Agency Business Systems Functionality Profile for <AGENCY>

Instructions

In this Profile, there is a dedicated tab for each of your agency's business systems identified in the 2014 FLAIR Study.

Please review and complete the information contained in each tab. The last question in each tab provides you opportunity to provide additional comments about any of the previous questions or other information you want to provide about the system.

If the agency has additional Business Systems that interface with FLAIR or CMS that were not identified in the 2014 FLAIR Study, create a new tab for each system and provide the information about the system on that tab. A "Business System" is defined as a dedicated information system or application owned and managed by an Agency that interfaces with FLAIR and/or CMS.

If you only have one additional system to report, please use the provided tab titled "Additional System 1". Rename the tab to match the system's acronym and complete the questions on the tab.

If you have more than one additional system to report, create a new tab for each system utilizing the following instructions and complete the questions on the tab.
To create a new Tab:
1) Right click the tab labeled "Additional System 1" and select Move or Copy.
2) Select "(move to end)", click the checkbox "Create a copy", and click OK.
3) Name the tab by double clicking the new tab and typing the acronym of the business system.

Tips

1) Provide responses in Column C ("Response") by entering text. Response cells are filled in yellow, and are cleared after entering a response. This helps identify any remaining work.

2) When responding to a "yes" or "no" question, please type "Yes" or "No". If the question requests that you elaborate on your selection, separate the response and your clarification with a dash.
3) If you respond "No" to Question 5, there is no need to answer further questions for that Business System.

Question ID	Instruction
1	This information is pre-filled based upon the FLAIR Study. Please validate the accuracy of the information provided. If you change the text, please include a comment in your response to Question 13.
2	This information is pre-filled based upon the FLAIR Study. Please validate the accuracy of the information provided. If you change the text, please include a comment in your response to Question 13.
3	This information is pre-filled based upon the FLAIR Study. This text should not be changed. Do not include a response to this question for any additional system(s) reported.
4	This information is pre-filled based upon the FLAIR Study. Please validate the accuracy of the information provided. If you change the text, please include a comment in your response to Question 13.
5	Please indicate "Yes" or "No" to this question. If you respond "No" to this question, there is no need to answer further questions for the business system. If you respond "Yes," please answer the remaining questions.
6	Please indicate "Yes" or "No" to this question. If "Yes", please include a comment in your response to Question 13 to provide any information regarding the timeframe and reasoning for discontinuing use of the system.
7	Please access and review the Florida PALM Business Requirement Category options at: - https://www.myfloridacfo.com/floridapalm/wp-content/uploads/2016/07/Business-Requirements-Definitions.pdf. - Please type in the cell the Category(ies) that best describe(s) the functions of the agency business system. Include multiple categories as appropriate. Please type "Other" if the system performs functions not covered by the Florida PALM Business Requirement Categories. If "Other" please include a comment in your response to Question 13 to describe the other functions of the system.
8	Please access and review the Florida PALM Business Requirement Sub-Category options at: - https://www.myfloridacfo.com/floridapalm/wp-content/uploads/2016/07/Business-Requirements-Definitions.pdf. - Please type in the cell the Sub-Category(ies) that best describe(s) the agency business system and include multiple sub-categories as appropriate. Please type "N/A" if the system performs functions not covered by the Florida PALM Business Requirement Sub-Categories.
9	Please provide a detailed description of the business system's functions. The detailed description should not include any information regarding the technology(ies) used or how the technology is implemented to perform these functions.
10	Please indicate "Yes" or "No" to this question. If "Yes" please cite the Federal law, rule, or policy reference(s).
11	Please indicate "Yes" or "No" to this question. If "Yes" please cite the State law, rule, or policy reference(s).
12	Please indicate "Yes" or "No" to this question. If "Yes" please cite reference(s) and provide documentation of the policy or other authoritative guidance.
13	Provide any other information you feel is necessary to complete this system's profile. Do not include confidential or sensitive information, such as employee names, social security numbers, or telephone numbers. For additional information for a question is included, please provide the question ID reference and the clarifying information (e.g. Q1 - text). Alt+Enter will allow you to create a new line in the cell.

ID	QUESTIONS	RESPONSE
1	What is the name of the agency business system?	
2	What acronym is used when referring to the agency business system?	
3	What were the financial functions identified for the agency business system within the FLAIR Study?	N/A
4	What does the agency business system interface with?	
5	Is the agency still using the agency business system? If no, there is no need to answer the remaining questions for this business system. If yes, please continue.	
6	Are there plans to discontinue use of the agency business system?	
7	Which Florida PALM Business Requirements Category(ies) best describe(s) the agency business system?	
8	Which Florida PALM Business Requirements Sub-Category(ies) best describe(s) the agency business system?	
9	Provide a detailed description of the agency business system (considering the following leading questions): a. How would you describe this system to a new employee? b. What business need is fulfilled by the agency business system?	
10	Is there a Federal law, rule, or policy that the agency is required to maintain the functionality currently provided by the agency business system instead of modifying its business processes?	
11	Is there a Florida State law, rule, or policy that the agency is required to maintain the functionality currently provided by the agency business system instead of modifying its business processes?	
12	Is there a policy that the agency is required to maintain the functionality currently provided by the agency business system instead of modifying its business processes?	
13	Is there any other information you would like to provide for the agency business system?	