



Rick Scott
Governor

H. Frank Farmer, Jr., MD, PhD, FACP
State Surgeon General

LEGISLATIVE BUDGET REQUEST

September 15, 2011

Mr. Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

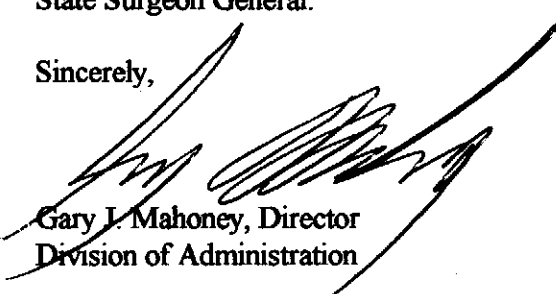
Ms. JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Mr. Craig Meyer, Staff Director
Senate Budget Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Health 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 2012-13 Fiscal Year. This submission has been approved by H. Frank Farmer, Jr., MD, PhD, FACP, State Surgeon General.

Sincerely,



Gary J. Mahoney, Director
Division of Administration

Enclosure
GJM/lr

DEPARTMENT OF HEALTH
DEPARTMENT LEVEL EXHIBITS AND SCHEDULES

Non-Strategic IT Service:		Network Service			
Dept/Agency: Department Of Health Prepared by: Bob Dillenschneider Phone: 850-245-4471		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			47.80		\$2,494,475
A-1.1	State FTE	1	42.15		\$2,155,124
A-2.1	OPS FTE	1	2.15		\$60,138
A-3.1	Contractor Positions (Staff Augmentation)	1	3.50		\$279,213
B. Hardware					\$1,570,028
B-1	Servers		594.6	8	\$61,000
B-2	Server Maintenance & Support		338	21	\$856,559
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		16687.67	700	\$549,549
B-4	Online Storage for file and print (indicate GB of storage)		141345		\$15,478
B-5	Archive Storage for file and print (indicate GB of storage)		78242		\$15,580
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$71,862
C. Software					\$49,180
D. External Service Provider(s)					\$4,917,472
D-1	MyFloridaNet				\$4,615,699
D-2	Other (Please specify in Footnote Section below)				\$301,773
E. Other (Please describe in Footnotes Section below)					\$10,989
F. Total for IT Service					\$9,042,144
G. Please identify the number of users of the Network Service					20,000
H. How many locations currently host IT assets and resources used to provide LAN services?					402
I. How many locations currently use WAN services?					1,193
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.				
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Non-Strategic IT Service: E-Mail, Messaging, and Calendaring Service				
Agency: Department Of Health Prepared by: Bob Dillenschneider Phone: 850-245-4471			# of Assets & Resources Apportioned to this IT Service in FY 2012-13	
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel		7.40		\$366,713
A-1 State FTE	1	7.25		\$360,147
A-2 OPS FTE	1	0.10		\$5,676
A-3 Contractor Positions (Staff Augmentation)	1	0.05		\$890
B. Hardware				\$320,661
B-1 Servers		19	1	\$0
B-2 Server Maintenance & Support		1	2	\$1,800
B-3 Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)		2283	486	\$318,861
B-4 Online Storage (indicate GB of storage)		4178 TB		\$0
B-5 Archive Storage (indicate GB of storage)		59272 TB		\$0
B-6 Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$316,446
D-1 Southwood Shared Resource Center				\$132,202
D-2 Northwood Shared Resource Center				\$0
D-3 Northwest Regional Data Center				\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$184,244
E. Other (Please describe in Footnotes Section below)				\$1,081
F. Total for IT Service				\$1,004,901
G. Please provide the number of user mailboxes.				20,282
H. Please provide the number of resource mailboxes.				260
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.			
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Non-Strategic IT Service:		Desktop Computing Service			
Agency: Department Of Health		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Bob Dillenschneider					
Phone: 850-245-4471					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			86.15		\$3,937,611
A-1	State FTE	1	81.40		\$3,800,415
A-2	OPS FTE	1	4.55		\$133,636
A-3	Contractor Positions (Staff Augmentation)	1	0.20		\$3,560
B. Hardware			32440.3	3132	\$3,026,729
B-1	Servers		90.3	10	\$47,000
B-2	Server Maintenance & Support		18	1	\$8,020
B-3.1	Desktop Computers		18474	2325	\$2,024,615
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		6457	536	\$791,964
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)		7401	260	\$155,130
C. Software					\$55,250
D. External Service Provider(s)			31	12	\$64,197
E. Other (Please describe in Footnotes Section below)					\$45,826
F. Total for IT Service					\$7,129,613
G. Please identify the number of users of this service.					18,067
H. How many locations currently use this service?					571
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.				
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Non-Strategic IT Service:		Helpdesk Service			# of Assets & Resources Apportioned to this IT Service in FY 2012-13
Agency: Department Of Health					
Prepared by: Bob Dillenschneider					Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
Phone: 850-245-4471					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	
A. Personnel			54.41		\$2,890,100
A-1	State FTE	1	40.71		\$2,047,689
A-2	OPS FTE	1	8.10		\$222,816
A-3	Contractor Positions (Staff Augmentation)	1	5.60		\$619,595
B. Hardware			77	2	\$16,000
B-1	Servers		12	0	\$3,000
B-2	Server Maintenance & Support		6	1	\$7,500
B-3	Other Hardware Assets (Please specify in Footnote Section below)		59	1	\$5,500
C. Software					\$10,100
D. External Service Provider(s)			2	0	\$58,100
E. Other (Please describe in Footnotes Section below)					\$1,630
F. Total for IT Service					\$2,975,930
G. Please identify the number of users of this service.					20,000
H. How many locations currently host IT assets and resources used to provide this service?					162
I. What is the average monthly volume of calls/cases/tickets?					38,688
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.				
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Non-Strategic IT
Service:

IT Security/Risk Mitigation Service

Agency: **Department Of Health**
Prepared by: **Bob Dillenschneider**
Phone: **850-245-4471**

of Assets &
Resources
Apportioned to this
IT Service in FY
2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			24.95		\$1,692,609
A-1	State FTE	2	24.00		\$1,637,362
A-2	OPS FTE	2	0.45		\$5,311
A-3	Contractor Positions (Staff Augmentation)	2	0.50		\$49,936
B. Hardware			621	462	\$686,146
B-1	Servers		23	0	\$0
B-2	Server Maintenance & Support		5	3	\$2,536
B-3	Other Hardware Assets (Please specify in Footnote Section below)	1	593	459	\$683,610
C. Software					\$2,935
D. External Service Provider(s)			2	0	\$1,000
E. Other (Please describe in Footnotes Section below)					\$885
F. Total for IT Service					\$2,383,575

