
Cycle 3 Functional Testing	<ul style="list-style-type: none"> 01/25/2021 – 02/26/2021 	<ul style="list-style-type: none"> To validate that Florida PALM works with the files received and can process the data across functional modules within Florida PALM This cycle will be performed by Florida PALM



Central Wave Catalog of Interface Offerings

- ▶ The Catalog contains a list of CMS and Central Wave Interfaces
- ▶ Determine business system impacts and remediation required by using the Catalog in conjunction with the Chart of Accounts Design and Business Process Models

66% of Central Wave Interfaces contain Chart of Accounts

94% of Central Wave Interfaces will exist permanently as implemented (end state solution)



Central Wave Catalog of Interface Offerings

	A	B	C	D	E	F	G
1	Florida PALM						
2	Planning, Accounting, and Ledger Management						
3							
4	Catalog of Central Interface Offerings						
5	Implementation Wave	Florida PALM Interface ID	Florida PALM Interface Name	Florida PALM Interface Description	Module	Business Process Area	Solution Type
6	Central Wave	API002	Inbound Voucher Load	Inbound interface containing invoice data from external systems to load regular, single payment, and manual payment vouchers for select agencies.	AP	CW.30.3.1 Process Vouchers; CW.30.5.1 Record Manual Payments	End State Solution
7	Central Wave	API004	Outbound Payment Extract	Outbound interface containing payment information to FFMIS and agency business systems, as well as internally and externally managed transparency websites and source data systems, including: State of Florida Transparency Portal, Vendor Payment History, and FACTS.	AP	CW.30.4.1 Process PayCycle	End State Solution
8	Central Wave	API006	Inbound Payment Cancellation	Inbound interface containing payments for cancellation that were made outside of Florida PALM from select agencies.	AP	CW.30.5 Manage Payments	End State Solution
9	Central Wave	API010	Outbound Payment Remittance Advice Data	Outbound interface containing payment remittance data provided to external systems.	AP	CW.30.4.1 Process PayCycle	End State Solution
10	Central Wave	API015	Inbound Supplier Load	Inbound interface containing new and modified suppliers from select agencies.	AP	CW.30.1.2 Import Suppliers	End State Solution
11	Central Wave	API020	Outbound Supplier Data	Outbound interface containing a list of all added and updated supplier information in Florida PALM for use by DFS, agencies, and source systems.	AP	CW.30.1.2 Import Suppliers	End State Solution



Central Wave Catalog of Interface Offerings

Catalog of Central Interface Offerings									
Implementation Wave	Florida PALM Interface ID	Florida PALM Interface Name	Layout Type	PALM Inbound/Outbound	Contains COA	Source	Target	Proposed Transmission Type	Data Type
Central Wave	API002	Inbound Voucher Load	Standardized	Inbound	Yes	Agency Business Systems	Florida PALM	Flat File, Web Service	Voucher Data
Central Wave	API004	Outbound Payment Extract	Standardized	Outbound	Yes	Florida PALM	Agency Business Systems	Flat File, Web Service	Payment Data
Central Wave	API006	Inbound Payment Cancellation	Standardized	Inbound	No	Agency Business Systems	Florida PALM	Flat File, Web Service	Payment Data
Central Wave	API010	Outbound Payment Remittance Advice Data	Standardized	Outbound	No	Florida PALM	Agency Business Systems	Flat File	Payment Data
Central Wave	API015	Inbound Supplier Load	Standardized	Inbound	No	Agency Business Systems	Florida PALM	Flat File	Supplier Data
Central Wave	API020	Outbound Supplier Data	Standardized	Outbound	No	Florida PALM	Agency Business Systems	Flat File	Supplier Data



Interface Office Hours

- ▶ Office Hours are planned between November 9th – 18th, 2020
- ▶ Office Hours are to provide a detailed discussion about interface layouts
- ▶ Multiple sessions with selected interfaces
- ▶ Each session will include:
 - Presentation
 - Q&A
- ▶ Additional Office Hours will be planned for late January/early February and March 2021



Agency Input



Jim Lewandowski

Chief of Finance and
Accounting

Florida Department of
Agriculture and
Consumer Services

- ▶ Multi-faceted Approach
- ▶ Consistent and Collaborative Efforts
- ▶ Looking Ahead



TRAINING LIAISON ENGAGEMENT



Agency Specific Training

- ▶ Agency Responsibilities:
 - Identify Updated Policies and Procedures
 - Determine Training Needs
 - Develop Agency Training Plan
 - Create Job Aids and Training Materials
- ▶ Development Resources:
 - CMS Wave Business Process Models
 - Florida PALM Training Topics
 - Change Impact Tool
 - End User Role Mapping Worksheet



Training Liaison Preparation



- ▶ Opportunity to learn more about the planned activities and timeline for Florida PALM end user training.
- ▶ Provide feedback on the Florida PALM training content order and estimated length of delivery

Upcoming Training Activities

Activity	Dates
Identify Trainers for Train-the-Trainer	November 2020
Map End Users to Training	November – December 2020
Review of Training Materials	November – December 2020
Train-the-Trainer Activities	January – February 2021
End user Registration and Training	Spring/Summer 2021



