

LEGISLATIVE BUDGET REQUEST

Charlie Crist,
Governor

Agency for Persons with Disabilities

**

Tallahassee

Jim DeBeaugrine,
Director

October 15, 2010

**

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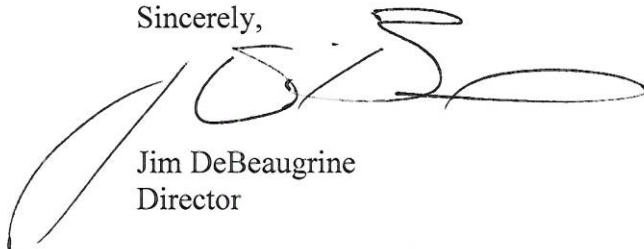
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David Coburn, Staff Director
Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Agency for Persons with Disabilities is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2011-12 Fiscal Year. This submission has been approved by Jim DeBeaugrine, Director of the Agency for Persons with Disabilities.

Sincerely,



Jim DeBeaugrine
Director



agency for persons with disabilities
State of Florida

**Legislative Budget Request
Fiscal Year 2011-12**

**Department Level
67000000**

Exhibits and Schedules

**Jim DeBeaugrine
Director**

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: John Cook

Phone: (850) 414-5855

Date Completed: October 14, 2010

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
1	<i>Allocation, Budget & Contract Control System (ABC)</i>	Originally designed in a legacy Cobol environment, the ABC system was recently converted to a .NET web based application platform. Through the use of a common web browser, the system captures, processes, and stores client data from field offices located on the state's intranet. Used as our primary system of record, ABC is the repository for all Medicaid waiver and consumer records including demographics, living situations, eligibility, cost plans, invoices and payments. The data is maintained in a high availability SQL database server and is used to report utilization of federal waiver and state general revenue funds. ABC also supplies data to other IT systems belonging to this IT service.	APD Operations	APD Client IT Service
2	<i>iBudget System (new application)</i>	Based on the .NET technology framework, the iBudget application allows APD to conduct secure business transactions with internal agency employees using the core middleware application and external public stakeholders through an	APD Operations-Consumer Directed Care Plus Program	APD Client IT Service

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		<p>ADA/508 compliant web portal. Through a combination of customer relationship management (CRM) application software and SQL database servers, the iBudget system makes client centric program data available in real time for purposes of reporting, business intelligence analyses, monitoring, and program quality assurance. It also includes a hierarchical based security schema that allows application users to have access only to the data they need to do their work. Using web services architecture, iBudget also exchanges information with other external systems including the ABC and CDC+ applications. The CRM middleware framework also allows the agency to modify or re-engineer core business processes without disrupting current work efforts.</p>		
3	<i>Waitlist Management System (WLMS)</i>	<p>WLMS is a web based application used to manage eligible individuals with developmental disabilities who desire to participate in the state's Medicaid disbursement system. The system tracks individual demographics including date of request. The application to enroll clients into a Waiver</p>	APD Operations	APD Client IT Service

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		Program was created due to funding limitations. (Chapter 393.063, F.S.).		
4	Supported Employment Tracking System (SETS)	Tracks clients utilizing the supported employment system.	APD Operations –Residential and Clinical Supports	APD Client IT Service
5	Waiver Enrollment Tracking System(WETS)	Monitors the enrollment of individuals with developmental disabilities into the DD/HCBS or FSL Waiver Programs when slots and/or funding become available.	APD Operations	APD Client IT Service
6	Questionnaire for Situational Information (QSI)	The Situational Information Questionnaire for Support Planning is designed to gather key information about a person that will describe his or her life situation for the purpose of planning supports over a 12-month period. These descriptions reflect a person's needs for assistance in key life roles and areas of daily activity.	APD Operations	APD Client IT Service
7	ABC Operational Datamart	SQL Databases used for archival, analysis and reporting purposes and to populate WLMS, SETS, WETS, and QSI with ABC client data.	APD Operations	APD Client IT Service
8	Sharepoint Sites	Internal and External collaborative sites used to provide clients, families, and APD providers with transparent views of APD business	APD Operations	APD Client IT Service

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		processes and records. One such application is called AMS, allows field office staff to share reports with central office management.		
9	ABC Invoice Reconciliation	Uses data from ABC system and FLAIR transaction history to reconcile allocations and expenditures	APD Operations	APD Client IT Service,
10	CDC+ Purchasing Plan System	A web application that tracks participants enrolled in the CDC+ program and the plan of services/supports that they can purchase.	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service
11	CDC+FEA System	Intranet Web application used to process timesheets, invoices, and reimbursement requests and to create a payroll file for transfer to the CDC+ payroll agent.	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service
12	CDC+ Secure Timesheet (Web Payroll)	Spanish & English Internet web application used to submit timesheets, invoices, and reimbursement requests for services provided to the CDC+ participants.	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service
13	CDC+ IVR System	Interactive voice response system used to submit timesheets, invoices, and reimbursement requests for services provided to the CDC+ participant.	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service
14	CDC+ Customer Service System	Utilized by the CDC+ call center to track issues reported via telephone or email by CDC+ participants,	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		family members, or consultants.		
15	Mains'1 Payroll System	APD has contracted an external provider as a payroll agent to process payroll and pay invoices using funds transferred to them by AHCA.	APD Operations-Consumer Directed Care Plus Program	CDC+ IT Service

(Insert as many rows into table as needed.)

Dept/Agency: **Agency for Persons with Disabilities**
Prepared by: **John Cook**
Phone: **(850) 414-5855**
Date Completed: **October 14, 2010**

1. APD Client IT Service

APD serves individuals with developmental disabilities in accordance with Chapter 393 F.S., and with 59G, F.A.C. APD Operations is responsible for the rules, policies, and procedures associated with the determination of eligibility, the licensing of residential settings, and the delivery of services to the individuals served by APD programs. Individuals are served in a variety of settings, including community based settings, as well as at the Developmental Disabilities Centers. Individuals served in the community settings may reside in licensed group and foster homes or in their own or family homes. Many individuals receiving community based services are enrolled on one of the Medicaid Waivers, which are Federal Medicaid programs that allow the State to use Medicaid funds to serve an individual in a community setting rather than a more costly institutional placement.

APD client data is entered into the ABC system which in turn supplies data to the other IT systems that are elements of this strategic service. Most of the data feed is unidirectional (one-way) with only the FLAIR and FMMIS systems providing data back to the ABC system.

The following IT Systems are constituent elements of this Strategic IT Service.

- 1.a. *Allocation, Budget & Contract Control System (ABC)*** – Used to administer the Persons with Disabilities services throughout Florida. The ABC system provides the only repository of all Medicaid Waiver and Waitlist Consumers records. Case Management records including, but not limited to, demographics, living situations, eligibility, cost plans, invoices and payments are kept, accessed and maintained within the ABC system. This data is used for reporting utilization of Medicaid Waiver and General Revenue funds. In addition, the data provides alignment with the Medicaid Fiscal Agent records in and prepayment claims in the State of Florida's FMMIS system. It is APD's primary system of record for Client Data.
- 1.b. *iBudget Florida System (iBudget)*** - Per legislative direction, the iBudget system supports a comprehensive redesign of the agency's current service delivery system. The objectives of the new program are to simplify the current system and to support self-direction, program sustainability, and equity among APD's client community. The system supports four types of users including: Consumers/Authorized Representatives, Waiver Support Coordinators, APD Staff, and Service Providers.

Consumers/Authorized Representatives can now review waiver benefits for a given fiscal year, access approved cost plans, draft new cost plans to accommodate life changes, reconcile individual budget against provider service logs and paid claims information, and communicate with waiver support coordinators via a secure messaging feature. Waiver support coordinators can manage client accounts, cost plans, and tasks through the workflow queues including forwarding electronic cost plans to APD for review, and initiate supplemental funds requests on behalf of their clients. APD staff oversees waiver support coordinators activities. Central and Area Office administrators have access to monitoring tools including key performance indicators and audit trail logs for management and research capabilities. Providers access the system to obtain their service authorization information and submit service logs via an electronic form.

- 1.c. ***Waitlist Management System (WLMS)***- Used to manage individuals with developmental disabilities waiting, because of funding shortages, to enroll into a Waiver Program (the wait list was established and is still regulated in Chapter 393.063, F.S.).
- 1.d. ***Supported Employment Tracking System (SETS)*** – Tracks clients utilizing the supported employment system.
- 1.e. ***Waiver Enrollment Tracking System(WETS)*** – Monitors the enrollment of individuals with developmental disabilities into the DD/HCBS or FSL Waiver Programs when slots and/or funding become available.
- 1.f. ***Questionnaire for Situational Information (QSI)*** - The Situational Information Questionnaire for Support Planning is designed to gather key information about a person that will describe his or her life situation for the purpose of planning supports over a 12-month period. These descriptions reflect a person's needs for assistance in key life roles and areas of daily activity.
- 1.g. ***ABC Operational Datamart*** – SQL Databases used for archival, analysis and reporting purposes and to populate WLMS, SETS, WETS, and QSI with ABC client data.
- 1.h. ***Sharepoint Sites*** - Internal and External collaborative sites used to provide clients, families, and APD providers with transparent views of APD business processes and records.
- 1.i. ***ABC Invoice Reconciliation*** - Uses data from ABC system and FLAIR transaction history to make sure the invoices paid matches data in both systems.

2. Consumer Directed Care Plus IT Service

CDC+ is a long-term care program alternative to the Home and Community Based Services (HCBS) Medicaid Waiver. The CDC+ program empowers an individual to pay for services with a monthly budget, employ, manage and terminate their own workers, and use a service budget to pay for items that increase their independence. It is based upon the principles of self-determination and person-centered planning. The program gives participants the opportunity to improve their quality of life by giving them the power to make choices about the supports and services that will help them reach their goals. Participants have a trained CDC+ consultant to help them plan their own supports. Participants can either manage the program themselves or appoint a representative to assist them with their budget plan and decisions regarding their care.

CDC+ participants are enrolled in the CDC+ Purchasing Plan system and provided with a monthly budget. They can utilize the CDC+ Secure Timesheet or the IVR systems to submit timesheets, invoices and reimbursement requests. The CDC+ program office, acting as a fiscal employer agent, then utilizes the CDC+ FEA system to process the requests and create a payroll file for the CDC+ payroll agent. The payroll agent, Mains'I Services, Inc., utilizes their payroll system to create checks and Electronic File Transfers (EFT) to pay for services. The Customer Service System is utilized to track issues reported via telephone or email.

The following IT Systems are constituent elements of this Strategic IT Service.

- 2.a. ***CDC+ Purchasing Plan System*** – A web application that tracks participants enrolled in the CDC+ program and the plan of services/supports that they can purchase.
- 2.b. ***CDC+FEA System*** – Intranet Web application used to process timesheets, invoice,s and reimbursement requests and to create a payroll file for transfer to the CDC+ payroll agent.
- 2.c. ***CDC+ Secure Timesheet(Web Payroll)*** – Spanish & English Internet web application used to submit timesheets, invoices, and reimbursement requests for services provided to the CDC+ participants.
- 2.d. ***CDC+ IVR System***– Interactive voice response system used to submit timesheets, invoices, and reimbursement requests for services provided to the CDC+ participant.
- 2.e. ***CDC+ Customer Service System***- Utilized by the CDC+ call center to track issues reported via telephone or email by CDC+ participants, family members, or consultants.

Listing of Strategic IT Services

(FY 2011-12 Schedule IV-C
Worksheet SC-2)

- 2.f. Mains'1 Payroll System**– APD has contracted an external provider as a payroll agent to process payroll and pay invoices using funds transferred to them by AHCA.