G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	includes maintenance cost for 450 firewalls, 1 Anti-virus, 3 proxy server, 3 intrusion protection systems, 3 system monitoring, 6 security login systems controlled by DIT
2	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.
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Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service				
Agency: Department Of Health Prepared by: Bob Dillenschneider Phone: 850-245-4471			# of Assets & Resources Apportioned to this IT Service in FY 2012-13	
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel		23.55		\$1,988,970
A-1 State FTE	1	15.90		\$1,000,265
A-2 OPS FTE	1	0.25		\$9,111
A-3 Contractor Positions (Staff Augmentation)		7.40		\$979,594
B. Hardware		161	1	\$33,304
B-1 Servers		7	0	\$3,000
B-2 Server Maintenance & Support		6	1	\$3,030
B-3 Other Hardware Assets (Please specify in Footnote Section below)		148	0	\$27,274
C. Software				\$40,696
D. External Service Provider(s)		0	0	\$0
E. Other (Please describe in Footnotes Section below)				\$67,376
F. Total for IT Service				\$2,130,346
G. Please identify the number of users of this service.				2,628
H. How many locations currently host agency financial/administrative systems?				29
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.			
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Non-Strategic IT Service: IT Administration and Management Service				
Agency: Department Of Health Prepared by: Bob Dillenschneider Phone: 850-245-4471			# of Assets & Resources Apportioned to this IT Service in FY 2012-13: 13	
Service Provisioning -- Assets & Resources (Cost Elements)				Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	
A. Personnel				\$4,806,638
A-1	State FTE	1	60.40	\$4,097,809
A-2	OPS FTE	1	0.05	\$3,591
A-3	Contractor Positions (Staff Augmentation)	1	6.15	\$705,238
B. Hardware				\$37,200
B-1	Servers		26	\$28,000
B-2	Server Maintenance & Support		19	\$6,200
B-3	Other Hardware Assets (Please specify in Footnote Section below)		40	\$3,000
C. Software				\$3,500
D. External Service Provider(s)				\$19,756
E. Other (Please describe in Footnotes Section below)				\$146,843
F. Total for IT Service				\$5,013,937
G. How many locations currently host assets and resources used to provide this service?				58
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.			
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: Department Of Health Prepared by: Bob Dillenschneider Phone: 850-245-4471		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			22.80		\$1,200,967
A-1.1	State FTE	1	19.35		\$1,078,771
A-2.1	OPS FTE	1	2.00		\$58,506
A-3.1	Contractor Positions (Staff Augmentation)	1	1.45		\$63,690
B. Hardware					\$16,396
B-1	Servers		24	1	\$11,000
B-2	Server Maintenance & Support		7	3	\$4,896
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		2	1	\$500
C. Software					\$9,268
D. External Service Provider(s)			3	3	\$17,965
E. Other (Please describe in Footnotes Section below)					\$1,511
F. Total for IT Service					\$1,246,107
G. Please identify the number of Internet users of this service.					8,738,739
H. Please identify the number of intranet users of this service.					250,054
I. How many locations currently host IT assets and resources used to provide this service?					82
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.				
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Non-Strategic IT Service: Data Center Service					
Dept/Agency: Department Of Health		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Bob Dillenschneider					
Phone: 850-245-4471					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			6.10		\$465,334
A-1.1	State FTE	2	5.50		\$383,294
A-2.1	OPS FTE	2	0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)	2	0.60		\$82,040
B. Hardware					\$82,180
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	1	183	2	\$28,000
B-2	Servers - Mainframe		2	1	\$0
B-3	Server Maintenance & Support		9024	9	\$21,380
B-4	Online or Archival Storage Systems (indicate GB of storage)		19461		\$26,800
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				\$6,000
C. Software					\$4,235
D. External Service Provider(s)					\$5,233,910
D-1	Southwood Shared Resource Center (indicate # of Board votes)		2		\$3,821,832
D-2	Northwood Shared Resource Center (indicate # of Board votes)		1		\$1,412,078
D-3	Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility					\$249,021
E-1	Data Center/Computing Facilities Rent & Insurance				\$56,157
E-2	Utilities (e.g., electricity and water)				\$156,173
E-3	Environmentals (e.g., HVAC, fire control, and physical security)				\$22,424
E-4	Other (please specify in Footnotes Section below)				\$14,267
F. Other (Please describe in Footnotes Section below)					\$6,391
G. Total for IT Service					\$6,041,071
H. Please provide the number of agency data centers.					5
I. Please provide the number of agency computing facilities.					25
J. Please provide the number of single-server installations.					50
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
7	Includes 73 servers at the CCOC that will transition to the SSRC in 2012				
2	All personnel figures includes staffing from various Divisions in the Department. See Budget Entity breakdown.				
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Agency: Department Of Health

				E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service			
Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0001%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%		
				Costs within BE	Funding Identified for IT Service										
1 Executive Leadership	64100200	1602000000	Administration	\$324,866		\$1,004,902	\$9,042,144	\$7,129,612	\$2,975,930	\$2,383,574	\$2,130,345	\$5,013,937	\$1,246,107	\$6,041,072	
2 Health Services	64300100	1301000000	Children Medical Services	\$1,778,757		\$146,453	\$512,252	\$890,510	\$143,726	\$72,959	\$7,100	\$3,550	\$2,207		
3 County Health Department	64200700	1306000000	County Health Department	\$15,852,279		\$777,930	\$4,264,850	\$5,418,016	\$1,471,340	\$498,449	\$427,339	\$1,618,240	\$708,608	\$667,507	
4 Health Services	64200400	1301000000	Disease Control	\$124,992		\$3,813	\$2,364	\$22,000	\$41,779	\$2,635	\$28,981	\$4,782	\$18,638		
5 Emergency Medical	64200800	1602000000	Emergency Medical Services	\$651,579		\$8,599	\$177,639	\$307,984		\$27,000	\$24,223	\$67,157	\$38,977		
6 Environmental Health	64200600	1302000000	Environmental Health	\$373,055			\$36,953	\$120,252			\$167,766	\$48,084			
7 Health Services	64200300	1301000000	Family Health Services	\$158,739		\$2,992		\$117,933				\$37,814			
8 Information Technology	64100400	1603000000	Information Technology	\$17,703,356		\$65,115	\$4,048,086	\$252,917	\$1,319,085	\$1,809,531	\$1,344,040	\$3,171,177	\$377,455	\$5,315,950	
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Sum of IT Cost Elements Across IT Services															
IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)		296.66		7.25	42.15	81.40	40.71	24.00	15.90	60.40	19.35	5.50	
	Personnel	State FTE (Costs)		\$16,560,876		\$360,147	\$2,155,124	\$3,800,415	\$2,047,689	\$1,637,362	\$1,000,265	\$4,097,809	\$1,078,771	\$383,294	
	Personnel	OPS FTE (#)		17.65		0.10	2.15	4.55	8.10	0.45	0.25	0.05	2.00	0.00	
	Personnel	OPS FTE (Cost)		\$498,785		\$5,676	\$60,138	\$133,636	\$222,816	\$5,311	\$9,111	\$3,591	\$58,506	\$0	
	Personnel	Vendor/Staff Augmentation (# Positions)		25.45		0.05	3.50	0.20	5.60	0.50	7.40	6.15	1.45	0.60	
	Personnel	Vendor/Staff Augmentation (Costs)		\$2,783,756		\$890	\$279,213	\$3,560	\$619,595	\$49,936	\$979,594	\$705,238	\$63,690	\$82,040	
	Hardware			\$5,788,644		\$320,661	\$1,570,028	\$3,026,729	\$16,000	\$686,146	\$33,304	\$37,200	\$16,396	\$82,180	
	Software			\$175,164		\$0	\$49,180	\$55,250	\$10,100	\$2,935	\$40,696	\$3,500	\$9,268	\$4,235	
	External Services			\$10,628,846		\$316,446	\$4,917,472	\$64,197	\$58,100	\$1,000	\$0	\$19,756	\$17,965	\$5,233,910	
	Plant & Facility (Data Center Only)			\$249,021										\$249,021	
	Other			\$282,532		\$1,081	\$10,989	\$45,826	\$1,630	\$885	\$67,376	\$146,843	\$1,511	\$6,391	
				Budget Total	\$36,967,624		\$1,004,901	\$9,042,144	\$7,129,613	\$2,975,930	\$2,383,575	\$2,130,346	\$5,013,937	\$1,246,107	\$6,041,071
				FTE Total	339.76		7.40	47.80	86.15	54.41	24.95	23.55	66.60	22.80	6.10
				Users	20,542		20,542	20,000	18,067	20,000	2,628	8,988,793	\$0.14		
			Cost Per User	48.91933599		\$452.11	\$394.62	\$148.80		\$810.63					

