Task Instructions

Task ID: *542*
Task Name: *Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV*
Task Start Date: *July 22, 2024*
Task Due Date: *October 18, 2024*
Project Impact: *N/A*

Subtask ID: *545-A*
Task Name: *Update and Finalize Florida PALM Conversion Inventory for Segment IV*
Task Start Date: *July 22, 2024*
Task Due Date: *October 18, 2024*
Project Impact: *Direct*

Subtask ID: *545-B*
Subtask Start Date: *July 22, 2024*
Subtask Due Date: *August 23, 2024*
Project Impact: *Direct*

This document combines the task instructions for the above three tasks related to Segment IV, since the effort to prepare for conversion activities (Subtasks 545-A and 545-B) requires agencies to ready their data (Task 542). An overview and guidance for completing both tasks is listed below.

Task Descriptions

542 - Review Segment IV resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.

545-A - Review Segment IV resources; identify and document conversion needs for Florida PALM implementation.

545-B - Provide agency-specific conversion values needed for Projects (PCC001).

Task Overview

Agencies are responsible for evaluating and managing their data to ensure agency readiness for conversion activities. In these tasks, you are being asked to complete the steps identified below in Figure 1.
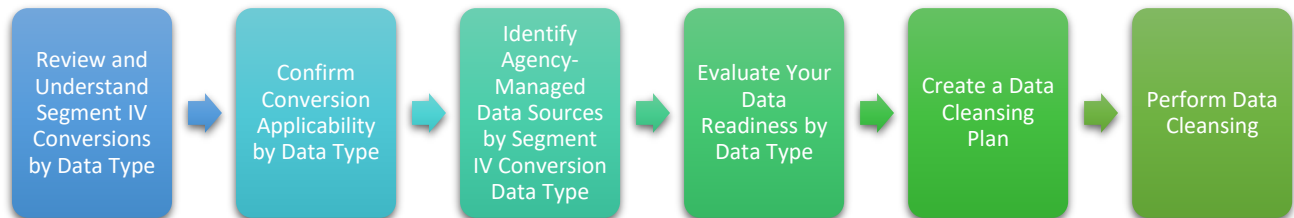

Figure 1: Task Activity Overview

Data readiness means that records are accurate, complete, valid, current, and reconciled to appropriate sources.

Conversion refers to the activities of transforming legacy data and loading it to Florida PALM.

Florida PALM will convert legacy data primarily from FLAIR and other enterprise systems, such as People First (PF) and MyFloridaMarketPlace (MFMP), to populate opening balances in the General Ledger and the data needed to support operations. Less frequently, an agency may need to convert or provide additional data from an agency business system if that data is not currently in an enterprise system and is critical to be in Florida PALM at go-live. To ensure that your agency data is readily available on day one of go-live with the Financials and Payroll Waves (January 2026), you must:

1. Identify where your agency-managed data is currently housed, including:
   - FLAIR;
   - enterprise system; and / or
   - any agency business systems.
2. Ready the data for Mock Conversion activities by analyzing and cleansing the current data (e.g., remove or inactivate all unnecessary information),
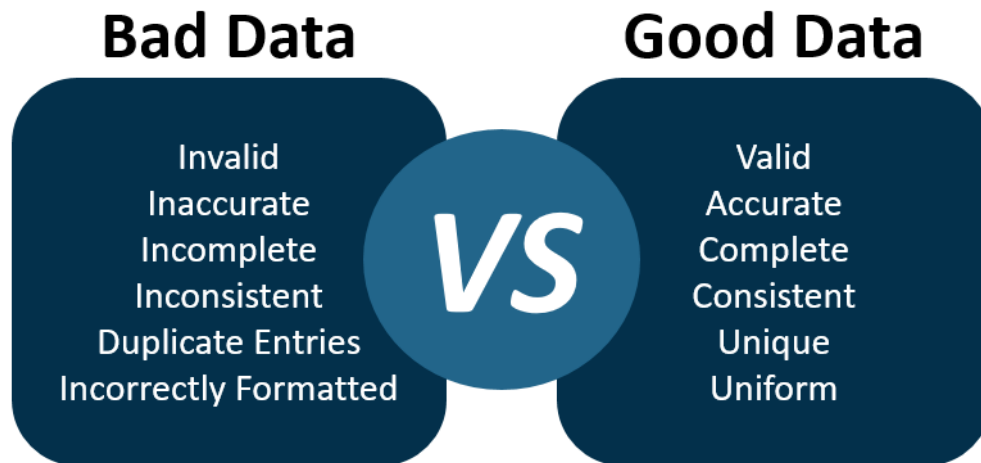3. Maintain data readiness until final conversion at go-live.