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Data Center Service

This service provides the centralized operation and management of data center services through (a) data centers and computing facilities as defined in s. 282.0041, F.S., and (b) single logical-server installations. It includes all resources required to perform data center functions identified in s. 282.201(2)(d)1.e., F.S. for agency strategic and non-strategic IT services.

Statutory definitions from s. 282.0041, F.S., are provided here for convenience:

- **"Primary data center"** means a state or non-state agency data center that is a recipient entity for consolidation of non-primary data centers and computing facilities. A primary data center may be authorized in law or designated by the Agency for Enterprise Information Technology pursuant to s. [282.201](#).
- **"Data center"** means agency space containing 10 or more physical or logical servers any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#).
- **"Computing facility"** means agency space containing fewer than a total of 10 physical or logical servers, any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#), but excluding single, logical-server installations that exclusively perform a utility function such as file and print servers.

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the non-strategic <i>and</i> strategic IT services that are supported (in whole or part) by data center services offered at the following data centers and computing facilities.		
1	Northwood Shared Resource Center	ABC, iBudget, Email, and Network
2	Southwood Shared Resource Center	ABC, CDC+, Web Portal, Admin
3	Northwest Regional Data Center	Financial and Admin
4	Agency (non-primary) Data Center	DCF Email
5	Agency Computing Facilities	
6	Other External Data Center(s)	

1. IT Service Definition

1.1. Who is the service provider? ***(Indicate all that apply)***

- | | |
|---|--|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input checked="" type="checkbox"/> Other state agency (<i>non-primary data center</i>)
<input type="checkbox"/> Other External Service Provider (<i>specify</i>) _____ | <input checked="" type="checkbox"/> Northwood Shared Resource Center
<input checked="" type="checkbox"/> Southwood Shared Resource Center
<input checked="" type="checkbox"/> Northwest Regional Data Center |
|---|--|

1.2. Who uses the service? ***(Indicate all that apply)***

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

IT Service Requirements Worksheet: Data Center Service

1.3. Provide the following information regarding agency data centers included in this service:

1.3.1. Number of agency data center(s) 0

1.3.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Agency Data Center	Major IT Application Systems Supported	External Agency Supported <i>(if applicable)</i>

1.4. Provide the following information regarding agency computing facilities included in this service:

1.4.1. Number of agency computing facilities 0

1.4.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Computing Facility	Major IT Application Systems Supported	External Agency Supported <i>(if applicable)</i>

1.5. Provide the following information regarding single logical-server installations included in this service:

1.5.1. Total number of logical servers not housed in an agency data center, agency computing facility, or primary data center 0

1.5.2. Total number of single logical-server installations 0

1.5.3. List all major IT application systems¹ supported by these servers in 1.5.1 and 1.5.2:

2. Data Center Consolidation

2.1. When are your agency data center and computing facilities scheduled for consolidation into a primary data center? *If not yet scheduled, indicate "Not Available."*

Completed.

2.2. Has your agency specified service level requirements for this IT service in a service level agreement (SLA) executed with a primary data center in compliance with s. 282.203, F.S.?

Yes No

¹ Any custom developed system, commercially acquired, or open-source software product that is included in the definition of a non-strategic or strategic IT service. *Note: Strategic IT Services and their constituent systems are defined in Worksheets SC-1 & SC-2.*

IT Service Requirements Worksheet: Data Center Service

- 2.2.1. If no, please explain the specific issues preventing execution, and describe your plan and schedule for resolving those issues.

- 2.2.2. If yes, please provide an electronic copy of the executed service level agreement with your Schedule IV-C submission.

3. IT Service Levels Required to Support Business Functions

3.1. Timing and Service Delivery Requirements

- 3.1.1. Hours/Days that service is required (*e.g., 0600-2400 M-F, 24/7*) 24/7
- 3.1.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 30 min
- 3.1.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

- 3.1.4. Are there any agency-unique service requirements? Yes No
If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

- 3.1.5. What are the security requirements for this IT service? (*Indicate all that apply*)
- | | |
|---|--|
| <input checked="" type="checkbox"/> Restricted system administration rights | <input checked="" type="checkbox"/> Secured entrance to facility |
| <input checked="" type="checkbox"/> Systems access through internal network only | <input checked="" type="checkbox"/> Systems access through secure encryption |
| <input checked="" type="checkbox"/> Criminal background check for data center staff | <input type="checkbox"/> Other _____ |

4. User/customer satisfaction

- 4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

- 4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Monthly reports, electronically

- 4.2. Are currently defined IT service levels adequate to support the business needs of the agency?
 Yes No

- 4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

IT Service Requirements Worksheet: Data Center Service

IT Service Providers must be able to provide features missing from current services. APD must have administrative access to maintain application controls. Maintenance of systems must also occur on a regular schedule. APD staff must be able to access systems remotely using secure facilities.

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion
iBudget	New waiver support system	4/2010		

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue- DP category

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the Desktop Computer Service:			
1	Microsoft Windows XP	5	Lotus Notes client
2	Microsoft Office 2003	6	CA eTrust Virus Protection
3	PCs /Laptops	7	
4	CompuTrace Client	8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff
<input checked="" type="checkbox"/> Program staff
<input type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | <input type="checkbox"/> Southwood Shared Resource Center
<input type="checkbox"/> Northwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|--|---|

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 2970

1.4. How many locations currently use desktop computing services? 27

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider would have to meet APD service level requirements and be able to determine and document the cost of the service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

IT Service Requirements Worksheet: Desktop Computing Service

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

2 business days

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*)

8am-6pm M-F

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

Loss of work productivity

3.2.3. Are there any agency-unique service requirements?

Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

HIPAA related requirements regarding client data

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

NSRC Statewide Helpdesk produces monthly reports on tickets

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the E-Mail Service:			
1	Lotus Domino Server (DCF)	5	
2	Zixmail service	6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input checked="" type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input checked="" type="checkbox"/> Other External Service Provider <i>(specify)</i> | <input type="checkbox"/> Southwood Shared Resource Center
<input checked="" type="checkbox"/> Northwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|--|--|

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service. 1618

1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services? 2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

IT Service Provider must be able to provide features missing from DCF basic email services. APD must have administrative access to create/move/delete email accounts and create distribution lists.

IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Maintenance of the email boxes must occur on a regular schedule. Email addresses must be specific to APD. APD must be able to utilize integrated group calendar features and to encrypt email messages sent to third party providers.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Electronic messaging will be available 99.5% of the scheduled uptime.
95% of valid service requests will be completed within 2 business days

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 30 mins

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Loss of work productivity and the inability to communicate with our employees, service providers, customers, and stakeholders

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other _____

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

4. User/customer satisfaction

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Monthly reports, electronically

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? **(Briefly explain)**

IT Service Provider must be able to provide features missing from DCF basic email services. APD must have administrative access to create/move/delete email accounts and create distribution lists. Maintenance of the email boxes must occur on a regular schedule. Email addresses must be specific to APD. APD must be able to utilize integrated group calendar features and to encrypt email messages sent to third party providers.

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue- DP category

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major hardware and commercial software associated with the Helpdesk Service:			
1	Service Center Provided by DCF	5	
2		6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input type="checkbox"/> Other state agency (<i>non-primary data center</i>)
<input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) | <input type="checkbox"/> Southwood Shared Resource Center
<input type="checkbox"/> Northwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|---|---|

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service: 2970

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 1

1.5. What communication channels are used for the service? *(Indicate all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> On-line self-serve
<input checked="" type="checkbox"/> Telephone/IVR
<input checked="" type="checkbox"/> Remote desktop (e.g., PC Anywhere)
<input checked="" type="checkbox"/> Other E-mail | <input type="checkbox"/> On-line interactive
<input type="checkbox"/> Face-to-face |
|--|---|

1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	X	X	X
Referring/escalating	X	X	X
Tracking and reporting	X	X	X
Resolving/closing	X		

IT Service Requirements Worksheet: Helpdesk Service

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1		5	
2		6	
3		7	
4		8	

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must meet the APD Service level requirements for this service. Service Provider must be able to determine and document the cost of providing the service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

95% of service events will be accomplished within the required timeframes

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required (*e.g., 0800-1600 M-F, 24/7*) 8am-6pmM-F

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Employees may not be able to access technical assistance when needed to perform job duties

3.2.3. What is the average monthly volume of calls/cases/tickets? 1012

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.5. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other _____

IT Service Requirements Worksheet: Helpdesk Service

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.6.1. If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Monthly, electronically

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue DP category

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: **Agency for Persons with Disabilities**
Submitted by: **John Cook, Chief Information Officer**
Phone: **(850) 414-5855**
Date submitted: **October 15, 2010**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT application systems that are included (in whole or part) in this IT Service:			
1	Information Technology Request (ITR)	5	
2	BMC SDE (Change Management)	6	
3	FLAIR (Asset Inventory)	7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider (<i>specify</i>) _____ | |

1.2. How many locations currently host assets and resources used to provide IT administration and management services? 1

2. Service Unique to Agency

2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.1.1. If yes, what must happen for your agency to use another IT service provider?

2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

Service provides the IT controls necessary to effectively manage Information Technology within the Agency and should not be outsourced.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

IT Service Requirements Worksheet: Data Center Service

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for the systems included in this service: 8-6pm M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? 24 hrs

3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Chapter 393 F.S.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

Yes No

If no, what changes need to be made to the current IT service? (*Briefly explain*)

4.2.1. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
Submitted by: **John Cook, Chief Information Officer**
Phone: **(850) 414-5855**
Date submitted: **October 15, 2010**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Central IT staff | <input checked="" type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input checked="" type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No)

Similar

Very

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must be able to implement and monitor the security measures necessary to reduce risk and ensure continuity of the IT Services supporting the Agency.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

IT Service Requirements Worksheet: Data Center Service

Specific requirements related to this service are embedded in the NRSC and SSRC SLAs

3.2. Timing and Service Delivery Requirements

- 3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*): 24/7
- 3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations? 24 hrs
- 3.2.3. How frequently must the IT disaster recovery plan be tested? Annually
- 3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs (*e.g., 10 min, 60 min, 4 hours*)? 60 mins
- 3.2.5. Are there any agency-unique service requirements? Yes No
If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.6. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

If yes, please specify and describe:

HIPAA related requirements, Chapter 282.318 F.S.