(cost/all mailboxes) Help Desk Tickets: 38,688
Cost/Ticket: \$77

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 Health Care Administration, Department of Children and Family Services, Department of Health		
Contact Person:	Stephanie A. Daniel	Phone Number:	850-414-3666
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>FLORIDA PEDIATRIC SOCIETY/THE FLORIDA CHAPTER OF THE AMERICAN ACADEMY OF PEDIATRICS; FLORIDA ACADEMY OF PEDIATRIC DENTISTRY, INC.; ASHLEY DOVE, as the next friend of Kaleb Kelley, a minor child; RITA GORENFLO and LES GORENFLO, as the next friends of Thomas and Nathaniel Gorenflo, minor children, JESSY WATLEY, a minor child, by and through his next friend, Edna Watley; N.A., a minor child, by and through his next friend, C.R., K.S., as the next friend of J.S., S.B., as the next friend of S.M., S.C., as the next friend of L.C., and K.V., as the next friend of N.V.^a v. ELIZABETH DUDEK, in her official capacity as Secretary of the Florida Agency for Health Care Administration; DAVID WILKINS, in his official capacity as acting Secretary of the Florida Department of Children and Family Services; and H. FRANK FARMER, JR., MD, PHD, FACP, in his official capacity as the Surgeon General of the Florida Department of Health</p>		
Court with Jurisdiction:	Pending in the U.S. District Court for the Southern District of Florida.		
Case Number:	05-23037-CIV-JORDAN		
Summary of the Complaint:	<p>This is a putative class action for declaratory and injunctive challenging the administration of the Medicaid Early Periodic Screening, Diagnosis and Treatment Program. The action is brought pursuant to 42 U.S.C. §1983, and various provisions of the Social Security Act, 42 U.S.C. §1396 et seq. Plaintiffs assert that they are being denied access to necessary physician care as well as dental care. The Plaintiffs include both pediatric and dental associations, as well as individual plaintiffs. The named Defendants are the agency heads of the Department of Health, Agency for Health Care Administration, and the Department of Children and Family Services. If Plaintiffs succeed, they seek, among other things, increased reimbursement rates to physician and dentist providers, which they allege will ensure access to services for children.</p>		
Amount of the Claim:	<p>This is an action for prospective declaratory and injunctive relief only. However, Plaintiffs seek an increase in Medicaid reimbursement rates for physicians and dentists. Plaintiffs have provided no precise estimates of the increased reimbursement rates they seek. Reportedly, they seek physician fees that are comparable to Medicaid rates (although</p>		

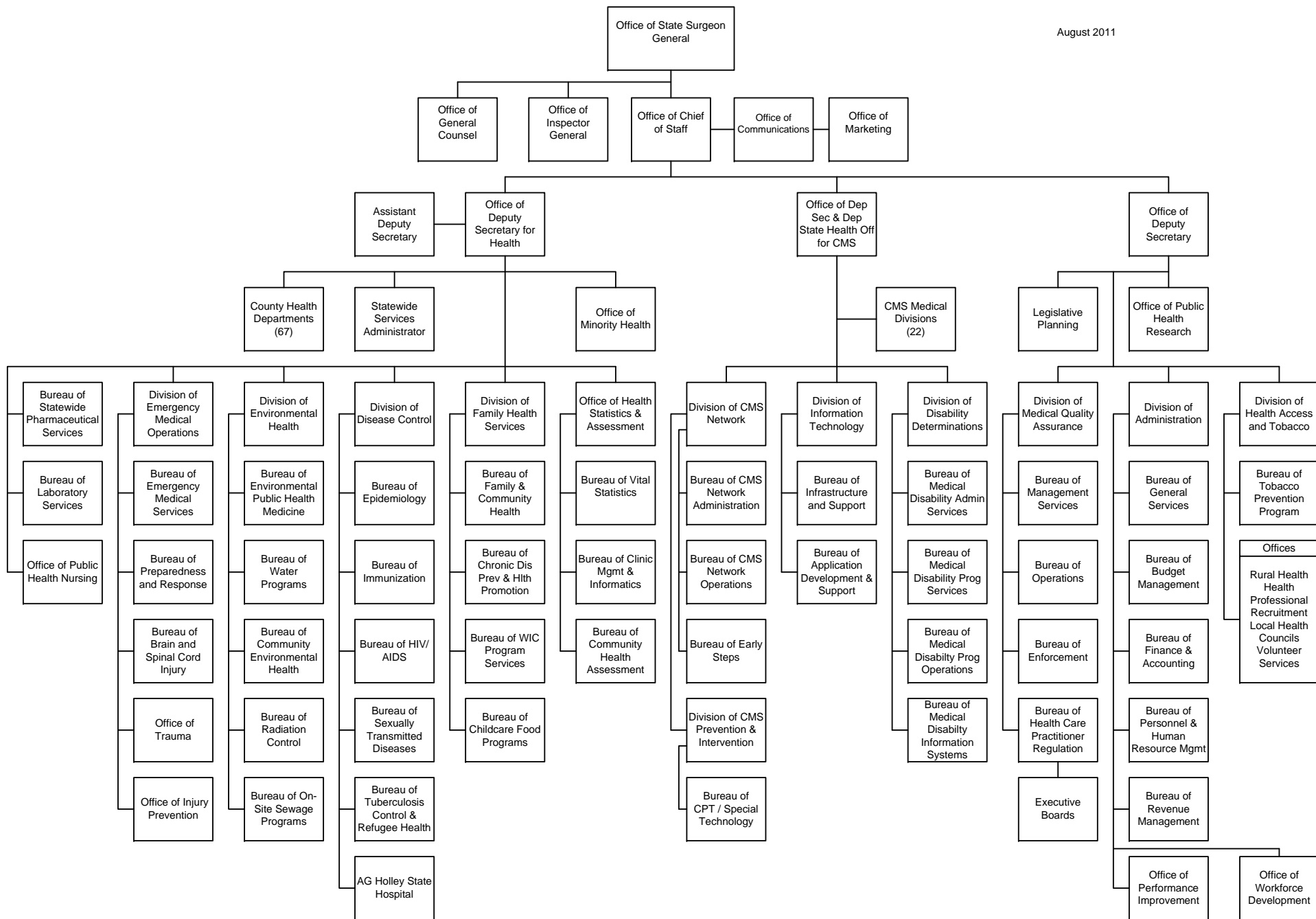
^a This lawsuit involves minor children. While Plaintiffs failed to fully protect the identity of the minor children in the initial and amend complaint, they have complied with appropriate privacy requirements in filing the Second Amended Complaint. Accordingly, these children are identified by initial only.