Figure 2: Bad Data vs Good Data

Data cleansing is not novel to Florida PALM readiness activities, it is an ongoing process that you currently do at your agency. In the normal course of business, agencies should be monitoring and managing their data and records on an ongoing basis. Currently, your agency does this most significantly during year-end annual closing activities, but similar efforts are needed on an ongoing basis to detect and correct any errors or issues within the agency records. In Florida PALM, agencies will continue these activities as part of the monthly period close processes.

You must 'ready' the data that is managed by your agency, including agency managed data in FLAIR, enterprise systems and in agency business systems. The Agency Data Readiness Guidance has been updated to provide additional guidance on your data readiness efforts.

The primary source of data for conversion will be FLAIR, but in some cases, data may be converted from an enterprise system or an agency business system. For data that is managed in FLAIR or enterprise systems, the Project will:

- Extract the data needed for conversion layouts;
- Coordinate additional agency-specific information needs with agencies;

- Perform conversion activities; and
- Coordinate review and validation activities with agencies.

If your agency has additional data needed to support the Project-led conversion activities currently stored outside of FLAIR or enterprise systems, you will be expected to provide the needed data.

Task 545 has been separated into two manageable subtasks, as described in Table 1.

Table 1: Segment IV Conversion RW Subtasks

Subtask	Subtask Overview	Planned Dates
545-A	Agencies will be required to complete their Conversion Inventory based on Segment IV conversions and provide confirmation of all conversion needs in preparation of Mock Converstion activities.	July 22, 2024 – Oct. 18, 2024
545-B	Agencies participating in Projects conversion, must confirm the records to be converted and provide additional data required for the conversion.	July 22, 2024 – Aug. 23, 2024

Task Elements

Subtask 545-A: Update Florida PALM Conversion Inventory for Segment IV

This task contains three parts:

1. Gain an understanding of the data to be converted for Florida PALM;
2. Confirm whether the conversion will be applicable for your agency; and
3. Provide final confirmation of all conversions needed for your agency.

Review and Understand Segment IV Conversions by Data Type

Review the Project-published resources with your functional and technical subject matter experts (SMEs) to gain an understanding of the data that will be converted for Florida PALM. Examples include:

- Business Process Models within the Knowledge Center
- Conversion layouts found in Conversion Catalog within the Knowledge Center
- Design Workshops materials

Table 2 below includes the Segment IV conversions and indicates if agencies will need to provide input related to the data readiness status and or provide additional information required for the conversion. **For this task, agencies are *only* required to provide input for Projects data.**

Table 2: Florida PALM Segment IV Conversions

Conversion	Description	Primary Source Systems	Agency Input Needed:
KKC001 – Budgets	Conversion of current Appropriation Budgets and Fund Cash Balances.	FLAIR	No
PCC001 –	Conversion of titling and administrative information required to manage active	FLAIR	*Data Conversion*: Agencies with Projects in FLAIR to be

Conversion	Description	Primary Source Systems	Agency Input Needed:
Projects (for accounting purposes)	projects that are authorized for continued use.		converted must provide additional required data (See Subtask 545-B). *Data Cleansing:* If converting Projects, agencies must complete data readiness.
PCC002 – Project Life-to-Date Balances	Conversion of life-to-date balances for active projects.	FLAIR	*Data Cleansing:* If converting Projects, agencies must complete data readiness.
PRC004 – Garnishments	Conversion of garnishment data from PYRL.	FLAIR	No
PRC017 – Department Budget Position Funding Load	Conversion of load position funding to the department budget table.	N/A – Agencies will provide data for this in future subtask 541-C.	*Data Conversion:* Agencies will provide data for this in future subtask 541-C. More guidance will be provided when task instructions are released.
PRC021 – W-2 Employee Totals	Conversion of Employee W-2 data from FLAIR PYRL for calendar year 2023, 2024, and 2025.	FLAIR	No
GLC001 – Ledger	Conversion of beginning balances for statewide agency level data.	FLAIR	*Future activity – More guidance will be provided.*

NOTE: *If you are wanting your FLAIR Grant Life-to-Date balances to be in Florida PALM, they can be converted using PCC002 conversion or you can add the grant information in Florida PALM after go-live.*

Confirm Conversion Applicability by Data Type

The *Conversion Inventory and Data Readiness* (Conversion Inventory) worksheet in your agency workbook is prepopulated with the conversions listed in Table 2. The GLC001 row is pending release and additional instruction. With the exception of the Project-related items, these rows have been locked from edits because agency input is not required. Based on your review of your agency's Projects related data (if any), indicate whether you do have data in the primary source system(s) that will need to be converted ("Yes") or not ("No") in the Conversion Needed column.