4. User/customer satisfaction

4.1. Are service level metrics reported regularly to business stakeholders or agency management?

- Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Periodic internal audits and evaluations of the agency's security program for the data, information, and information technology resources of the agency are conducted.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

Service is limited due to not enough staff to implement and monitor the information security program

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IT Service Requirements Worksheet: Data Center Service

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue, OMTF

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Agency Financial and Administrative Systems Support Service

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	Certified Forward System	8	APD PMDS-Personnel Mgmt
2	FLAIR/User Accounting System	9	IDS Warehouse
3	APD Maintenance Fee Collection	10	Budget Mgmt System
4	APD Supply Inventory Management	11	APD Release Balance System
5	Cell Phone Calculator	12	Financial Data Warehouse
6	Payroll Employee Detail Posting	13	Contract Information System
7	Client 1099 Information	14	FLAIR (hosted by DFS)

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff
<input checked="" type="checkbox"/> Program staff
<input checked="" type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | <input type="checkbox"/> Southwood Shared Resource Center
<input checked="" type="checkbox"/> Northwood Shared Resource Center
<input checked="" type="checkbox"/> Northwest Regional Data Center |
|---|---|

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 60

1.4. How many locations currently host agency financial/ administrative systems? 2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

IT Service Requirements Worksheet: Data Center Service

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must be able to meet APD Service Level Requirements and determine and document the costs of providing the service

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Requirements are documented in the contract with NWRDC and NRSC SLA

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

- 3.2.1.1. User-facing components of this IT service (online) 8am-6pmM-F
- 3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 12am-4am

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 24 hrs

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Loss of work productivity, payment to vendors may be delayed impacting services provided to clients

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through internal network only
- Access through Internet with secure encryption
- Access through Internet or external network
- Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

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IT Service Requirements Worksheet: Data Center Service

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	Microsoft Active Directory	5	
2	Microsoft System Center Configuration Manager	6	
3	Microsoft System Center Operations Manager	7	
4		8	

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of the Network Service. 2970

1.5. How many locations currently host IT assets and resources used to provide LAN services? 16

1.6. How many locations currently use WAN services? 27

1.7. What types of WAN connections are included in this service? *(Indicate all that apply)*

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> ATM | <input checked="" type="checkbox"/> Frame Relay | <input checked="" type="checkbox"/> Cellular Network |
| <input checked="" type="checkbox"/> SUNCOM RTS | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> Dedicated Wired connection |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Satellite | <input type="checkbox"/> Dial-up connection |

IT Service Requirements Worksheet: Data Center Service

Other _____

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Identical

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must meet the APD service level requirements and be able to determine and document the cost of providing the service

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Has the agency specified the service level requirements for WAN service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Network will be available 99.5% of scheduled uptime

http://dms.myflorida.com/cits/portfolio_of_services/suncom/data_transport_services/myfloridanet/service_levels/operational (DMS)

3.3. Timing and Service Delivery Requirements

3.3.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for:

3.3.1.1. Online availability

24/7

3.3.1.2. Offline and availability for maintenance

N/A

3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? 30 mins

3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Loss of work productivity

IT Service Requirements Worksheet: Data Center Service

3.3.3. Does the agency have a standard for required bandwidth its locations? Yes No

If yes, indicate the standard (*e.g. fiber channels for certain locations*)

3.3.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.3.5. What are security requirements for this IT service? (*Indicate all that apply*)

User ID/Password

Access through Internet or external network

Access through internal network only

Access through Internet with secure encryption

Other _____

3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.3.6.1. If yes, please specify and describe:

HIPAA related requirements regarding client health protected information

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Monthly reports, electronically

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

APD needs a comprehensive security solution for the network that will protect users from threats originating both inside and outside of the enterprise. The agency does not use an isolated, quarantined network environment that can be monitored and controlled within a well-defined perimeter in order to ensure the privacy and safety of the Electronic Protected Health Information (EPHI) belonging to the citizens APD serves. It is a critical security issue that APD immediately resolve the use of non-isolated network services. Implementation of this Legislative Budget Request will mitigate serious, real, identity theft and fraud risks to the citizens of Florida who APD serves.

The Department of Children and Families (DCF) and Agency for Persons with Disabilities (APD) Information Technology current Service Level Agreement provides DCF network services only for APD offices in workplaces physically co-located with DCF. Other APD offices not physically co-located with DCF rely on the Department of Management Services (DMS) to receive network services. Currently, about 43% of APD physical locations are not co-located with DCF locations. It would not be logistically feasible or cost effective to request DCF to provide network services to APD offices in physical locations separate from DCF locations, as DCF would need to install network services in locations for which DCF network services do not already exist. APD is responsible for

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

meeting HIPAA regulations and Florida Administrative Codes, yet the agency has little-to-no network control with which to facilitate these responsibilities.

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

O&M Trust Fund

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: Portal/Web Management Service

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	Intranet – Microsoft IIS	5	
2	Internet – SUN Micro (DMS)	6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input checked="" type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input type="checkbox"/> Other External Service Provider <i>(specify)</i> | <input type="checkbox"/> Northwood Shared Resource Center
<input checked="" type="checkbox"/> Southwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|---|--|

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of Internet users of this service.

1.4. Please identify the number of intranet users of this service. 2970

1.5. How many locations currently host IT assets and resources used to provide this service? 2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider would have to meet APD service level requirements and be able to determine and document the cost of the service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

IT Service Requirements Worksheet: Portal/Web Management Service

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

2 business days

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0600-2100 M-F, 24/7*): 8am-6pm M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? _____

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Loss of work productivity

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

HIPAA related requirements regarding client data

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Quarterly

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: [Insert Service Name]

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

1. APD Client IT Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	<i>Allocation, Budget & Contract Control System (ABC)</i>	6	<i>Questionnaire for Situational Information (QSI)</i>
2	<i>iBudget Florida System (iBudget)</i>	7	<i>ABC Operational Datamart</i>
3	<i>Waitlist Management System (WLMS)-</i>	8	<i>Sharepoint Sites</i>
4	<i>Supported Employment Tracking System (SETS)</i>	9	<i>ABC Invoice Reconciliation</i>
5	<i>Waiver Enrollment Tracking System (WETS)</i>	10	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

APD serves individuals with developmental disabilities in accordance with Chapter 393 F.S., and with 59G, F.A.C. APD Operations is responsible for the rules, policies, and procedures associated with the determination of eligibility, the licensing of residential settings, and the delivery of services to the individuals served by APD programs. Individuals are served in a variety of settings, including community based settings, as well as at the Developmental Disabilities Centers. Individuals served in the community settings may reside in licensed group and foster homes or in their own or family homes. Many individuals receiving community based services are enrolled on one of the Medicaid Waivers, which are Federal Medicaid programs that allow the State to use Medicaid funds to serve an individual in a community setting rather than a more costly institutional placement.

APD client data is entered into the ABC system which in turn supplies data to the other IT systems that are elements of this strategic service. Most of the data feed is unidirectional (one-way) with only the FLAIR and FMMIS systems providing data back to the ABC system.

1.2. Who is the service provider? ***(Indicate all that apply)***

- | | |
|--|---|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input type="checkbox"/> Other External Service Provider <i>(specify)</i> | <input checked="" type="checkbox"/> Northwood Shared Resource Center
<input checked="" type="checkbox"/> Southwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|--|---|

IT Service Requirements Worksheet: [Insert Service Name]

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service. 2970

1.5. How many locations currently host this service? 2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must meet the APD Service level requirements for this service. Service Provider must be able to determine and document the cost of providing the service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

95% of service events will be accomplished within the required timeframes

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Employees may not be able to access resources needed to perform job duties.

3.2.3. Are there any agency-unique service requirements? Yes No

IT Service Requirements Worksheet: [Insert Service Name]

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- | | |
|--|--|
| <input checked="" type="checkbox"/> User ID/Password | <input checked="" type="checkbox"/> Access through Internet or external network |
| <input checked="" type="checkbox"/> Access through internal network only | <input checked="" type="checkbox"/> Access through Internet with secure encryption |
| <input type="checkbox"/> Other _____ | |

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Monthly, electronically

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
ibudget	New waiver system	7/2011	6/2012	\$1,439,730

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue DP category

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

IT Service Requirements Worksheet: [Insert Service Name]

Dept/Agency: **Agency for Persons with Disabilities**
 Submitted by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**
 Date submitted: **October 15, 2010**

1. Consumer Directed Care Plus IT Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify all major IT application systems (custom developed or commercial software) that are included (in whole or part) in this IT Service:			
1	<i>CDC+ Purchasing Plan System</i>	5	<i>CDC+ Customer Service System</i>
2	<i>CDC+FEA System</i>	6	<i>Mains'I Payroll System</i>
3	<i>CDC+ Secure Timesheet (Web Payroll)</i>	7	
4	<i>CDC+ IVR System</i>	8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

CDC+ is a long-term care program alternative to the Home and Community Based Services (HCBS) Medicaid Waiver. The CDC+ program empowers an individual to pay for services with a monthly budget, employ, manage and terminate their own workers, and use a service budget to pay for items that increase their independence. It is based upon the principles of self-determination and person-centered planning. The program gives participants the opportunity to improve their quality of life by giving them the power to make choices about the supports and services that will help them reach their goals. Participants have a trained CDC+ consultant to help them plan their own supports. Participants can either manage the program themselves or appoint a representative to assist them with their budget plan and decisions regarding their care.

CDC+ participants are enrolled in the CDC+ Purchasing Plan system and provided with a monthly budget. They can utilize the CDC+ Secure Timesheet or the IVR systems to submit timesheets, invoices and reimbursement requests. The CDC+ program office, acting as a fiscal employer agent, then utilizes the CDC+ FEA system to process the requests and create a payroll file for the CDC+ payroll agent. The payroll agent, Mains'I Services, Inc., utilizes their payroll system to create checks and Electronic File Transfers (EFT) to pay for services. The Customer Service System is utilized to track issues reported via telephone or email.

1.2. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Central IT staff
<input type="checkbox"/> Program staff
<input type="checkbox"/> Other state agency <i>(non-primary data center)</i>
<input type="checkbox"/> Other External Service Provider <i>(specify)</i> | <input type="checkbox"/> Northwood Shared Resource Center
<input checked="" type="checkbox"/> Southwood Shared Resource Center
<input type="checkbox"/> Northwest Regional Data Center |
|--|--|

IT Service Requirements Worksheet: [Insert Service Name]

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of this service.

1700

1.5. How many locations currently host this service?

1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*)

Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must meet the APD Service level requirements for this service. Service Provider must be able to determine and document the cost of providing the service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

95% of service events will be accomplished within the required timeframes

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online)

24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance)

24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)?

30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Employees may not be able to access resources needed to perform job duties.

3.2.3. Are there any agency-unique service requirements?

Yes No

IT Service Requirements Worksheet: [Insert Service Name]

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- | | |
|--|--|
| <input checked="" type="checkbox"/> User ID/Password | <input checked="" type="checkbox"/> Access through Internet or external network |
| <input checked="" type="checkbox"/> Access through internal network only | <input checked="" type="checkbox"/> Access through Internet with secure encryption |
| <input type="checkbox"/> Other _____ | |

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

HIPAA related requirements, Chapter 119 F.S

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Monthly, electronically

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

General Revenue DP category

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

5.3. Other pertinent information related to this service

Non-Strategic IT Service: Network Service									
Dept/Agency: Agency for Persons with Disabilities		Resources Apportioned to this IT Service in FY 2011-12		Combined v.2011-12					
Prepared by: John Cook, Chief Information Officer				Estimated IT Service Costs					
Phone: (850) 414-5855				A	B	C	D		
Service Provisioning - - Assets & Resources (Cost Elements)			Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	Initial Estimate for Fiscal Year 2010-11	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel				6.25		\$367,450	\$367,450	\$384,192	\$16,742
A-1.1	State FTE		1	6.25		\$367,450	\$367,450	\$384,192	\$16,742
A-2.1	OPS FTE			0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)			0.00		\$0	\$0	\$0	\$0
B. Hardware				189	0	\$25,914	\$25,914	\$25,914	\$0
B-1	Servers		2	29	0	\$0	\$0	\$0	\$0
B-2	Server Maintenance & Support			0	0	\$0	\$0	\$0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		8	160	0	\$0	\$0	\$0	\$0
B-4	Online Storage for file and print (indicate GB of storage)		5			\$0	\$0	\$0	\$0
B-5	Archive Storage for file and print (indicate GB of storage)		6	0		\$0	\$0	\$0	\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)		7			\$25,914	\$25,914	\$25,914	\$0
C. Software			3			\$47,194	\$47,194	\$47,194	\$0
D. External Service Provider(s)						\$219,004	\$219,004	\$208,135	-\$10,869
D-1	MyFloridaNet		4			\$219,004	\$219,004	\$208,135	-\$10,869
D-2	Other (Please specify in Footnote Section below)					\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)						\$0	\$0	\$0	\$0
F. Total for IT Service						\$659,562	\$659,562	\$665,435	\$5,873
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.									
1	50% of 2 central office personnel = \$94,313 and 50% of 10 field support personnel = \$289,879								
2	Active Directory infrastructure, file/print servers = 19 physical servers and 10 virtual servers								
3	APD Full Platform EA = \$44917.84; Backup Exec annual software maintenance for 4 regional tape libraries = \$2,276. Total=47194								
4	Central office LAN = \$102,048 and Field office WAN = \$106,087								
5	Online Storage (File and Print only): 5800 GB								
6	Archive Storage: 4200 GB (all tape divided between 5 libraries)								
7	54 Air cards = \$25,914								
8	Network devices include routers, switches, and hubs located in central and field offices.								
9									
10									
11									
12									
13									
14									
15									