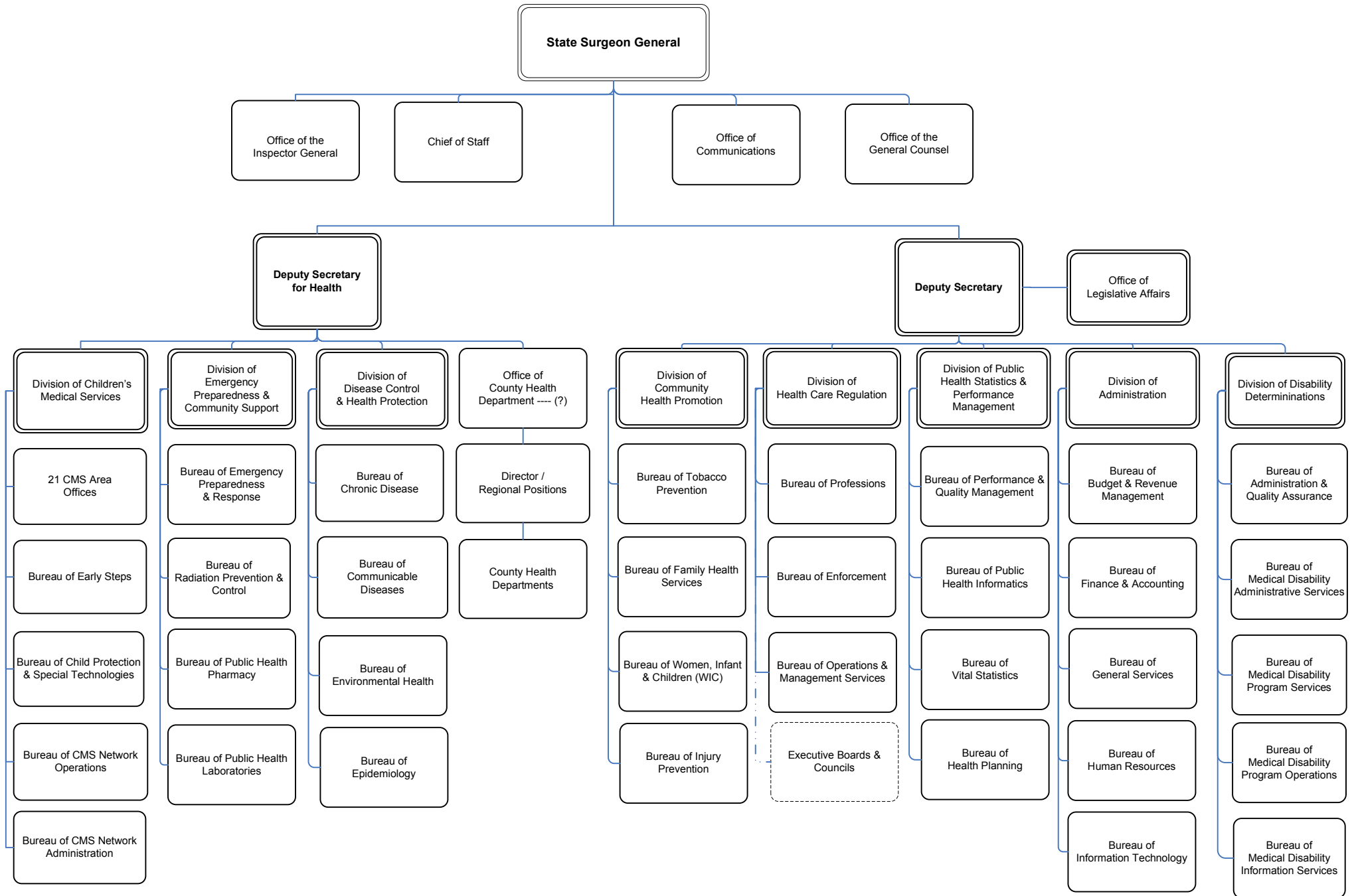
	there are no pediatric equivalents in Medicare rates), and usual and customary fees for dentists. Some estimate that it would cost \$400 million, if Plaintiffs obtain everything they seek.
Specific Statutes or Laws (including GAA) Challenged:	42 U.S.C. §§1396a(a)(8), (10), (30)(A) & 43.
Status of the Case:	<p>The case has been pending since November 2005. A previously filed motion to dismiss was denied, except for one count of the complaint (dealing with a statutory claim not recited above, 42 U.S.C. §1396u-2(b)(5)). About 100 depositions have been taken in the case, and the case has been litigated by both sides. Both sides have multiple experts. Discovery is closed.</p> <p>On September 30, 2009, the Court issued an Order Granting In Part The Plaintiffs' Motion For Class Certification. The certified class consists of "all children under the age of 21 who now, or in the future will, reside in Florida and who are, or will be, eligible under Title XIX of the Social Security Act for Early Periodic Screening, Diagnosis and Treatment Services."</p> <p>This class action matter is being tried in segments, as the court has time available. The first trial segment was held on December 7-10, 2009. Segments have been scheduled as Judge Jordan has had time available. The last segment occurred in June 2011. No additional segments have been scheduled at this time. Plaintiffs have concluded its case in chief and Defendants are currently presenting their witnesses and it is estimated that several more weeks are necessary to conclude the case.</p> <p>Judge Jordan has recently been nominated to the 11th Circuit Court of Appeals. His nomination is pending confirmation. No further trial segments have been scheduled at this time.</p>
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/> Agency Counsel
	<input checked="" type="checkbox"/> Office of the Attorney General or Division of Risk Management
	<input checked="" type="checkbox"/> Outside Contract Counsel

<p>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).</p>	<p>Stuart H. Singer, Esq. Carl E. Goldfarb, Esq. Damien J. Marshall, Esq. Boies, Schiller & Flexner LLP 401 East Las Olas Blvd. Suite 1200 Fort Lauderdale, FL 33301</p> <p>James Eiseman, Jr., Esq., Public Interest Law Center of Philadelphia 125 South Ninth Street Suite 700 Philadelphia, PA 19107</p> <p>Louis W. Bullock, Esq., Bullock, Bullock, & Blakemore 110 W. 7th Street Tulsa, Oklahoma 74112</p>
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DEPARTMENT OF HEALTH