Figure 3: <Agency> Conversion Inventory and Data Readiness worksheet in Smartsheet

Provide Confirmation of all Conversions Needed

Review all conversion needs previously selected (RW tasks 517 and 529) in your conversion inventory. Make any updates if needed. Confirm your needed conversions by adding a checkmark in the new Conversion Confirmation column for each row in your inventory. The Project will continue to plan for Mock Conversion activities based on your confirmation of conversions needed.

Figure 4: <Agency> Conversion Inventory and Data Readiness worksheet in Smartsheet

Subtask 545-B: Provide the agency-specific conversion values needed for Projects (PCC001).

This subtask is only required for agencies with active Project records in FLAIR. This subtask contains two parts:

1. Gain an understanding of PCC001; and
2. Complete the agency-specific PCC001 conversion workbook.

Gain an understanding of the data to be converted for Florida PALM

PCC001 provides agencies with the ability to migrate project information currently in FLAIR and required supplemental data values to Florida PALM. The conversion will consume nonfinancial data pertaining only to projects and insert that data into the Florida PALM Project Costing records. Review the PCC001 layout and the additional information provided in the RW Task 545-B PCC001 Supplemental to gain an understanding of the related Projects data to be converted to Florida PALM.

Complete Conversion Workbook

The PCC001 conversion layout contains required fields that do not map to current fields in FLAIR today. A PCC001 conversion workbook has been created for all agencies with active Projects records in FLAIR to provide the additional data needed and verify the project records to be converted. Agencies must complete the workbook by the subtask due date in order for the Project to use agency-specific data during the initial Mock Conversion testing activities prior to Mock 2 Conversions.

NOTE: *Additional opportunities to review and validate Project values to be converted from FLAIR will be provided for future Mock conversion testing activities.*

The PCC001 conversion workbook is located in the Florida PALM Secure File Share portal under the Conversion Workbook Inventory folder.

Guidance for completing the PCC001 conversion workbook has been provided in the RW Task 545-B PCC001 Supplemental.
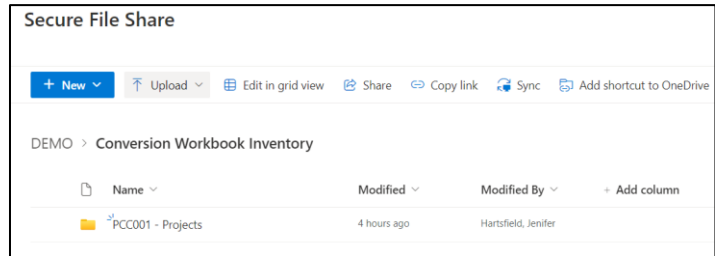

Figure 5: Secure File Share

NOTE: *Subtask 545-B has a due date of* **August 23, 2024**. *The following agencies do not have active Project records in FLAIR today and therefore* <u>are **not** required to complete this task</u>: *AHCA, Citrus, DOL, FCOR, FGCC, PSC.*

Task 542: Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV

This task contains two parts and is only applicable for the project-related conversions (PCC001 and PCC002):

1. Evaluate the readiness of your current data, within the primary source systems and your agency business system, if applicable; and
2. Create a data cleansing plan and perform cleansing.

Evaluate Data Readiness by Data Type

Now that you understand what data and from where your agency data is to be converted, you must evaluate the current state of the data to determine if it is ready for conversion. Review the data subject to conversion and determine if the following is true:

- The data is <u>accurate and up to date</u>. No adjustments, corrections or other actions are required to clean up the data.
- The record is <u>complete</u>. All required fields are populated with correct information.
- The population of records is <u>complete</u>. All transactions or activities have been accounted for in the records.
- The record is <u>valid</u>. Specific fields, such as dates, are logical and formatted correctly.
- The record is <u>valid</u> (e.g., it is tied to an actual business event, transaction or related activity, not pseudo information). Fields within the record are used for the intended purpose. Any alternative uses of a field are understood and corrected or planned for alternative handling in Florida PALM.
- The data is <u>accurate</u> and <u>reconciled</u>. Information in one system (such as Departmental FLAIR) is tied to corresponding data in other systems (such as MFMP or FACTS).
- The general ledger (Departmental FLAIR) balances are <u>reconciled</u> to applicable subsidiary (detailed) records.
- The record status is <u>current</u>. The data is actively used and not historical in nature. Applicable business activities have been completed. Changes to the status occur when applicable events occur.