Non-Strategic IT Service:		E- Mail, Messaging, and Calendaring Service			Form: FY 2011-12 Schedule IV-C -			
Agency: Agency for Persons with Disabilities		# of Assets & Resources Apportioned to this IT Service in FY 2011-12		Estimated IT Service Costs				
Prepared by: John Cook, Chief Information Officer		Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	A	B	C	D
Phone: (850) 414-5855					Initial Estimate for Fiscal Year 2010-11	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
Service Provisioning - - Assets & Resources (Cost Elements)								
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware					\$0	\$63,579	\$63,579	\$0
B-1	Servers		0	0	\$0	\$0	\$0	\$0
B-2	Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)	4	134	0	\$0	\$63,579	\$63,579	\$0
B-4	Online Storage (indicate GB of storage)	5	264		\$0	\$0	\$0	\$0
B-5	Archive Storage (indicate GB of storage)	5	458		\$0	\$0	\$0	\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)							\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)					\$316,093	\$186,721	\$75,315	-\$111,406
D-1	Southwood Shared Resource Center				\$0	\$0	\$0	\$0
D-2	Northwood Shared Resource Center	1			\$201,553	\$72,181	\$15,895	-\$56,286
D-3	Northwest Regional Data Center							\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	2			\$114,540	\$114,540	\$59,420	-\$55,120
E. Other (Please describe in Footnotes Section below)		3			\$24,433	\$24,433	\$24,433	\$0
F. Total for IT Service					\$340,526	\$274,733	\$163,327	\$0
G. Administrative Overhead - Percentage of Other Non- Strategic IT Service Costs Supporting Email Service								
Non-Strategic Service		Footnote	%	Cost	To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.			
OT-1	Network							
OT-2	Desktop IT Service		19.33%	\$ 105,141				
OT-3	Help Desk		11.85%	\$ 15,268				
OT-4	IT Security & Risk Mitigation							
OT-5	IT Administration & Management							
				SUBTOTAL	\$	120,409		
Fully-loaded IT Service Cost					\$	283,736		
H. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.								
1	NRSC costs initially included hardware and helpdesk charges. Helpdesk was relocated to DCF cost category during FY 2009/10.							
2	Email service provided by DCF. Current seat count is 1618 priced at \$32.84 per client license. NSRC Help Desk costs of \$128,840 removed from initial estimate.							
3	Zixmail encrypted email service for communication with external entities = \$24,433							
4	134 Blackberries = \$63,579							
5	Online storage=246 GB; Archive storage =458.4 GB (estimated as 11.46% of DCF CommonStore disk in use)							
6								
7								
8								
9								

Non-Strategic IT Service:

Desktop Computing Service

Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414- 5855**

of Assets & Resources Apportioned to this IT Service in FY 2011- 12

Form: FY 2011-12 Schedule IV-C -

Service Provisioning - - Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2011- 12	Estimated IT Service Costs			
				A	B	C	D
				Initial Estimate for Fiscal Year 2010- 11	Estimated FY 2010- 11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2011- 12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		9.75		\$505,295	\$505,295	\$492,999	-\$12,296
A-1 State FTE	1	7.75		\$444,595	\$444,595	\$417,790	-\$26,805
A-2 OPS FTE	2	2.00		\$60,700	\$60,700	\$75,209	\$14,509
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		1597	0	\$0	\$0	\$0	\$0
B-1 Servers		0	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3.1 Desktop Computers	4	789	0	\$0	\$0	\$0	\$0
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	4	808	0	\$0	\$0	\$0	\$0
B-3.3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0	\$0	\$0	\$0
C. Software	3			\$50,929	\$50,929	\$50,929	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$556,224	\$556,224	\$543,928	- \$12,296

G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	Central office Includes 100% of Ofc Auto Spec(pos#72483)=\$42,394, .25% of DP Mgr(pos#39668)=\$23,833, and .50% of 13 FTE Field Office positions = \$351,563
2	(2) OPS positions = \$75,209
3	CA Threat manager for the Enterprise. Uses a web based console to supply anti-virus and spyware protection to the APD desktop and laptops. Annual cost is \$33.75 = \$50,928.75
4	Current inventory count is 808 laptops and 789 desktops totaling 1597.
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Non-Strategic IT Service: Helpdesk Service				Form: FY 2011-12 Schedule IV-C -						
Agency: Agency for Persons with Disabilities										
Prepared by: John Cook, Chief Information Officer				# of Assets & Resources Apportioned to this IT Service in FY 2011-12						
Phone: (850) 414-5855										
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	Estimated IT Service Costs			
							A	B	C	D
							Initial Estimate for Fiscal Year 2010-11	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel					0.00		\$0	\$0	\$0	\$0
A-1	State FTE				0.00		\$0	\$0	\$0	\$0
A-2	OPS FTE				0.00		\$0	\$0	\$0	\$0
A-3	Contractor Positions (Staff Augmentation)				0.00		\$0	\$0	\$0	\$0
B. Hardware					0	0	\$0	\$0	\$0	\$0
B-1	Servers				0	0	\$0	\$0	\$0	\$0
B-2	Server Maintenance & Support				0	0	\$0	\$0	\$0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)				0	0	\$0	\$0	\$0	\$0
C. Software							\$0	\$0	\$0	\$0
D. External Service Provider(s)					0	1	\$129,372	\$128,840	\$128,840	\$0
E. Other (Please describe in Footnotes Section below)							\$0	\$0	\$0	\$0
F. Total for IT Service							\$0	\$128,840	\$128,840	\$0
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.										
1	Service is provided by DCF. Total ticket count for FY09/10 = 8394.									
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Non-Strategic IT Service:

IT Security/Risk Mitigation Service

Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414- 5855**

of Assets & Resources Apportioned to this IT Service in FY 2011- 12

Form: FY 2011-12 Schedule IV-C -

Service Provisioning - - Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2011- 12		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011- 12	A Initial Estimate for Fiscal Year 2010- 11	B Estimated FY 2010- 11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011- 12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		1.50		\$93,591	\$93,531	\$114,259	\$20,728
A-1 State FTE		1.50		\$93,591	\$93,531	\$114,259	\$20,728
A-2 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers		0	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$93,591	\$93,531	\$114,259	\$20,728

G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	ISM (52990)=\$74,877, .25 DP Mgr(39668)=\$23833, .25 SysAdmin(32656)=\$15549
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Agency Financial and Administrative Systems Support Service

Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414- 5855**

of Assets & Resources Apportioned to this IT Service in FY 2011- 12

Service Provisioning - - Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2011- 12	Estimated IT Service Costs			
				A Initial Estimate for Fiscal Year 2010- 11	B Estimated FY 2010- 11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011- 12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		3.00		\$227,241	\$227,241	\$234,234	\$6,993
A-1 State FTE	1	3.00		\$227,241	\$227,241	\$234,234	\$6,993
A-2 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$72,799	\$72,799	\$72,799	\$0
B-1 Servers		0	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3 Other Hardware Assets (Please specify in Footnote Section below)	3	0	0	\$72,799	\$72,799	\$72,799	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)	2	0	0	\$50,000	\$50,000	\$42,228	-\$7,772
E. Other (Please describe in Footnotes Section below)	4			\$10,367	\$10,367	\$10,367	\$0
F. Total for IT Service				\$360,407	\$360,407	\$359,628	- \$779

G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	Systems Project consultant(11458)=\$81,744, System Project Analyst (11452)=\$79,934, Systems Project Analyst (pos#14803)=\$72,556
2	NWRDC hosting (6) servers = \$42,228 contract NWRM0101
3	NSRC Unisys mainframe tape costs for (PMDS, Certified Forward, User Accounting & Sims)=\$72,799;
4	NSRC IDS/Flair Cost Center (66DWP) Managed Service - Oracle DB = \$5834; NSRC Cost center (66DWP) Database Support = \$4533 totaling \$10367
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IT Administration and Management Service

Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414- 5855**

of Assets & Resources Apportioned to this IT Service in FY 2011- 12

Service Provisioning - - Assets & Resources (Cost Elements)				Estimated IT Service Costs			
	Footnote Number	Number used for this service	Number w/ costs in FY 2011- 12	A Initial Estimate for Fiscal Year 2010- 11	B Estimated FY 2010- 11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011- 12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel							
A-1	1	2.50		\$157,880	\$157,880	\$184,425	\$26,545
A-2		0.00		\$0	\$0	\$0	\$0
A-3		0.00		\$0	\$0	\$0	\$0
B. Hardware							
B-1		0	0	\$0	\$0	\$0	\$0
B-2		0	0	\$0	\$0	\$0	\$0
B-3		0	0	\$0	\$0	\$0	\$0
C. Software							
D. External Service Provider(s)							
E. Other (Please describe in Footnotes Section below)							
F. Total for IT Service				\$157,880	\$157,880	\$184,425	\$26,545

G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	CIO (12776)=\$99,505, Project Mgt Specialist(14765)=\$52,219, DP Mgr(11475)=\$32,701
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Non-Strategic IT Service:

Portal/Web Management Service

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

of Assets & Resources
Apportioned to this IT Service
In FY 2011-12

Form: Schedule IV-C -Combined v.2011-12

Service Provisioning -- Assets & Resources (Cost Elements)

	Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	Estimated IT Service Costs			
				A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget <i>(based on Column G64 minus G65)</i>	C Estimated FY 2011-12 Allocation of Recurring Base Budget <i>(based on Column G64 minus G65)</i>	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		1.00		\$0	\$0	\$57,305	\$57,305
A-1.1 State FTE	1	1.00		\$0	\$0	\$57,305	\$57,305
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware				\$0	\$0	\$0	\$0
B-1 Servers			0				\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3 Other Hardware Assets <i>(Please specify in Footnotes Section below)</i>		0	0	\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)	2	3	0	\$34,968	\$34,968	\$34,968	\$0
E. Other <i>(Please describe in Footnotes Section below)</i>				\$0	\$0	\$0	\$0
F. Total for IT Service				\$34,968	\$34,968	\$92,273	\$57,305

G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.
1	Sr. Project Analyst (pos#72485)=\$57,305
2	SSRC: Internet, Intranet, and Development Servers
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Data Center Service

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

of Assets & Resources Apportioned to this IT Service in FY 2011-12

Service Provisioning -- Assets & Resources (Cost Elements)

	Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	Estimated IT Service Costs			
				A Initial Estimate for Fiscal Year 2010-11 (if submitted)	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel (performing data center functions defined in w. 282.201(2)(d) 1.e., F.S.)		0.00		\$0	\$0	\$0	\$0
A-1.1 State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
Calculated total non-mainframe servers from all IV-C services	29			\$0	\$72,799	\$72,799	\$0
Calculated total mainframes from all IV-C services	0						
B. Hardware							
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)	1		0	\$0	\$0	\$0	\$0
B-2 Servers - Mainframe			0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support			0	\$0	\$0	\$0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)				\$0	\$72,799	\$72,799	\$0
B-5 Data Center/ Computing Facility Internal Network	1			\$0	\$0	\$0	\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)				\$0	\$884,112	\$1,084,174	\$200,062
D-1 Southwood Shared Resource Center (indicate # of Board votes)	2			\$0	\$200,532	\$200,532	#REF!
D-2 Northwood Shared Resource Center (indicate # of Board votes)	3,4	1		\$0	\$526,812	\$653,154	#REF!
D-3 Northwest Regional Data Center (indicate # of Board votes)	5			\$0	\$42,228	\$42,228	\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)	6			\$0	\$114,540	\$188,260	\$73,720
E. Plant & Facility		Total	Est Utilized	\$0	\$0	\$0	\$0
E-1 Agency Data Center (indicate total square feet)		0	0	\$0	\$0	\$0	\$0
E-2 Computing Facilities (indicate total square feet)		0	0	\$0	\$0	\$0	\$0
E-3 Office Space (indicate total square feet)		0	0	\$0	\$0	\$0	\$0
E-4 Backup Generator, Power Distribution Units, UPS, etc. (indicate capacity in KW)		0	0	\$0	\$0	\$0	\$0
E-5 Utilities (e.g., electricity and water) (estimated total annual KWH)	7	0		\$0	\$0	\$0	\$0
E-6 Environmentals (e.g., HVAC, fire control, and physical security)	7			\$0	\$0	\$0	\$0
E-7 Other (please specify in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
G. Total for IT Service				\$0	\$956,911	\$1,156,973	\$200,062

H.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.
1	(29) File, Print, and Active Directory Servers: See also network tab
2	(3) SSRC Web servers = \$34,968, see also portal tab.; (3) SSRC ABC Midrange=\$59487, see also Srv01 tab; (4) SSRC CDC+ Windows Servers = \$74,485 and (2) SSRC CDC+ BMC Support Servers = \$31,592, see also Srv02 tab. Total=\$200,532
3	(10) NSRC ABC Midrange Systems = \$139,460, and(10) NSRC iBudget Midrange Servers = \$113,000 ; NSRC Email Service and Helpdesk costs FY2010-11=\$201553. NSRC Unisys mainframe tape costs for (PMDS, Certified Forward, User Accounting & Sims)=\$72,799; Total = \$526,812
4	(10) NSRC ABC Midrange Systems = \$139,460, and(12) NSRC iBudget Midrange Servers = \$175,000 ; NSRC Email Service costs FY2011-12=\$15895. NSRC Unisys mainframe tape costs for (PMDS, Certified Forward, User Accounting & Sims)=\$72,799; A \$250,000 contingency also
5	(6) NWRDC Agency Admin hosting servers = \$42,228: See also Agency Admin tab
6	DCF Email Service FY2010-11=\$114540: DCF Email Service and helpdesk costs =\$188260
7	Included in facility power bills. Total of all rated servers is 17000 KW. Prorated rate based on 65% utilization is 11000 KW
8	Note: Due to continuing changes in technology platforms, NSRC and SSRC are not able to provide cost forecasts. Service cost estimates based on billing statements. In addition, some services including disaster recovery are continuing efforts and not complete.
9	

Strategic IT Service: Agency Strategic IT Service #1: Allocation, Budget, & Contract Control System (ABC)

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)

	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget <i>(based on Column G64 minus G65)</i>	C Estimated FY 2011-12 Allocation of Recurring Base Budget <i>(based on Column G64 minus G65)</i>	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		8.25		\$0	\$631,443	\$631,443	\$0
A-1.1 State FTE	3	7.50		\$0	\$495,363	\$495,363	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)	4	0.75		\$0	\$136,080	\$136,080	\$0
B. Hardware		0	0	\$0	\$23,206	\$3,581	-\$19,625
B-1 Servers - Mainframe	1	0	0	\$0	\$23,206	\$3,581	-\$19,625
B-2 Servers - Non-Mainframe				\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software	5			\$0	\$18,530	\$18,530	\$0
D. External Service Provider(s)	2	13	0	\$0	\$198,947	\$198,947	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$0	\$872,126	\$852,501	-\$19,625

G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.
1	NSRC Service: Unisys disk storage = \$20,178, Unisys Tape Cartridges=\$3,581
2	NSRC Service: Average cost of (10) ABC Midrange Systems = \$139,460, and (3) SSRC Midrange=\$59487 Totaling \$198,947
3	State FTE Central Office: .75% of DevMgr(pos#11450), 75% of DP Admin (pos#14808), 100% of Developer (pos#16830), 100%Computer Proj Analyst (pos#11479, 44901, 11460), . Field Office .50% of Comp Proj Ana (pos#56557), and .50% of OASI(pos#56559,
4	Contractor Position for Data base administration (DBA)
5	Asysco AMT Control Center Maintenance = \$18,530
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Strategic IT Service: Agency Strategic IT Service #2: CDC+

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			2.75		\$0	\$241,416	\$241,416	\$0
A-1.1	State FTE	1	2.50		\$0	\$196,056	\$196,056	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.25		\$0	\$45,360	\$45,360	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe				\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)		2	6	0	\$0	\$74,484	\$106,076	\$31,592
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$315,900	\$347,492	\$31,592
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.								
1	100% Applications Pmgr III (pos#11462); .75%DatabaseAdmin(pos#48565); .25% AppDevMgr(pos#11450) DP Admin(pos#14808), ProjAna(pos#11460)							
2	SSRC: (4) CDC+ Windows Servers = \$74,485, (2) BMC Support Servers = \$31,592							
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Strategic IT Service: Agency Strategic IT Service #3: iBudget

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**
 Prepared by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			5.00		\$0	\$684,000	\$684,000	\$0
A-1.1	State FTE	1	0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)	2	5.00		\$0	\$684,000	\$684,000	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software		4			\$0	\$580,730	\$580,730	\$0
D. External Service Provider(s)		3	10	0	\$113,000	\$113,000	\$175,000	\$62,000
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$113,000	\$1,377,730	\$1,439,730	\$62,000
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.								
1	Same FTE as ABC and CDC+							
2	Contractor Positions (Staff Augmentation) include Project Leader, (2) business analysts, (2) Sr. .Net developers for 1 year period							
3	NSRC (10) Midrange Servers = \$113,000 for pilot project; two additional midrange Servers added for state wide implementation = \$175,000							
4	Microsoft Dynamics XRM client and server licenses = \$575,000; Windows Cals for waiver support coordinators = \$5,730. Total=\$580,730. Annual price reduced to \$239,608 FY2012							
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6	Note: APD plans to redirect existing resources to support new iBudget phases.							
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Strategic IT Service: Agency Strategic IT Service #4

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #5

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #6

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service						\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #7

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		\$0	\$0	\$0	\$0
A-1.1 State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$0	\$0	\$0	\$0
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #8

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #9

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #10

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #11

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #12

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**
 Prepared by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		\$0	\$0	\$0	\$0
A-1.1 State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$0	\$0	\$0	\$0
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #13				Form: Schedule IV-C -Combined v.2011-12				
Dept/Agency: Agency for Persons with Disabilities		# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs				
Prepared by: John Cook, Chief Information Officer				A	B	C	D	
Phone: (850) 414-5855				Initial Estimate for Fiscal Year 2010-11	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding	
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2011-12	A	B	C	D
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #14

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**
 Prepared by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		\$0	\$0	\$0	\$0
A-1.1 State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$0	\$0	\$0	\$0
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #15

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**

Prepared by: **John Cook, Chief Information Officer**

Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
			Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		\$0	\$0	\$0	\$0
A-1.1	State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware			0	0	\$0	\$0	\$0	\$0
B-1	Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2	Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3	Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software					\$0	\$0	\$0	\$0
D. External Service Provider(s)			0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)					\$0	\$0	\$0	\$0
F. Total for IT Service					\$0	\$0	\$0	\$0
G.	Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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Strategic IT Service: Agency Strategic IT Service #16

Form: Schedule IV-C -Combined v.2011-12

Dept/Agency: **Agency for Persons with Disabilities**
 Prepared by: **John Cook, Chief Information Officer**
 Phone: **(850) 414-5855**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2011-12	A Initial Estimate for Fiscal Year 2010-11	B Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2011-12 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		\$0	\$0	\$0	\$0
A-1.1 State FTE		0.00		\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Non-Mainframe		0	0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support				\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
F. Total for IT Service				\$0	\$0	\$0	\$0
G. Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
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	Currently Authorized Positions		OPS FTE	OPS FTE Cost	Contracted Services FTE	Contracted Services FTE Cost	Total Personnel	Total Personnel Cost	Servers - Mainframe	Servers - Non-Mainframe	Hardware	Software	External Service Provider	Other	TOTAL
	State FTE	State FTE Cost													
IV-C Service															
Network	6.25	\$ 384,192	0.00	\$ -	0.00	\$ -	6.25	\$ 384,192		29	\$ 25,914	\$ 47,194	\$ 208,135	\$ -	\$ 665,435
Email, Messaging, @ Calendaring	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -		0	\$ 63,579	\$ -	\$ 75,315	\$ 24,433	\$ 163,327
Desktop Computing	7.75	\$ 417,790	2.00	\$ 75,209	0.00	\$ -	9.75	\$ 492,999		0	\$ -	\$ 50,929	\$ -	\$ -	\$ 543,928
Help Desk	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -		0	\$ -	\$ -	\$ 128,840	\$ -	\$ 128,840
IT Security/Risk Mitigation	1.50	\$ 114,259	0.00	\$ -	0.00	\$ -	1.50	\$ 114,259		0	\$ -	\$ -	\$ -	\$ -	\$ 114,259
Financial and Administrative Systems Support	3.00	\$ 234,234	0.00	\$ -	0.00	\$ -	3.00	\$ 234,234		0	\$ 72,799	\$ -	\$ 42,228	\$ 10,367	\$ 359,628
IT Administration & Management	2.50	\$ 184,425	0.00	\$ -	0.00	\$ -	2.50	\$ 184,425		0	\$ -	\$ -	\$ -	\$ -	\$ 184,425
Portal/Web Management	1.00	\$ 57,305	0.00	\$ -	0.00	\$ -	1.00	\$ 57,305		0	\$ -	\$ -	\$ 34,968	\$ -	\$ 92,273
Data Center	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ 72,799	\$ -	\$ 1,084,174	\$ -	\$ 1,156,973
Total	22.00	\$ 1,392,205	2.00	\$ 75,209	0.00	\$ -	24.00	\$ 1,467,414	0.00	29.00	\$ 235,091	\$ 98,123	\$ 1,573,660	\$ 34,800	\$ 3,409,088

Data Center Plant & Facility: \$ - (Included in Data Center total)