August 2011





HEALTH, DEPARTMENT OF	FISCAL YEAR 2010-11			
	SECTION I: BUDGET	OPERATING	FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		2,891,052,744	19,889,160	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		54,323,268	0	
FINAL BUDGET FOR AGENCY		2,945,376,012	19,889,160	
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)				19,889,160
Health Services To Inmates * Number of correctional institutions surveyed and reviewed	15	52,683.27	790,249	
Anti-tobacco Marketing Activities * Number of anti-tobacco impressions.	1,072,935,462	0.02	19,563,310	
Community Based Anti-tobacco Activities * Number of community based tobacco intervention projects funded.	67	313,565.96	21,008,919	
Provide Quitline Services * Number of calls to the Florida Quit-for-Life Line.	53,570	237.25	12,709,682	
Provide School Health Services * Number of school health services provided	23,415,848	2.80	65,490,625	
Provide Dental Health Services * Number of adults and children receiving county health department professional dental care.	221,025	359.31	79,416,249	
Provide Healthy Start Services * Number of Healthy Start clients provided by direct service providers.	323,878	541.38	175,340,845	
Provide Women, Infants And Children (wic) Nutrition Services * Number of monthly participants	492,419	779.13	383,658,125	
Child Care Food Nutrition * Number of child care meals served monthly	9,686,024	17.61	170,553,839	
Provide Family Planning Services * Number of family planning clients.	208,287	321.61	66,987,960	
Provide Primary Care For Adults And Children * Number of adults and children receiving well child care and care for acute and episodic illnesses and injuries.	305,935	503.50	154,038,404	
Provide Chronic Disease Screening And Education Services * Number of persons receiving chronic disease community services from county health departments.	127,088	388.41	49,362,222	
Recruit Volunteers * Number of volunteers participating	29,624	18.08	535,695	
Provide Immunization Services * Number of immunization services provided	1,162,614	43.68	50,779,313	
Provide Sexually Transmitted Disease Services * Number of sexually transmitted disease clients.	129,299	333.05	43,063,342	
Provide Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (hiv/Aids) Services * Persons receiving HIV patient care and case management from Ryan White Consortia and General Revenue Networks	55,831	2,972.85	165,976,945	
Provide Tuberculosis Services * Number of tuberculosis medical, screening, tests, test read services.	262,093	163.67	42,897,376	
Operate Ag Holley Tuberculosis Hospital * Number of patient days.	12,712	976.79	12,416,912	
Provide Infectious Disease Surveillance * Number of epidemiological interview / follow-up services.	117,211	175.01	20,512,539	
Monitor And Regulate Facilities * Number of facility inspections.	198,365	174.26	34,566,435	
Monitor And Regulate Onsite Sewage Disposal (osds) Systems * Number of onsite sewage disposal systems inspected.	172,978	255.50	44,196,535	
Control Radiation Threats * Number of radiation facilities, devices and users regulated.	85,584	90.97	7,785,799	
Racial And Ethnic Disparity Grant * Number of projects	26	114,323.54	2,972,412	
Provide Community Hygiene Services * Number of Community Hygiene Health Services	118,045	91.15	10,759,404	
Monitor Water System/Groundwater Quality * Water system / storage tank inspections / plans reviewed.	181,307	63.00	11,422,724	
Record Vital Events - Chd * Number of vital events recorded.	498,444	27.25	13,581,659	
Process Vital Records * Number of birth, death, fetal death, marriage and divorce records processed.	612,299	16.88	10,334,558	
Provide Public Health Pharmacy Services * Number of drug units distributed.	36,841,518	2.72	100,383,757	
Provide Public Health Laboratory Services * Number of relative workload units performed annually.	4,913,510	7.16	35,196,648	
Public Health Preparedness And Response To Bioterrorism * Number of services (vary considerably in scope)	47,092	1,499.20	70,600,477	
Early Intervention Services * Children provided early intervention services	43,693	1,266.03	55,316,828	
Medical Services To Abused / Neglected Children * Number of Child Protection Team assessments	47,125	359.18	16,926,284	
Poison Control Centers * Number of telephone consultations.	186,286	8.54	1,591,693	
Children's Medical Services Network * Number of children enrolled	81,343	3,164.30	257,393,466	
Issue Licenses And Renewals * Health care practitioner licenses issued	486,806	77.01	37,487,985	
Investigate Unlicensed Activity * Number of unlicensed cases investigated.	806	1,798.56	1,449,642	
Profile Practitioners * Number of visits to practitioner profile website.	5,315,072	0.14	721,477	
Support Area Health Education Centers * Number of providers receiving continuing education.	9,227	1,527.26	14,091,983	
Recruit Providers To Underserved Areas * Providers recruited to serve in underserved areas.	364	864.62	314,723	
Support Local Health Planning Councils * Number of Local Health Councils Supported.	11	90,909.18	1,000,001	
Support Rural Health Networks * Rural Health Networks supported.	9	179,549.11	1,615,942	
Rehabilitate Brain And Spinal Cord Injury Victims * Number of brain and spinal cord injured individuals served.	2,868	8,012.10	22,978,713	
Dispense Grant Funds To Local Providers * Number of disbursements.	114	118,654.25	13,526,585	
Provide Eligibility Determination For Benefits * Number of claims completed with accurate determinations	321,328	444.58	142,857,039	
Investigative Services * Number of practitioner cases investigated.	35,075	299.13	10,492,057	
Practitioner Regulation Legal Services * Number of practitioner cases resolved.	7,625	1,190.68	9,078,913	
Consumer Services * Number of complaints resolved.	21,870	129.06	2,822,639	
TOTAL			2,466,568,929	19,889,160
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER			257,993,424	
REVERSIONS			220,812,320	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			2,945,374,673	19,889,160

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.

 ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

 THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

 THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:
 (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

 THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
64400200	1306000000	ACT2770	PASS-THROUGH OF STATE FUNDS TO	249,667,037	
64200800	1208000000	ACT2840	DISASTER PREPAREDNESS	1,041,374	
64400200	1301000000	ACT4310	PASS THROUGH TO FLORIDA AGRICULTURE	7,285,013	

 TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 64	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	2,945,376,012	19,889,160
TOTAL BUDGET FOR AGENCY (SECTION III):	2,945,374,673	19,889,160
DIFFERENCE:	1,339	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

DEPARTMENT OF HEALTH
SCHEDULE XII
(This schedule is not applicable)

DEPARTMENT OF HEALTH
SCHEDULE XIII
(This schedule is not applicable)

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Health

Contact: Terry Walter

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 2011 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 2012-2013 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 2012-2013 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Tobacco Awareness	B	1.2	N/A
b	Medicaid Waivers	B	1.7	N/A
c	Cancer Research	B	25	N/A
d	Restore non-recurring Operational Funds	B	8.8	8.8
e	Restore non-recurring Temp Ass't for Needy Families (TANF)	B	5.5	5.5
f	Rural Hospital Capital Improvement	B	0.8	N/A
g	Capital Improvement/Maintenance and Repair	B	22.9	114.9
h	Information Technology Infrastructure	B	0.1	1.1
i	Information Systems	B	4.5	2.2

- 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.

The Tobacco Awareness (consumer price index change), Cancer Research (biomedical), Medicaid Waivers and Rural Hospital Capital Improvement issues are typically not requested by the department. The appropriations are given to the department during the legislative session. The Maintenance and Repair issue consists of centrally managed projects. The Information Technology Infrastructure issue transfers funding to the Southwood Shared Resource Center. The Information Systems consists of the Women, Infants and Children (WIC) Data System.

* R/B = Revenue or Budget Driver

DEPARTMENT OF HEALTH
SCHEDULE XV
(This schedule is not applicable)

**DEPARTMENT OF HEALTH
ADMINISTRATIVE SUPPORT EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HEALTH
ADMINISTRATIVE SUPPORT SCHEDULE I SERIES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Administrative Support
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,961,503.04	(A)		
ADD: Other Cash (See Instructions)	2,777.38	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	6,969,361.83	(D)		
ADD: Transfer Cash to 64100400	(430,782.39)	(E)		
Total Cash plus Accounts Receivable	11,502,859.86	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(501,349.83)	(H)		
Approved "B" Certified Forwards	(192,041.86)	(H)		
Approved "FCO" Certified Forwards	(329,991.93)	(H)		
LESS: Other Accounts Payable (Nonoperating)	(3,519.11)	(I)		
LESS: Unearned Revenue (GLC 38800)	(145,991.02)	(J)		
Unreserved Fund Balance, 07/01/2011	10,329,966.11	(K)		**

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

Department Title:	Budget Period: 2012 - 2013 Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	11,266,727.05 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
A/P Adjustment - made between sending file to LASPBS and departmental closing	(107.53) (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(192,041.86) (D)
Approved Carry Forward Total (FCO) per LAS/PBS	(329,991.93) (D)
A/P not C/F-Operating Categories	24,877.33 (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	9,491.73 (D)
Fund Closed out of Balance	(18,206.29) (D)
Transfer Cash to 64100400	(430,782.39) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	10,329,966.11 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	10,329,966.11 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
Budget Entity:	Administrative Support
LAS/PBS Fund Number:	2122

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	221,748.72	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	221,748.72	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	221,748.72	(K)		

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:	2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	221,748.72 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
ADJUSTED BEGINNING TRIAL BALANCE:	221,748.72 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	221,748.72 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Administrative Support
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(101,113.12)	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	29,806.49	(D)		
ADD: Anticipated Receivable	126,344.23	(E)		
Total Cash plus Accounts Receivable	55,037.60	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(30,156.83)	(H)		
Approved "B" Certified Forwards	(24,880.77)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	-	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Federal Grants Trust Fund
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(60,295.78)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(24,880.77)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="5,234.41"/> (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	<input type="text" value="(3,509.95)"/> (D)
Fund Closed Out of Balance	<input type="text" value="(42,892.14)"/> (D)
Anticipated Grant Receivable	<input type="text" value="126,344.23"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="-"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64100200