Throughout the duration of the Task, document the status and outcome of your evaluation of each data type in the Data Readiness Evaluation column of the *Conversion Inventory and Data Readiness* worksheet. The following statuses are available within the column:

- **Not Started**: Select this value if you have not started evaluating the data type.
- **In Progress**: Select this value if you have begun evaluating the data type.
- **No Cleansing Needed**: Select this value if you have completed the evaluation of the data and determined that your agency has data in either the primary source system and/or an agency system(s) that is clean and requires no further clean-up at this time.
- **Cleansing Needed:** Select this value if you have completed the evaluation of the data and determined that your agency has data in either the primary source system and/or an agency system(s) that will require clean-up.
- **Not Applicable**: Select this value if you determine your agency does not have data to be converted and you have selected "No" in the Conversion Needed column.

Create a Data Cleansing Plan and Perform Data Cleansing

Based on your data readiness evaluation, you must perform any necessary cleansing of your data to be ready for conversion. Data cleansing and readiness is not a one-time effort, rather it is an ongoing effort that will need to continue until go-live, when we will do a final conversion of legacy data to Florida PALM. Before beginning cleansing activities, create a plan to analyze and maintain clean data until go-live. A successful Data Cleansing Plan includes:

- Approach – How will your agency manage data readiness activities?
- Methodology – How will your agency cleanse data?
- Success Criteria – How will your agency determine if your data is ready for conversion activities and go-live?
- Resources – Who is involved and responsible for data readiness?
- Time Frames – How frequently will your agency perform data readiness analysis and data cleansing activities?

Additional guidance for data readiness analysis and cleansing of data for each conversion is provided in the Agency Data Readiness Guidance. This guidance includes:

- Information about each conversion;
- Self-assessment questions for data readiness analysis and cleansing; and
- Applicable resources for records by topic.

Throughout the duration of the task, document the status of data cleansing activities in the *Conversion Inventory and Data Readiness* worksheet. For each data type, document the status of your internal efforts to create an approach to cleansing your data in the Data Cleansing Plan column. The following statuses are available within the column:

- **Not Applicable**: Select this value if you do not have agency data to be converted in either the primary source system or an agency business system and you have indicated the conversion is not needed with a status of "No" in the Conversion Needed column.
- **Not Started**: Select this value if the Conversion Needed column indicates the conversion is needed but work has not begun on creating your cleansing plan.
- **In Progress**: Select this value if the Conversion Needed column indicates the conversion is needed and work has begun on creating your cleansing plan.
- **Complete**: Select this value if the Conversion Needed column indicates the conversion is needed and your cleansing plan is complete.

For each data type, based on your data cleansing plan and activities, update the Current-State Data Readiness Status column using one of the following:

- **Not Applicable**: Select this value if you do not have agency data to be converted in either the primary source system or an agency business system and you have indicated the conversion is not needed with a status of "No" in the Conversion Needed column.
- **Data Clean Up Required – Not Started**: Select this value if the Data Readiness Evaluation column indicates cleansing is needed but cleansing activities have not started.
- **Data Clean Up Required – In Progress 25%**: Select this value if the Data Readiness Evaluation column indicates cleansing is needed, and cleansing activities have started, but with minimal progress.
- **Data Clean Up Required – In Progress 50%**: Select this value if the Data Readiness Evaluation column indicates cleansing is needed and cleansing activities have started and have made substantial progress.
- **Data Clean Up Required – In Progress 75%**: Select this value if the Data Readiness Evaluation column indicates cleansing is needed, and cleansing activities are almost complete.
- **Data Clean Up Complete and Being Monitored for Conversion**: Select this value if:
  - the Data Readiness Evaluation column indicates no cleansing is needed, and ongoing monitoring and maintenance activities are in place in anticipation for conversion, or
  - the Data Readiness Evaluation column indicates cleansing is needed, data cleansing is complete, and ongoing monitoring and maintenance activities are in place in anticipation for conversion.

Figure 6: <Agency> Conversion Inventory and Data Readiness worksheet in Smartsheet

NOTE: *The following conversions listed below will have cells that are greyed out because Florida PALM will be converting the data and agency input is not required: KKC001, PRC004, PRC17, and PRC021.*

How can agencies use this information?

Reviewing the conversions and the information that will be brought forward from the source systems is a critical element of understanding the change impacts of Florida PALM. The information needed or available in Florida PALM will be different than current processes. Agency planning and awareness of the data differences is critical so that alternative agency processes may be designed to support readiness of your agency processes for go-live.