	Currently Authorized Positions		OPS FTE	OPS FTE Cost	Contracted Services FTE	Contracted Services FTE Cost	Total Personnel	Total Personnel Cost	Servers - Mainframe	Servers - Non-Mainframe	Hardware	Software	External Service Provider	Other	TOTAL
	State FTE	State FTE Cost													
IV-C Service															
Agency Strategic IT Service #1: Allocation, Budget, & C	7.50	\$ 495,363	0.00	\$ -	0.75	\$ 136,080	8.25	\$ 631,443	0	0	\$ 3,581	\$ 18,530	\$ 198,947	\$ -	\$ 852,501
Agency Strategic IT Service #2: CDC+	2.50	\$ 196,056	0.00	\$ -	0.25	\$ 45,360	2.75	\$ 241,416	0	0	\$ -	\$ -	\$ 106,076	\$ -	\$ 347,492
Agency Strategic IT Service #3: iBudget	0.00	\$ -	0.00	\$ -	5.00	\$ 684,000	5.00	\$ 684,000	0	0	\$ -	\$ 580,730	\$ 175,000	\$ -	\$ 1,439,730
Agency Strategic IT Service #4	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #5	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #6	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #7	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #8	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #9	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #10	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #11	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #12	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #13	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #14	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #15	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Strategic IT Service #16	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
Total	10.00	\$ 691,419	0.00	\$ -	6.00	\$ 865,440	16.00	\$ 1,556,859	0.00	0.00	\$ 3,581	\$ 599,260	\$ 480,023	\$ -	\$ 2,639,723

	Currently Authorized Positions		OPS FTE	OPS FTE Cost	Contracted Services FTE	Contracted Services FTE Cost	Total Personnel	Total Personnel Cost	Servers - Mainframe	Servers - Non-Mainframe	Hardware	Software	External Service Provider	Other	TOTAL
	State FTE	State FTE Cost													
All Schedule IV-C Services															
Non-Strategic IT Services	22.00	\$ 1,392,205	2.00	\$ 75,209	0.00	\$ -	24.00	\$ 1,467,414	0	29	\$ 235,091	\$ 98,123	\$ 1,573,660	\$ 34,800	\$ 3,409,088
Strategic IT Services	10.00	\$ 691,419	0.00	\$ -	6.00	\$ 865,440	16.00	\$ 1,556,859	0	0	\$ 3,581	\$ 599,260	\$ 480,023	\$ -	\$ 2,639,723
Total	10.00	\$ 691,419	0.00	\$ -	6.00	\$ 865,440	40.00	\$ 3,024,273	0.00	29.00	\$ 238,672	\$ 697,383	\$ 2,053,683	\$ 34,800	\$ 6,048,811

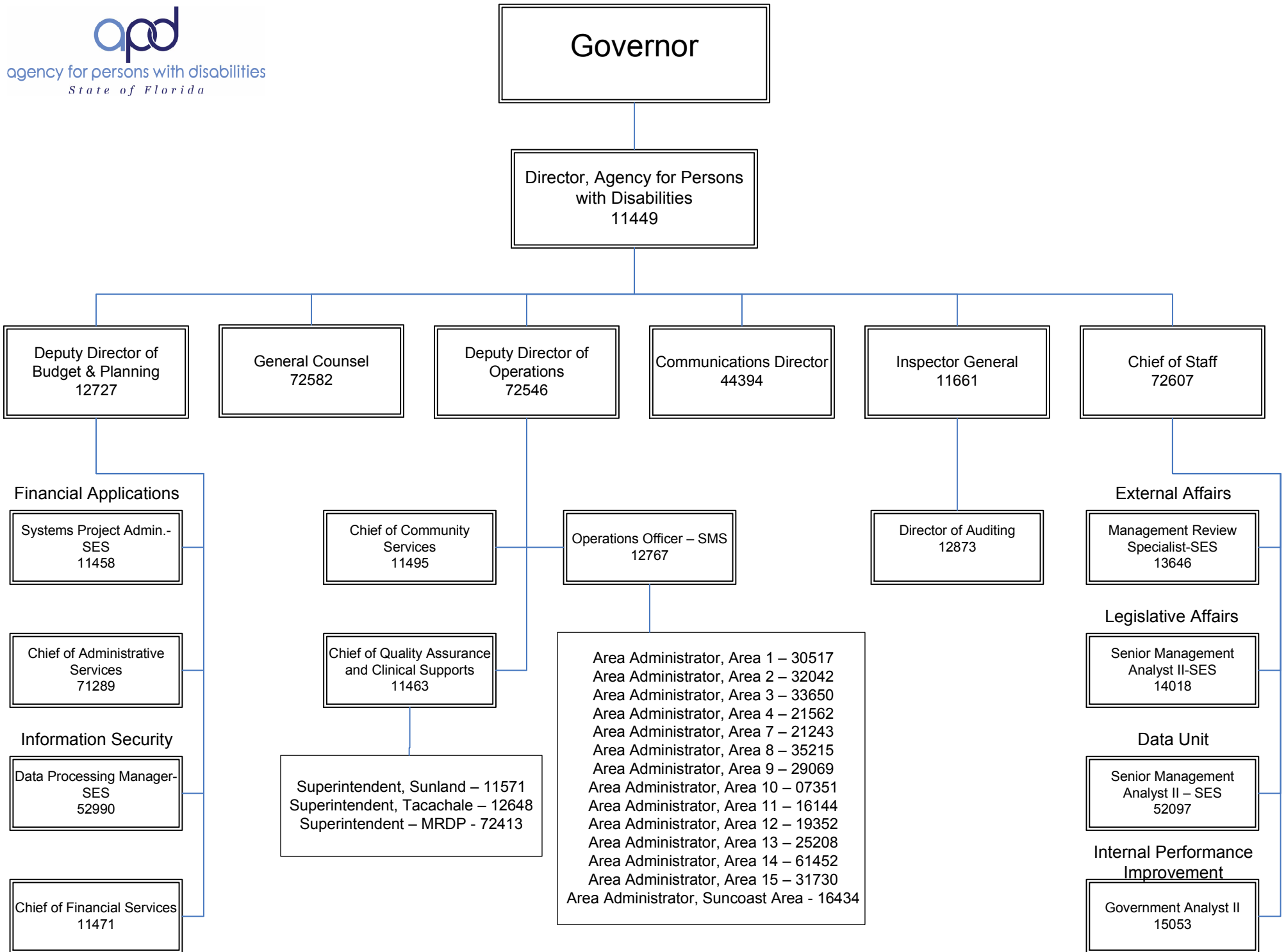
	Currently Authorized Positions		OPS FTE	OPS FTE Cost	Contracted Services FTE	Contracted Services FTE Cost	Total Personnel	Total Personnel Cost
	State FTE	State FTE Cost						
All Schedule IV-C Services								
Non-Strategic IT Services	43.04%	6.90%	2.88%	46.16%	1.02%	56.36%		
Strategic IT Services	58.98%	0.14%	22.70%	18.18%	0.00%	43.64%		
% of Total Reported IT Cost	49.998%	3.946%	11.529%	33.952%	0.575%			

Data Center Summary		Total	Total Utilized
Total Data Center Personnel			0.00
Total Servers from All IT Services - Mainframe			0
Total Servers from All IT Services - Non-Mainframe			29
Agency Data Center (TOTAL SQUARE FEET)		0	0
Computing Facilities (TOTAL SQUARE FEET)		0	0
Office Space (TOTAL SQUARE FEET)			0
Backup Generator, Power Distribution Units, UPS, etc. (CAPACITY IN KW)		0	
Utilities-Electricity (ESTIMATED TOTAL ANNUAL KWH)		0	

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Agency For Persons With Disabilities		
Contact Person:	Juan Collins (APD)	Phone Number:	850-414-2232
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	JDS v. APD		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	02-3647		
Summary of the Complaint:	(JDS) DD Client in group home allegedly raped and impregnated by foster parent.		
Amount of the Claim:	\$ 1,000,000.00		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	On-going Agency submitted an offer of judgment in the amount of 100K.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			



AGENCY FOR PERSONS WITH DISABILITIES		FISCAL YEAR 2009-10			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		1,085,118,117		0	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		20,359,702		0	
FINAL BUDGET FOR AGENCY		1,105,477,819		0	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					0
Home And Community Services Administration * Number of Medicaid Waiver clients enrolled		29,971	189.12	5,668,076	
Support Coordination * Number of people receiving support coordination		30,186	1,228.92	37,096,087	
Private Intermediate Care Facilities For The Developmentally Disabled * Number of adults receiving services in Developmental Service Public Facilities		714	152,602.38	108,958,098	
Program Management And Compliance * Based on Administrative Components of serving people in the Community and Institutional settings		53,671	494.14	26,520,892	
Adult Daily Living * Number of persons with disabilities served in Adult Daily Living		8,633	5,464.09	47,171,498	
Adult Day Service * Number of persons with disabilities served in Adult Day Training Service		12,318	1,949.17	24,009,870	
Adult Medical/Dental * Number of persons with disabilities served in Adult Medical/Dental		11,958	869.04	10,392,026	
Adult Respite Services * Number of persons with disabilities served in Adult Respite Services		3,856	1,010.35	3,895,918	
Adult Residential Habilitation * Number of persons with disabilities served in Adult Residential Habilitation		7,269	13,317.49	96,804,835	
Adult Specialized Therapies/ Assessments * Number of persons with disabilities served in Adult Specialized Assessments, Therapies, Equipment and Supplies		6,627	1,650.28	10,936,432	
Adult Supported Employment * Number of persons with disabilities served in Adult Supported Employment		3,013	1,412.64	4,256,279	
Adult Supported Living * Number of persons with disabilities served in Adult Supported Living and In Home Subsidies		7,737	5,603.25	43,352,333	
Adult Transportation * Number of persons with disabilities served in Adult Transportation		10,927	1,043.57	11,403,088	
Children Daily Living * Number of persons with disabilities served in Children Daily Living		2,106	6,321.44	13,312,962	
Children Day Services * Number of persons with disabilities served in Children Day Training Services		10	1,023.90	10,239	
Children Medical/Dental * Number of persons with disabilities served in Children Medical/Dental		3,222	749.33	2,414,356	
Children Respite Services * Number of persons with disabilities served in Children Respite Services		2,432	1,144.41	2,783,216	
Children Residential Habilitation * Number of persons with disabilities served in Children Residential Habilitation		970	16,450.08	15,956,577	
Children Specialized Therapies/ Assessments * Number of persons with disabilities served in Children Specialized Assessments, Therapies, Equipment and Supplies		1,781	1,316.43	2,344,556	
Children Support Employment * Number of persons with disabilities served in Children Supported Employment		1	1,626.00	1,626	
Children Supported Living * Number of persons with disabilities served in Children Supported Living and In Home Subsidies		1,984	2,033.39	4,034,237	
Children Transportation * Number of persons with disabilities served in Children Transportation		44	1,260.41	55,458	
Forensic Care * Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program		280	92,596.48	25,927,015	
TOTAL				497,305,674	
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				1,260,660	
REVERSIONS				606,911,505	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				1,105,477,839	

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Agency for Persons with Disabilities

Contact:

Richard Maxey (414-8479)

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2010 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2011-2012 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2011-2012 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Annualization of Transfer of Disposable Incontinence Supplies	R/B*	(1,025,000)	(1,025,000)
b	Annualization of Waiver Tier Adjustments		(5,589,510)	(5,589,510)
c	Federal Medical Assistance Percentage (FMAP) Adjustment		(41,839,552)	*
d	Projected Waiver Deficit beyond FMAP		(43,818,788)	(36,473,630)
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* Input by Legislative staff

* R/B = Revenue or Budget Driver



agency for persons with disabilities
State of Florida

Home and Community Services

67100100

Exhibits and Schedules

Budget Entity 67100100

Home and Community Services

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2011 - 2012
Trust Fund Title:	67-Agency for Persons with Disabilities
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	67100100
	2021

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	52,512	(A)		52,512
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	52,512	(F)	0	52,512
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2010	52,512	(K)	0	52,512**