Phone Number: (850) 245-4444 ext. 2150

(1)	(2)	(3)	(4)	(5)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN
10-165	June 30, 2010	Division of Administration	FDOH's procedures for identifying account codes related to its Federal programs did not appear adequate to identify material omissions in selection criteria used to establish clearance patterns. <i>We recommend that FDOH enhance its existing procedures to include a comparison of expenditures generated by the listing of account codes to total program expenditures to ensure the accuracy and completeness of the account code listing.</i>	1. Complete. Developed an access data base to extract account information and disbursements from Florida Accounting Information Resource (FLAIR) for the Cash Management Improvement Act (CMIA) programs. 2. Complete. Updated the procedures to include more validation and email receipt confirmation between FDOH and Department of Financial Services (DFS).
10-165	June 30, 2010	Division of Administration	FDOH had not fully resolved payment issues addressed in the prior audit. <i>FDOH should implement adequate procedures to ensure that payments for all Federally-funded contracts are made to the contractor. Also, FDOH should review all its contracts with UF to ensure that payments are directed to the appropriate UF officials.</i>	Complete. As a result of the previous findings, FDOH has established procedures to ensure that payments for all contracts, including federal and state funded contracts, are made to the contractor. The processes are in place and include: (1) Requesting contract providers to submit Internal Revenue Service (IRS) W-9 form. This information is cross referenced with the Federal Employer Identification (FEID) to ensure that the name and the FEID are identical and (2) The Contract Disbursement Unit has enhanced its existing procedures to ensure that the provider's name is consistent with the remittance address on the contract as well as the provider's address in FLAIR - Vendor Subsystem, prior to making payments. In addition to reviewing all CMS contracts, FDOH reviewed all it contracts with UF and is confident that payments are being directed to the appropriate UF Fiscal Office.
11-178	June 30, 2011	Division of Administration, Bureau of General Services	The department had not adopted current written leasing procedures. <i>To provide staff with appropriate guidance for executing and managing leases in accordance with management intent and in compliance with laws and rules and to promote the continuity of the department's leasing processes, the department should establish written leasing policies and procedures that reflect current laws, rules, and conforming department practices.</i>	The Department's Leasing Unit will compile all written Leasing procedures into a comprehensive reference guide. This is to be completed by August 1, 2011.
11-178	June 30, 2011	Division of Administration, Bureau of General Services	Accountability over leases could be improved by the maintenance of a more comprehensive control listing of leases. <i>To increase efficiency, accuracy, and completeness when compiling leasing data for management and oversight entity reporting purposes, we recommend that the department revise its leasing spreadsheet to contain more comprehensive information, including historical information and identification of subleases, and that the listing be maintained on a perpetual basis.</i> 32 of 529	The Department's Leasing Unit will modify the department's Leasing database to include lease renewals, rate restructuring, lease term extensions, addendums, ownership changes, modifications, and replacement leases. This is to be completed by December 31, 2011.

11-178	June 30, 2011	Division of Administration, Bureau of General Services	The department did not always have documentation to demonstrate compliance with provisions of laws and rules applicable to the procurement of leases. <i>To demonstrate compliance with the provisions of applicable laws and rules, the department should implement procedures to ensure that appropriate documentation supporting real property lease procurements is maintained in all lease files. The department should also consider requiring that in the competitive solicitation of leased facilities, there be an evaluation of the potential landlords' past performance and financial capability.</i>	The Leasing Unit will consult with Department of Management Services (DMS) regarding additional required documentation and will work with General Counsel's Office to implement financial capability requirements into the Invitation To Negotiate (ITN) process. This is to be completed by June 30, 2011.	
11-178	June 30, 2011	Division of Administration, Bureau of General Services	The department did not perform reconciliations of accounting records to the approved lease payments and lease agreements. <i>The department should implement a process to facilitate the verification of lease payments, including initiating procedures to ensure that lease numbers are recorded in FLAIR.</i>	The Leasing Unit will coordinate with the Disbursements Office to receive copies of lease payments. These will be reviewed by the Leasing representative and then placed in the lease file. This is to be completed by April 30, 2011.	
11-178	June 30, 2011	Division of Administration, Bureau of Personnel and Human Resources	Department employees did not always appropriately complete notifications of additional employment and instances were noted in which department employees also had a vendor relationship with the department. <i>We recommend that the department obtain and process requests for the ten employees identified by our audit tests. We also recommend that the department continue to communicate the need to adhere to established policies regarding additional employment. Further, we recommend that the department periodically perform record-matching procedures to identify any employees who may also have a vendor relationship with the department. For any employees identified, the department should ensure that the additional employment resulting from the vendor relationship has been reported to and appropriately reviewed by the employees' supervisors and that such additional employment does not constitute a prohibited conflict of interest.</i>	The Department is working on a database that will identify these employees. This will be an on-going task.	
11-178	June 30, 2011	Division of Administration, Bureau of Personnel and Human Resources	CHD staff did not always conduct appropriate leave balance audits for employees separating from department employment. <i>We recommend that the department more closely monitor CHD performance of leave balance audits for current and terminating employees.</i>	The Human Resource (HR) office continues to provide reminders to CHD staff on the HR conference call. Additionally, the requirement to conduct leave audits was added into the policy on leave and attendance. This will be an on-going task.	
11-178	June 30, 2011	Division of Administration, Bureau of General Services	The department did not always timely record tangible personal property acquisitions in the FLAIR Property Subsystem. <i>We recommend that the department continue its efforts to ensure property acquisitions are timely recorded in department property records.</i>	The department will continue to send out and in the future will maintain copies of notices for audit purposes. This is to be completed April 30, 2011.	

A-1011EOG-015	June 30, 2011	Department of Health Executive Management and Division of Administration	DOH has not developed the concept of an ethics program that proactively addresses culture and communicates management's values and level of expectations of an ethical work environment. <i>We recommend the Office of Workforce Development (OWD) together with DOH's ethics officer incorporate messaging of executive management's expectations of what constitutes a strong ethical culture and work environment into its annual ethics training. More frequent messaging could also be added outside of the annual training.</i>	OWD will set a meeting with DOH's ethics officer to discuss the next steps for modifying the Ethics online training, including adding a recorded message from Dr. Farmer, DOH Surgeon General.	
A-1011EOG-015	June 30, 2011	Department of Health Executive Management and Division of Administration	Employees were required to sign an ethics Pledge Form that did not attest the employee read or received DOH's ethics policy. <i>We recommend that OWD incorporate delivery of DOH's ethics policy into the hands of DOH employees and have the employee attest that they have reviewed DOH's ethics policy.</i>	We agree with this recommendation. Once the training has been updated in collaboration with DOH's ethics officer, OWD will create a way for the student taking the training in Trak-It to download the policy and include in the attestation that they have read it.	
A-1011EOG-015	June 30, 2011	Department of Health Executive Management and Division of Administration	DOH's ethics policy and ethics training did not address contract employees. <i>We recommend DOH's ethics officer incorporate into the Department's ethics policy management's expectation of how ethics, and a strong ethics culture and environment apply to the Department's many contract employees. We also recommend DOH's Office of Workforce Development require ethics training of the Department's contract employees that supports the Department's updated ethics policy.</i>	The language in DOH employment contracts will be modified to have contracted employees abide by DOH's ethics policy. This may be feasible in the upcoming contract cycle beginning July 1, 2011 with the renewal of the fiscal or contract year. In addition, either the ethics policy or the contract management policy will be amended to recognize that explicit language should be included in all contracts for employees, consultants, etc., recognizing their abidance with DOH ethics policy. OWD has no objection to this and has already begun to incorporate this requirement into the draft training policy. Our DOH training policy proposed revisions include a requirement specifying what trainings a contract employees must complete.	
A-1011EOG-015	June 30, 2011	Department of Health Executive Management and Division of Administration	DOH's revised training policy was not updated to require annual training related to Equal Opportunity. <i>We recommend OWD amend its training policy to require employees' annual training on the topic of equal opportunity.</i>	OWD has no objection to this and has already begun to incorporate this requirement into the draft training policy. Our DOH training policy proposed revisions include a requirement specifying that mandatory trainings be completed annually.	
<i>Office of Policy and Budget - July 2011</i>					

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Health / Administrative Support
Agency Budget Officer/OPB Analyst Name: Terry Walters / Philip Pryor

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		64100200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)		Y		

AUDITS:

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

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 59 of the LBR Instructions?		Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?		Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?		Y		
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?		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		
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		

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		
--	--	---	--	--

		Program or Service (Budget Entity Codes)			
Action		64100200			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

	Program or Service (Budget Entity Codes)			
Action	64100200			

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			
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.				