END USER JOURNEY



Reporting Workgroups



Project Shares Information

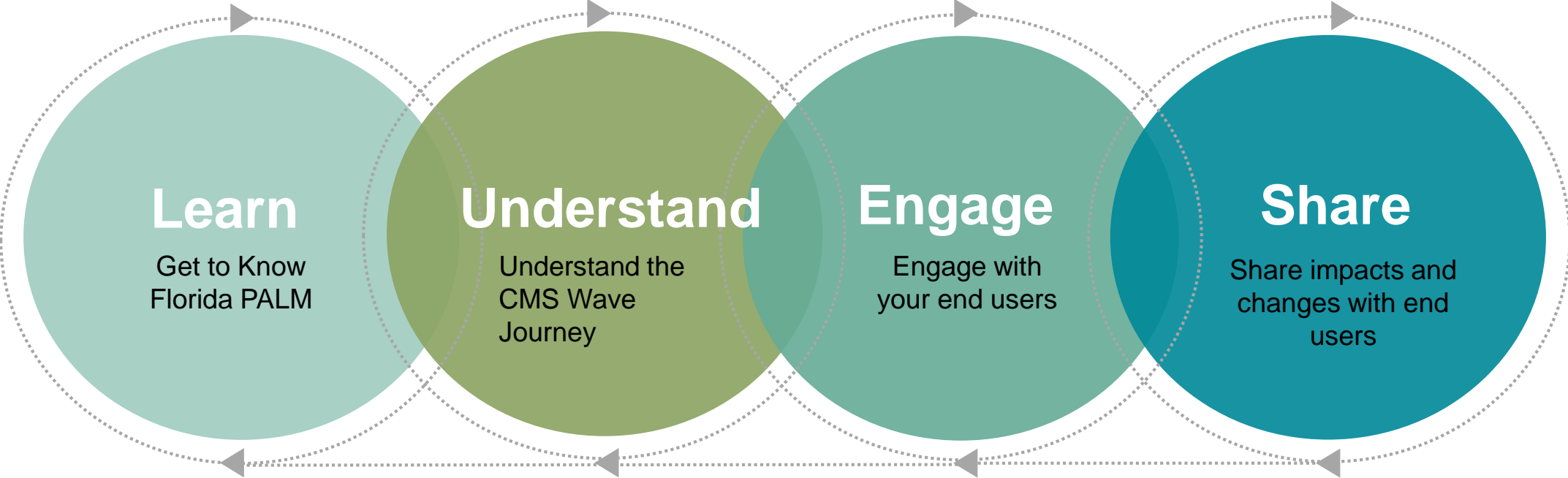
- Reporting Approach
- Florida PALM functionality
- Planned reports

Agency Shares Information

- Agency reporting and data needs
- Agency feedback and questions



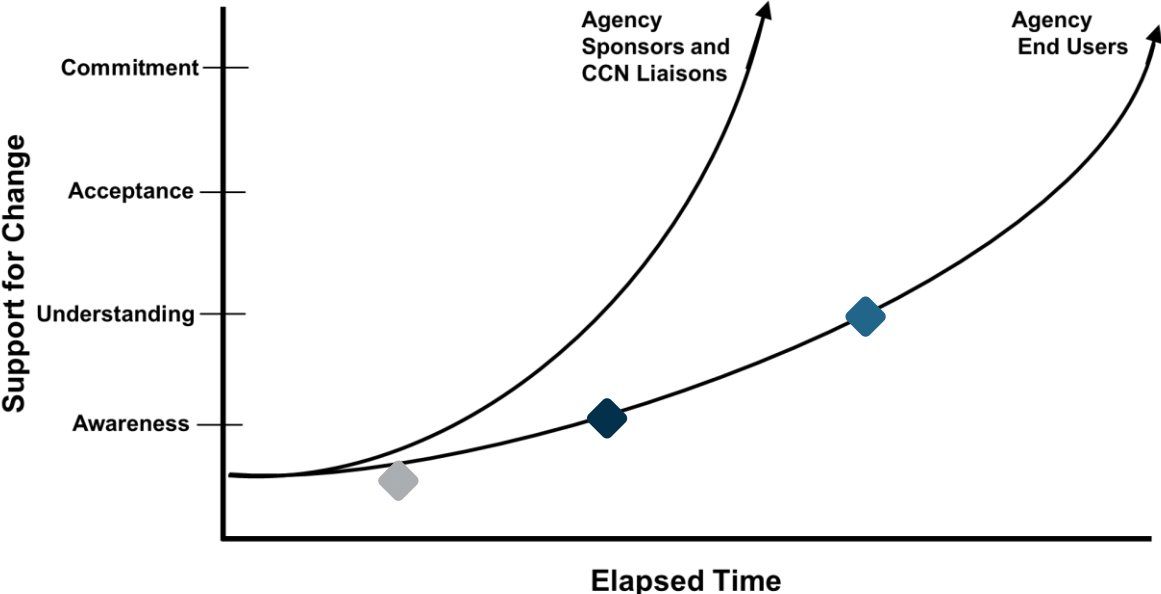
Change Management Journey



Readiness Survey

56% knew who was on their agency's CCN

58% are receiving updates about Florida PALM from their agency



Key

	Baseline Progress Point		Mid-Wave Progress Point		Expected End Of Wave Progress Point
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How to Shift Communications



Targeted Information Sharing



Share throughout the journey



Buy-in increases over time



Next Steps



Prepare for the Central Wave Interface and Conversion Office Hours



Participate in CMS Wave Training Liaison Preparation



Participate in CMS Wave Model Office for Super Users



CONTACT INFORMATION

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