Notes:
 *SWFS = Statewide Financial Statement
 ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Administrative Trust Fund - 67100100
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2011 - 2012
Trust Fund Title:	67-Agency for Persons with Disabilities
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	67100100
	2261

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(3,784)	(A)		(3,784)
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: Intra-Agency Transfer from BE 67100300	4,000	(E)		4,000
Total Cash plus Accounts Receivable	216	(F)		216
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2010	216	(K)		216 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title:	<u>67-Agency for Persons with Disabilities</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
Budget Entity:	<u>67100100</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 [3,784.00] (A)

Add/Subtract:

[0.00] (B)

Other Adjustment(s):

Intra-Agency Transfer from BE 67100300 [4,000.00] (C)

[0.00] (C)

ADJUSTED BEGINNING TRIAL BALANCE:

[216.00] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC

[216.00] (E)

DIFFERENCE:

[0.00] (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:

67-Agency for Persons with Disabilities

Trust Fund Title:

Operations & Maintenance Trust Fund

Budget Entity:

67100100

LAS/PBS Fund Number:

2516

	Balance as of 6/30/2010		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(49,075,320)	(A)			(49,075,320)
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Intra-Agency transfer from BE 67100300	70,000,000	(D)	0		70,000,000
ADD: Overhead Applied	330	(E)			330
Total Cash plus Accounts Receivable	20,925,010	(F)	0		20,925,010
LESS Allowances for Uncollectibles	0	(G)			0
LESS Approved "A" Certified Forwards	(5,171,319)	(H)	488		(5,170,831)
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards	(575,522)	(H)			(575,522)
LESS: Other Accounts Payable (Nonoperating)	0	(I)			0
LESS: _____	0	(J)			0
Unreserved Fund Balance, 07/01/2010	15,178,169	(K)	488		15,178,657 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Operations and Maintenance Trust Fund - 67100100
LAS/PBS Fund Number: 2516

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 [**(54,821,831.00)**] (A)

Add/Subtract:

SWFS Adjustments to Accounts Payable [488.00] (B)

Intra-Agency transfer from BE 67100300 [70,000,000.00] (B)

[0.00] (B)

Other Adjustment(s):

[0.00] (C)

[0.00] (C)

[0.00] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [**15,178,657.00**] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [**15,178,657.00**] (E)

DIFFERENCE: [**0.00**] (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2011 - 2012
Trust Fund Title:	67-Agency for Persons with Disabilities
Budget Entity:	Social Service Block Grant
LAS/PBS Fund Number:	67100100
	2639

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	21,286,468	(A)		21,286,468
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	21,286,468	(F)	0	21,286,468
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	(9,350,460)	(H)	50,000	(9,300,460)
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: Intra-Agency Transfer to BE 67100300	(1,599,975)	(J)		(1,599,975)
Unreserved Fund Balance, 07/01/2010	10,336,033	(K)	50,000	10,386,033**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title:	<u>67-Agency for Persons with Disabilities</u>
Trust Fund Title:	<u>Operations and Maintenance Trust Fund</u>
Budget Entity:	<u>67100100</u>
LAS/PBS Fund Number:	<u>2639</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010	11,936,008.00	(A)
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Add/Subtract:

SWFS Adjustment to reduce accounts payable	50,000.00	(B)
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	0.00	(B)
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Other Adjustment(s):

Intra-Agency Transfer to BE 67100300	(1,599,975.00)	(C)
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	0.00	(C)
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ADJUSTED BEGINNING TRIAL BALANCE:	10,386,033.00	(D)
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UNRESERVED FUND BALANCE, SCHEDULE IC	10,386,033.00	(E)
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DIFFERENCE:	0.00	(F)*
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***SHOULD EQUAL ZERO.**



agency for persons with disabilities
State of Florida

Program Management and Compliance

67100200

Exhibits and Schedules

Budget Entity 67100200

Program Management and Compliance

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2011 - 2012
Trust Fund Title:	67-Agency for Persons with Disabilities
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	67100200
	2021

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,252,694 (A)			1,252,694
ADD: Other Cash (See Instructions)	0 (B)			0
ADD: Investments	0 (C)			0
ADD: Outstanding Accounts Receivable	0 (D)			0
ADD: _____	0 (E)			0
Total Cash plus Accounts Receivable	1,252,694 (F)		0	1,252,694
LESS Allowances for Uncollectibles	0 (G)			0
LESS Approved "A" Certified Forwards	0 (H)			0
Approved "B" Certified Forwards	0 (H)			0
Approved "FCO" Certified Forwards	0 (H)			0
LESS: Other Accounts Payable (Nonoperating)	0 (I)			0
LESS: Intra-Agency transfer to BE 67100300	(200,000) (J)			(200,000)
Unreserved Fund Balance, 07/01/2010	1,052,694 (K)		0	1,052,694**

Notes:
 *SWFS = Statewide Financial Statement
 ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Administrative Trust Fund - 67100200
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 1,252,694.00 (A)

Add/Subtract: 0.00 (B)

Other Adjustment(s):

Intra-Agency transfer to BE 67100300 (200,000.00) (C)

0.00 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 1,052,694.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 1,052,694.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2011 - 2012
Trust Fund Title:	67-Agency for Persons with Disabilities
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	67100200
	2261

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	383,794	(A)		383,794
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)	80,397	80,397
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	383,794	(F)	80,397	464,191
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	(75,807)	(H)		(75,807)
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2010	307,987	(K)	80,397	388,384**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title:	<u>67-Agency for Persons with Disabilities</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
Budget Entity:	<u>67100200</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010	307,987.00	(A)
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Add/Subtract:

SWFS Adjustment to accounts receivable	80,397.00	(B)
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Other Adjustment(s):

	0.00	(C)
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	0.00	(C)
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ADJUSTED BEGINNING TRIAL BALANCE:	388,384.00	(D)
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UNRESERVED FUND BALANCE, SCHEDULE IC	388,384.00	(E)
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DIFFERENCE:	0.00	(F)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:

67-Agency for Persons with Disabilities

Trust Fund Title:

Operations & Maintenance Trust Fund

Budget Entity:

67100200

LAS/PBS Fund Number:

2516

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,421,961	(A)		3,421,961
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)	4,582,355	4,582,355
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	3,421,961	(F)	4,582,355	8,004,316
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	(1,807,618)	(H)	0	(1,807,618)
Approved "B" Certified Forwards	(555)	(H)		(555)
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	(59,085)	(I)		(59,085)
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2010	1,554,703	(K)	4,582,355	6,137,058 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Operations and Maintenance Trust Fund - 67100200
LAS/PBS Fund Number: 2516

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 1,554,703.00 (A)

Add/Subtract:

SWFS Adjustments to Accounts Receivable 4,582,355.00 (B)

0.00 (B)

0.00 (B)

Other Adjustment(s):

0.00 (C)

0.00 (C)

0.00 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 6,137,058.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 6,137,058.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011 -2012

Department: Agency for Persons with Disabilities

Chief Internal Auditor: Carol Sullivan

Budget Entity: 67100200

Phone Number: 414-7166

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-09/10-004	May-10	Area 15 Family Care Council Expenditures (FCC)	Finding: Expenditures were incorrectly reimbursed. Recommendations: (1) Area 15 APD office conduct a more thorough preaudit process of Area 15 FCC expenditures prior to payment. (2) Area 15 APD office better monitor the FCC expenditures by reconciling FLAIR expenditures to the FCC records.	The Area office will be instituting additional quality assurance reviews of all financial reimbursements prior to approval.	
A-09/10-005	Feb-10	Family Care Council Florida Expenditures (FCCF)	Findings: (1) Expenditures were incorrectly coded, recorded and/or charged in FLAIR. (2) Based on an analysis of budgeted amounts to expended amounts for the FCCF and all Area FCC's several area FCC's exceeded their budget and detailed FLAIR expenditures were not reviewed and reconciled for the area FCC's and the FCCF. Recommendations: (1) A more formal review of items charged against the Family Care Council Florida be performed. (2) Agency management implement procedures to provide for better monitoring of all FCCF and FCC expenditures.	The Division of Budget and Planning will ensure that a more formal review of items charged will be performed and implement procedures to provide for a better monitoring of all Family Care Council Florida and Family Care Councils' expenditures.	
A-09/10-007	May-10	Consumer Directed Care Plus Program (CDC+)	Finding: The following areas were noted where major improvement was needed - Negative Balances, Corrective Action Plans, CDC+ Expansion, Purchasing Plan System Training, Incomplete Applications, Area Offices, Information Technology, and Reconciliations. Recommendations: Specific recommendations were made addressing each of the areas noted above.	Management is finalizing policies and procedures and corrective action plan tools. Management is continuing to refine processes and incorporating lessons learned. Management is continuing training for the Area offices. Management is working with area offices and AHCA to address issues that arise.	



agency for persons with disabilities
State of Florida

Developmental Disabilities Public Facilities

67100300

Exhibits and Schedules

Budget Entity 67100300

Developmental Disabilities Public Facilities

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:

67-Agency for Persons with Disabilities

Trust Fund Title:

Administrative Trust Fund

Budget Entity:

67100300

LAS/PBS Fund Number:

2021

	Balance as of 6/30/2010		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(134,593)	(A)			(134,593)
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	0	(D)			0
ADD: Intra-Agency transfer from BE 67100200	200,000	(E)			200,000
Total Cash plus Accounts Receivable	65,407	(F)	0		65,407
LESS Allowances for Uncollectibles	0	(G)			0
LESS Approved "A" Certified Forwards	(3,135)	(H)			(3,135)
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Nonoperating)	0	(I)			0
LESS: _____	0	(J)			0
Unreserved Fund Balance, 07/01/2010	62,272	(K)	0		62,272 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Administrative Trust Fund - 67100300
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 [137,728.00] (A)

Add/Subtract: [0.00] (B)

Other Adjustment(s):

Intra-Agency transfer from BE 67100200 [200,000.00] (C)

[0.00] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [62,272.00] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [62,272.00] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:

67-Agency for Persons with Disabilities

Trust Fund Title:

Federal Grants Trust Fund

Budget Entity:

67100300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2010	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,068 (A)		8,068
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	0 (D)	0	0
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	8,068 (F)	0	8,068
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Intra-Agency Transfer to BE 67100100	(4,000) (J)		(4,000)
Unreserved Fund Balance, 07/01/2010	4,068 (K)	0	4,068 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title:	<u>67-Agency for Persons with Disabilities</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
Budget Entity:	<u>67100300</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010	8,068.00	(A)
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Add/Subtract:

Unreserved fund balance adjustment	0.00	(B)
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Other Adjustment(s):

Intra-Agency Transfer to BE 67100100	(4,000.00)	(C)
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	0.00	(C)
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ADJUSTED BEGINNING TRIAL BALANCE:	4,068.00	(D)
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UNRESERVED FUND BALANCE, SCHEDULE IC	4,068.00	(E)
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DIFFERENCE:	0.00	(F)*
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***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 67-Agency for Persons with Disabilities **Budget Period:** 2011-2012
Program: 67100300-DDC-PC 1303000000
Fund: 2516

Specific Authority: Chapter 393
Purpose of Fees Collected: Deposits used for Clients services funded by third-party payors.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 2010	FY 2010 - 2011	FY 2011 - 2012
<u>Receipts:</u>			
<u>AHCA Transfer for Client Care (Medicaid, Medicare)</u>	76,392,605	62,483,885	51,347,849
<u>Reimbursement Client Custodian Care</u>	5,640,797	4,337,412	4,230,112
<u> </u>			
<u> </u>			
Total Fee Collection to Line (A) - Section III	82,033,402	66,821,297	55,577,961