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	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			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	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?	Y			
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.)	Y			
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.	Y			
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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #12-009?	N/A			
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/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J			Positions currently filled requesting conversion to FTE
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			

		Program or Service (Budget Entity Codes)			
Action		64100200			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64100200			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64100200			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64100200			
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		Positions currently filled requesting conversion to FTE
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64100200			
15.6	Has the agency provided the necessary standard (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			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A			
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?	N/A			
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			

	Program or Service (Budget Entity Codes)			
Action	64100200			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
INFORMATION TECHNOLOGY EXHIBITS AND SCHEDULES

**DEPARTMENT OF HEALTH
INFORMATION TECHNOLOGY SCHEDULE I SERIES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Information Technology
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	70,097.65	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Transfer Cash from 64100200	430,782.39	(E)		
Total Cash plus Accounts Receivable	500,880.04	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(499,631.04)	(H)		
Approved "B" Certified Forwards	(1,249.00)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	0.00	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Administrative Trust Fund</u>
LAS/PBS Fund Number:	<u>2021</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(447,811.83)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(1,249.00)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="72.15"/> (D)
Budget Entity Closed out of Balance	<input type="text" value="18,206.29"/> (D)
Transfer Cash from 64100200	<input type="text" value="430,782.39"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="-"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64100400

Phone Number: (850) 245-4444 ext. 2150

(1)	(2)	(3)	(4)	(5)	1
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program (CACFP) and Division of Information Technology (DOH IT)	Contrary to the requirements of the State of Florida, General Records Schedule for the retention of access control records, the Department did not retain certain access control records. Additionally, Department policy provided guidance that conflicted with the retention requirements set forth in the General Records Schedule. <i>The Department should retain access control records in accordance with the requirements of the General Records Schedule and update its Policy to provide for the disabling, but not deleting, of former employee access privileges within 24 hours of employee termination.</i>	CACFP: With the rewrite of MIPS into .net, all user accounts will be retained after account disabling and until then, we will keep paper documentation of all employee and non-claiming contractor accounts that are disabled or have a change in privilege. DOH IT: The DOHP 50-10-10 policy conflict with the General Records Schedule will be addressed and corrected in the next policy revision cycle which is tentatively scheduled to begin in Fall 2011. Also during this revision cycle, DOHP 50-10-10 will be updated so that it clearly supports the current DOH IT practice of disabling but not deleting former employee access privileges within 24 hours of employee termination/separation. Anticipated Completion Date: February 2012.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program and Division of Information Technology	The Department's systems modification controls for MIPS needed improvement. <i>The Department should ensure compliance with established procedure to provide for the proper documentation of all MIPS systems modifications. Additionally, to ensure that systems modifications to MIPS are made in a consistent manner, the Department should review all systems modifications to the MIPS production environment to detect the implementation of any unauthorized or erroneous programs, should they occur.</i>	CACFP: We will implement process to address impact analysis and roll back plans. The FootPrints change management process addresses the need for review of systems modifications. DOH IT: DOH IT already has a Change Management standard operating procedure in place. As part of the Change Management procedure, the Data Center Work Request Manager Liaison opens up a Courtesy Notice about the specific with the Southwood Shared Resource Center (SSRC) staff. After the change has been effected, the Courtesy Notice is closed. This Courtesy Notice sub-routine of the Change Management procedure could be used to accommodate the required third party (delegated supervisory third party) review of the MIPS systems modifications logs. This proposed new business process would be done by the Data Center Work Request Manager Liaison opening up the Courtesy Notice to the SSRC as usual. then the SSRC staff would join the process (production environment) and reporting any detected unauthorized implementations and/or erroneous programs (should they occur) to the Data Center Work Request Manager Liaison who would then use established DOH IT procedures to address the reported information. Anticipated completion date: February 2012.	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Health / Information Technology
Agency Budget Officer/OPB Analyst Name: Terry Walters / Philip Pryor

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		64100400		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)		Y		

AUDITS:

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

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 59 of the LBR Instructions?		Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?		Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?		Y		
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?		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		
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		

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		
--	--	---	--	--

		Program or Service (Budget Entity Codes)			
Action		64100400			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64100400			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		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 #12-009?		Y		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		N/A		

		Program or Service (Budget Entity Codes)			
Action		64100400			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64100400			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64100400			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64100400			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64100400			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?		N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		N/A		
17.5	Are the appropriate counties identified in the narrative?		N/A		
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?		N/A		
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		

	Program or Service (Budget Entity Codes)			
Action	64100400			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

**DEPARTMENT OF HEALTH
FAMILY HEALTH SERVICES EXHIBITS AND SCHEDULES**

DEPARTMENT OF HEALTH
FAMILY HEALTH SERVICES SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	20,287.50	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	20,287.50	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	20,287.50	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Administrative Trust Fund</u>
LAS/PBS Fund Number:	<u>2021</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,162,694.12 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	5,833.44 (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	18,204.78 (D)
Fund Closed out of Balance	(2,166,444.84) (D)

ADJUSTED BEGINNING TRIAL BALANCE:	20,287.50 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	20,287.50 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Rape Crisis Program Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2089

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	891,321.68	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	891,321.68	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(205,692.08)	(H)			
Approved "B" Certified Forwards	(1,662.94)	(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)	(31,777.03)	(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	652,189.63	(K)			**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Rape Crisis Program Trust Fund
LAS/PBS Fund Number: 2089

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	653,852.57 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,662.94) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
ADJUSTED BEGINNING TRIAL BALANCE:	652,189.63 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	652,189.63 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
Budget Entity:	Family Health Outpatient and Nutrition Services
LAS/PBS Fund Number:	2122

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,476.70)	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	(1,476.70)	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	(1,476.70)	(K)			**

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:	2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(1,476.70)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(1,476.70)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(1,476.70)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Epilepsy Services Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2197

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	906,390.37	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	906,390.37	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(81,242.35)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(31,857.89)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	793,290.13	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Epilepsy Services Trust Fund
LAS/PBS Fund Number: 2197

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="793,290.13"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="793,290.13"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="793,290.13"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	646,368.07	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	17,588,119.25	(D)		
ADD: Anticipated Grant Receivable	6,147,301.15	(E)		
Total Cash plus Accounts Receivable	24,381,788.47	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(21,860,244.44)	(H)		
Approved "B" Certified Forwards	(2,068,034.82)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Current Unearned Revenue (GLC 38800)	(453,509.21)	(J)		
Unreserved Fund Balance, 07/01/2011	(0.00)	(K)		**

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: 2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Federal Grants Trust Fund
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(32,451,359.28) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,068,034.82) (D)
Anticipated Grant Receivable	6,147,301.15 (D)
A/P not C/F-Operating Categories	15,407,093.03 (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	30,171.41 (D)
Fund Closed Out of Balance	12,929,807.71 (D)
A/P Adjustment - made between sending file to LASPBS and departmental closing	5,020.80 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	(0.00) (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	- (F)
DIFFERENCE:	(0.00) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	Family Health Outpatient and Nutrition Services
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,450.83	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,450.83	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	1,450.83	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	951.84 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Operating Categories	(D)
Current Compensated Absenses Liability (GLC 38600) not C/F	498.99 (D)
	(D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,450.83 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	1,450.83 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2401