In addition, data readiness is critical for successful conversion of data from legacy systems to Florida PALM. Failure to cleanse data now and make sure it is ready for conversion will result in errors that are detected during mock conversion activities and will require agencies to remediate data based on these errors. Bad data will also impact the agency's interface testing and user acceptance testing, likely leading to confusion or the false belief that there are system issues when there are not. This could impact the agency's ability to complete readiness activities. Data that is of poor quality and converted into Florida PALM may cause unreconciled balances or other discrepancies that could result in audit findings. Bad data will cause complications and require clean-up efforts by the agency in the new system (garbage data in, garbage data out). It's critical that each agency ensure their data is clean and ready for conversion to ensure a successful transition to Florida PALM.

These tasks provide an understanding of planned conversions and the opportunity for your agency to prepare your data for that conversion. Agencies will use their Conversion Inventory & Data Cleansing Plans to prepare for:

- Certification of Data Readiness for Mock Conversions (Task 555; September 2024)
- Participation in Mock Conversions activities (Tasks 556, 565, 571, 583, 587, 594, 597; September 2024 – April 2025)
- Financials Wave Launch (January 2026)

How can Florida PALM use this information?

Subtasks 545-A and 545-B have a direct impact to the Florida PALM Project as your conversion selections and provided data will be used to develop plans and perform Mock Conversion testing activities. Florida PALM will use this information to inform the anticipated level of agency engagement needed for Mock Conversion activities (i.e., if agency-specific information is planned). The Project team will also be reviewing the *Conversion Inventory and Data Readiness* and *RW Task Tracker* worksheets for the following items to confirm task completion:

Table 3: Task Completion Rubric

Task Completion Rubric		
Task 545-A	**Task 545-B**	**Task 542**
A response has been provided for Projects data types in the Conversion Needed column.	All columns in the PCC001 workbook in your Agency's Secure File Share portal are complete according to the instructions in the RW Task 545-B PCC001 Supplemental.	The Data Readiness Evaluation column for Projects data indicates either "Cleansing Needed", "Cleansing Not Needed", or "Not Applicable".
A response has been provided for all conversions in	Task tracker must be marked as 100% complete.	The Data Cleansing Plan column for Projects data

Task Completion Rubric		
Task 545-A	**Task 545-B**	**Task 542**
the Conversion Confirmation column.		indicates either "Not Applicable", if the Conversion Needed is "No", or "Complete", if the Conversion Needed is "Yes".
Task tracker must be marked as 100% complete.		The Current-State Data Readiness Status column for Projects data indicates status of either "Not Applicable", if the Conversion Needed is "No", or "Data Clean Up Complete and Being Monitored for Conversion" if the Conversion Needed is "Yes".
		Task tracker must be marked as 100% complete.

Task Instructions

Work with your Change Champion Network to understand the Florida PALM conversions. Evaluate each data type to determine if your agency has applicable data to be converted and confirm all conversions needed.

Develop a plan to cleanse each data type, as applicable, to prepare for conversion activities and maintain ongoing data readiness. Cleanse your data and monitor data readiness through go-live.

Complete the agency-specific PCC001 conversion workbook, if applicable.

Smartsheet Navigation:
- Conversion Inventory and Data Readiness
  Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory

SharePoint Navigation:
- PCC001 – Projects Conversion File
  Florida PALM Secure File Share Portal > (Agency) Folder > Conversion Workbook Inventory > PCC001 - Projects

As you are working, track progress in your RW Task Tracker. Indicate each task is complete by updating the Readiness Workplan Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

Table 4: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional and technical SMEs to understand Florida PALM conversions for Segment IV and which ones are applicable for your agency.
2) For each applicable conversion, develop a data cleansing plan and cleanse the data.
3) Provide confirmation of all conversions needed by your agency.

Summary of Task Completion Steps
*4) For 545-B PCC001 conversion workbook, identify all required fields and submit by **August 23, 2024**.*
5) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and the Technical Readiness Team.
*6) Complete Tasks 542 and 545-A by **October 18, 2024.***
7) When complete, update the RW Task Tracker, Agency Reported Task Progress column for Task 542, 545-A and 545-B to 100% and save.
8) If you have questions regarding this task, participate in Thursday Task Talks, listen to available Task recordings, attend or listen to recordings from the Design Segment IV Workshops, or contact your Readiness Coordinator.

Supporting Materials & Resources:
- Knowledge Center (Business Process Models)
- Agency Data Readiness Guidance
- Design Workshops
- Data Day Presentation
- RW Task 545-B PCC001 Supplemental