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	55,442,478	48,779,547	40,571,912
<u>Other Personal Services</u>	1,377,246	1,336,426	1,111,559
<u>Expenses</u>	5,339,008	4,009,278	3,334,678
<u>Operating Capital Outlay</u>	502,746	668,213	555,780
<u>Special Category (070000)</u>	1,521,758	1,336,426	1,111,559
<u>Special Category (100777)</u>	1,505,218	2,004,639	1,667,339
<u>Special Category (100779)</u>	4,046,812	4,677,491	3,890,457
<u>Special Category (103241)</u>	1,907,399		
<u> </u>			
<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	71,642,665	62,812,019	52,243,283

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	82,033,402	66,821,297	55,577,961
TOTAL SECTION II	(B)	71,642,665	62,812,019	52,243,283
TOTAL - Surplus/Deficit	(C)	10,390,737	4,009,278	3,334,678

EXPLANATION of LINE C:

The Disabilities Developmental Centers are supported in the OMTF by fees and Medicaid transfers from ACHA for client custodial care.
Only BE 67100300 and Program Component 1303000000 are involved.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:

67-Agency for Persons with Disabilities

Trust Fund Title:

Operations & Maintenance Trust Fund

Budget Entity:

67100300

LAS/PBS Fund Number:

2516

	Balance as of 6/30/2010	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	65,830,886 (A)		65,830,886
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	6,003,929 (D)	0	6,003,929
ADD: Overhead Applied	(330) (E)		(330)
Total Cash plus Accounts Receivable	71,834,485 (F)	0	71,834,485
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	(1,257,974) (H)	0	(1,257,974)
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	(443,439) (H)		(443,439)
LESS:	0 (I)	0	0
LESS: Intra-Agency transfers	(70,000,000) (J)		(70,000,000)
Unreserved Fund Balance, 07/01/2010	133,072 (K)	0	133,072**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title: 67-Agency for Persons with Disabilities
Trust Fund Title: Operations and Maintenance Trust Fund - 67100300
LAS/PBS Fund Number: 2516

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 70,133,072.00 (A)

Add/Subtract:

(70,000,000.00) (B)

0.00 (B)

0.00 (B)

Other Adjustment(s):

0.00 (C)

0.00 (C)

0.00 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 133,072.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 133,072.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:	67-Agency for Persons with Disabilities
Trust Fund Title:	Social Service Block Grant
Budget Entity:	67100300
LAS/PBS Fund Number:	2639

	Balance as of 6/30/2010	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,599,975) (A)		(1,599,975)
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	0 (D)		0
ADD: Intra-Agency transfer from BE 67100100	1,599,975 (E)		1,599,975
Total Cash plus Accounts Receivable	0 (F)	0	0
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	0 (H)	0	0
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: _____	0 (J)		0
Unreserved Fund Balance, 07/01/2010	0 (K)	0	0 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2011 - 2012

Department Title:	<u>67-Agency for Persons with Disabilities</u>
Trust Fund Title:	<u>Operations and Maintenance Trust Fund</u>
Budget Entity:	<u>67100300</u>
LAS/PBS Fund Number:	<u>2639</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-2010 [(1,599,975.00)] (A)

Add/Subtract:

Intra-Agency transfer from BE 67100100 [1,599,975.00] (B)

[0.00] (B)

Other Adjustment(s):

[0.00] (C)

[0.00] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [0.00] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [0.00] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011 -2012

Department: Agency for Persons with Disabilities

Chief Internal Auditor: Carol Sullivan

Budget Entity: 67100300

Phone Number: 414-7166

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-08/09-006	Dec-09	Sunland Welfare Trust Fund	<p>Findings: (1) Based on a legal opinion by the General Counsel's Office expenditures for the operation of Rish Park are not allowable expenditures of the welfare trust fund. (2) In addition it was determined that two Sunland employees had been residing in two of the Hospitality House apartments which was in violation of Section 393.23, Florida Statutes.</p> <p>Recommendations: (1) APD management provide guidance to Sunland Marianna regarding Rish Park expenditures in light of the General Counsel's opinion. (2) APD management take appropriate and timely action regarding the continued noncompliance with Section 393.23, Florida Statutes, as it relates to the Hospitality House.</p>	<p>The Division of Budget and Planning will provide guidance to Sunland Marianna regarding Rish Park expenditures. APD management has discussed the issue of noncompliance with the Sunland Administrator, and the contracted employee will have 30 days beginning January 4, 2010, to find other accommodations off campus.</p>	
A-09/10-006	Jan-10	Developmental Disability Centers Employee Housing	<p>Findings: (1) Policies and procedures were inconsistent between the DDCs. (2) Utility charges were inconsistent between the DDCs. (3) Inconsistent and incorrect information has been reported on the DMS Services Perquisite Report.</p> <p>Recommendations: (1) APD management develop comprehensive policies and procedures to address employee housing on the DDCs. (2) Provide guidance as to what constitutes perquisite expenditures for the agency and to provide consistency of reporting between the DDCs.</p>	<p>The Agency will develop policies and procedures that will address employee housing at the DDCs. Guidance will also be requested from the Office of Budget and Planning to the DDC staff as to what constitutes perquisite expenditures and reporting and handling of employee reimbursed amounts.</p>	

<p>Auditor General 2010-037</p>	<p>Oct-09</p>	<p>Residential Facility Licensing and Follow- Up on Prior Audit Findings</p>	<p>Finding 1 - The Agency's facility licensure processes needed improvement. Recommendation: The Agency should ensure that written procedures addressing the residential facility licensing process include a description of the acceptable forms of documentation Agency Area Office licensing staff must obtain and review to verify that facility staff meet the requirements established in State law and Agency rules. The procedures should also describe how licensing staff are to document the review and verification work performed.</p> <p>Finding 2 - The Agency's standard renewal application for residential facilities did not contain some statutorily required elements. In addition, we noted instances in which the standard application form had been modified by Area Offices, and, as a result, the receipt and evaluation of all required facility information was not documented in Agency licensing files. Recommendation: The Agency amend the standard renewal license application to include all the elements required by law. In addition, the Agency should ensure that Agency Area Offices utilize the standard license applications, and the Agency should consider implementing a review process that includes Central Office review of selected licensing files to verify that all required information was obtained and evaluated prior to license issuance.</p> <p>Finding 3 - In most cases, Agency residential facility licensing files did not contain documentation of the calculation of the facility's capacity. Recommendation - The Agency ensure that written procedures addressing the residential licensing process include guidance for Agency licensing staff use when performing resident capacity calculations and should also require documentation to evidence the calculation performed.</p>	<p>Finding 1 - APD Central Office staff is finalizing an operating procedure specifically intended to provide clear direction to area office licensing staff regarding the residential facility licensing process.</p> <p>Finding 2 - A standard <i>Application for Licensure of a Residential Facility</i> was implemented and is being used by all area offices. This application contains all the statutorily-required elements.</p> <p>Finding 3 - Direction to the APD staff will be provided in the operating procedure in the form of guidelines and document requirements regarding the capacity calculation of facilities.</p>	
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		<p>Finding 4 - The Agency had not adopted some of the statutorily required rules relating to the licensing of residential facilities.</p> <p>Recommendation: The Agency take appropriate action to amend its rules to include all the areas required by law.</p> <p>Finding 5 - Improvements continue to be needed in the timeliness of the Agency's resolution of issues reported in quality assurance reviews of HCBS Program direct service providers and waiver support coordinators. A similar finding was previously included in audit report No. 2001-180.</p> <p>Recommendation: The Agency continue to enhance procedures to ensure timely and complete resolution of issues identified by quality assurance reviews.</p>	<p>Finding 4 - The APD has initiated the rulemaking process to ensure that all licensing-related requirements identified in state law are incorporated.</p> <p>Finding 5 - In partnership with the Agency for Health Care Administration the APD contracted for a new system of contracted provider monitoring and reporting. The quality assurance system is in the early stages of deployment.</p>	
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Office of Policy and Budget - July 2010

Fiscal Year 2011-12 LBR Technical Review Checklist

Department/Budget Entity (Service): **Agency for Persons With Disabilities**

Agency Budget Officer/OPB Analyst Name: **Richard Maxey/Robyn Forbes**

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

	Program or Service (Budget Entity Codes)		
Action	67100100	67100200	67100300

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IA4, IA5, IP1,V1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y	Y

TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
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2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y

AUDITS:

3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y

TIP	Generally look for and be able to fully explain significant differences between A02 and A03.			
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Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.			
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.			
4. EXHIBIT D (EADR, EXD)			
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
5. EXHIBIT D-1 (ED1R, EXD1)			
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y
AUDITS:			
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.			
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.			
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.			
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)			
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.			

Action	Program or Service (Budget Entity Codes)			
	67100100	67100200	67100300	
7. EXHIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/J - No issues	N/J - No issues	N/J - No issues
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/J - No issues	N/J - No issues	N/J - No issues
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/J - No issues	N/J - No issues	N/J - No issues
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/J - Consensus Estimating Conference forecast does not apply	N/J - Consensus Estimating Conference forecast does not apply	N/J - Consensus Estimating Conference forecast does not apply
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	N/J - No issues	N/J - No issues	N/J - No issues
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/J - No issues	N/J - No issues	N/J - No issues
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J - No issues	N/J - No issues	N/J - No issues
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/J - No lump sum distribution	N/J - No lump sum distribution	N/J - No lump sum distribution
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	N/J - No issues related to salary and benefits	N/J - No issues related to salary and benefits	N/J - No issues related to salary and benefits
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/J - No issues related to IT	N/J - No issues related to IT	N/J - No issues related to IT

Action		Program or Service (Budget Entity Codes)		
		67100100	67100200	67100300
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/J - No issues related to major audit findings	N/J - No issues related to major audit findings	N/J - No issues related to major audit findings
AUDIT:				
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/J - No 160XXXX issues	N/J - No 160XXXX issues	N/J - No 160XXXX issues
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/J - No 180XXXX issues	N/J - No 180XXXX issues	N/J - No 180XXXX issues
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/J	N/J	Y
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.			
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/J - Agency does not have any regulatory fees	N/J - Agency does not have any regulatory fees	N/J - Agency does not have any regulatory fees
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/J - Not applicable	N/J - Not applicable	N/J - Not applicable
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/J - No Estimating Conference available	N/J - No Estimating Conference available	N/J - No Estimating Conference available
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/J - Not applicable	N/J - Not applicable	N/J - Not applicable
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y

Action		Program or Service (Budget Entity Codes)		
		67100100	67100200	67100300
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!			
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)			
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.			
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.			
9. SCHEDULE II (PSCR, SC2)				
AUDIT:				
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/J - No positions requested	N/J - No positions requested	N/J - No positions requested
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	N/J - No issue	N/J - No issue	N/J - No issue
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/J - OAD not used	Y	Y
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.			

Action	Program or Service (Budget Entity Codes)			
	67100100	67100200	67100300	
12. SCHEDULE VIII A (EADR, SC8A)				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y
13. SCHEDULE VIII B-1 (EADR, S8B1)				
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y	Y	Y
14. SCHEDULE VIII B-2 (EADR, S8B2)				
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)				
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J - Discrepancies due to	N/J - Discrepancies due to	N/J - Discrepancies due to
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
16. MANUALLY PREPARED EXHIBITS & SCHEDULES				
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y

Action		Program or Service (Budget Entity Codes)		
		67100100	67100200	67100300
AUDITS - GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.			
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.			
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	N/J - Facility has been identified	N/J - Facility has been identified	N/J - Facility has been identified
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.			
18. FLORIDA FISCAL PORTAL				
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y