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	296,530.80	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	296,530.80	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	296,530.80	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Welfare Transition Trust Fund
LAS/PBS Fund Number: 2401

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="296,530.80"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="296,530.80"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="296,530.80"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Maternal and Child Health Block Grant Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2475

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	421,385.43	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	1,096,814.77	(D)		
ADD: Anticipated Grant Receivabale	2,182.16	(E)		
Total Cash plus Accounts Receivable	1,520,382.36	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(321,362.21)	(H)		
Approved "B" Certified Forwards	(2,115.74)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Current Unearned Revenue (GLC 38800)	(1,196,904.41)	(J)		
Unreserved Fund Balance, 07/01/2011	-	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Maternal and Child Health Block Grant Trust Fund
LAS/PBS Fund Number: 2475

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 976.68 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (2,115.74) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories 910.26 (D)

Anticipated Grant Receivable 2,182.16 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: **0.00** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **-** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Preventive Health Services Block Grant Trust Fund
LAS/PBS Fund Number:	Family Health Outpatient and Nutrition Services
	2539

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	875,319.77	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	156,062.54	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,031,382.31	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(30,120.08)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	1,001,262.23	(K)		**

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: 2012 - 2013

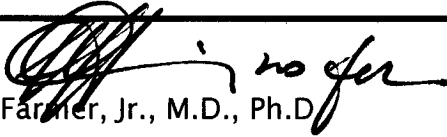
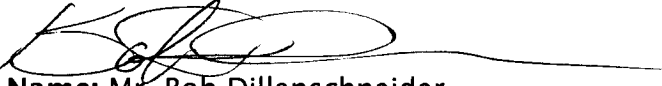



Department Title: Department of Health
Trust Fund Title: Preventive Health Services Block Grant Trust Fund
LAS/PBS Fund Number: 2539

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,000,962.21"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="300.02"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="1,001,262.23"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="1,001,262.23"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Health	Schedule IV-B Submission Date: September 2011
Project Name: WIC Data System Implementation	Is this project included in the Agency's LRPP? _X_ Yes ____ No
FY 2012-2013 LBR Issue Code: 36304C0	FY 2012-2013 LBR Issue Title: Women, Infants & Children (WIC) Data System Planning & Development
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Ms. Debbie Eibeck, WIC Bureau Chief, Project Sponsor, 245-4202, debbie_eibeck@doh.state.fl.us Mr. Philip Kidder, PMP, Project Manager, 245-4202, philip_kidder@doh.state.fl.us	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Printed Name: H. Frank Farmer, Jr., M.D., Ph.D. State Surgeon General	Date: <i>15 September 2011</i>
Agency Chief Information Officer:  Printed Name: Mr. Bob Dillenschneider	Date: <i>14 September 2011</i>
Budget Officer:  Printed Name: Ms. Terry Walters, Budget Officer	Date: <i>9/14/11</i>
Project Sponsor:  Printed Name: Ms. Annette Phelps, Executive Sponsor	Date: <i>9/13/11</i>
Planning Officer:  Printed Name: Ms. Debbie Eibeck, Project Sponsor	Date: <i>9-13-11</i>

DEPARTMENT OF HEALTH

SCHEDULE IV-B

FOR

WIC DATA SYSTEM IMPLEMENTATION

FOR

STATE FISCAL YEAR 2012-13



State of Florida

The Florida Legislature

*Governor's Office of
Policy and Budget*

09/01/2011

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Health	Schedule IV-B Submission Date: September 2011
Project Name: WIC Data System Implementation	Is this project included in the Agency's LRPP? _X_ Yes ___ No
FY 2012-2013 LBR Issue Code: 36304C0	FY 2012-2013 LBR Issue Title: Women, Infants & Children (WIC) Data System Planning & Development
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Ms. Debbie Eibeck, WIC Bureau Chief, Project Sponsor, 245-4202, debbie_eibeck@doh.state.fl.us Mr. Philip Kidder, PMP, Project Manager, 245-4202, philip_kidder@doh.state.fl.us	
AGENCY APPROVAL SIGNATURES	
<p>I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.</p>	
Agency Head: Printed Name: H. Frank Farmer, Jr., M.D., Ph.D. State Surgeon General	Date:
Agency Chief Information Officer: Printed Name: Mr. Bob Dillenschneider	Date:
Budget Officer: Printed Name: Ms. Terry Walters, Budget Officer	Date:
Project Sponsor: Printed Name: Ms. Annette Phelps, Executive Sponsor	Date:
Planning Officer: Printed Name: Ms. Debbie Eibeck, Project Sponsor	Date:

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Risk Analysis:	Mr. Philip Kidder, PMP
Technology Planning:	Mr. Philip Kidder, PMP
Project Planning:	Mr. Philip Kidder, PMP

II. Schedule IV-B Business Case

Business Case Section	\$1-2M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Background and Strategic Needs Assessment			X	X
Baseline Analysis			X	X
Proposed Business Process Requirements			X	X

A. Background and Strategic Needs Assessment

1. Agency Program(s)/Service(s) Environment

The Florida Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), receives U.S. Department of Agriculture Food and Nutrition Service (USDA/FNS) funds to serve low-to moderate income women who are pregnant, breastfeeding, or postpartum, infants up to one year of age, and children under 5 years of age, all of whom are at nutritional risk. WIC provides the following benefits at no cost to its clients: healthy nutritious foods, nutrition education and counseling, breastfeeding support, and referrals for health care.¹

The Florida WIC Program is administered by the Bureau of WIC Program Services in the Department of Health (DOH), and is managed locally by 43 WIC local agencies. These local agencies provide services in approximately 220 sites, serving all 67 counties in Florida.

The operations of the Florida WIC Program are supported by the WIC Data System. This system is a centralized, real-time mainframe system, designed in 1990, and fully implemented in October 1992. The system runs on an IBM series 890 mainframe, using CICS for transaction processing, DB2 for database management, and COBOL as the application programming language. The user interface is character-based and accessed via a 3270 terminal emulation package, running on desktop computers, connected to the mainframe via the DOH network. The system is hosted by the Florida Department of Children and Families (DCF) at the Northwood Shared Resource Center (NSRC). In June 2010, there were more than 1,563 users accessing the WIC Data System.

The WIC Data System employs a real-time interface with the FLORIDA system which contains enrollment and participation information for Medicaid, Temporary Cash Assistance, and Food Stamps. This interface is used to confirm WIC adjunctive income eligibility.

2. Operational and Strategic Needs

Florida WIC faces continuing demand for program services, which is challenging the ability of the WIC Local agencies to serve all clients within prescribed timeframes. First

¹ The Florida WIC Program is 100% federally funded.

time certification appointments are not always being completed within the federal appointment time standards. This is not only problematic for WIC clients, but it is also an operational compliance issue for the program.

Many WIC Local agencies have responded to this situation by implementing a variety of operational improvements to serve more clients in a timely manner. However, these measures have met limited success in reducing appointment wait times due to large caseloads and because efficiency in local agency operations is constrained by the limited business process support in the WIC Data System. There are significant gaps in system functionality that require local agency and state office staff to employ manual procedures to complete business tasks, keep business records on paper, spreadsheets or word processing documents, and manage extensive paper files.

The gaps in system functionality also include a lack of support for WIC Electronic Benefits Transfer (EBT), which is a strategic need. In March 2011, USDA/FNS issued a policy memorandum requiring that all state WIC agencies implement a WIC EBT system by October 1, 2020.² WIC EBT can improve the operational efficiency of WIC local agencies, the state office, and WIC authorized vendors; enhance service to clients; and enhance program integrity.³

Florida WIC concludes that its operational and strategic needs have outgrown the current system's functionality and, after a comprehensive review of its alternatives, finds that the program must now invest in a cost-effective, modern system to meet its operational and strategic needs. These operational and strategic needs include:

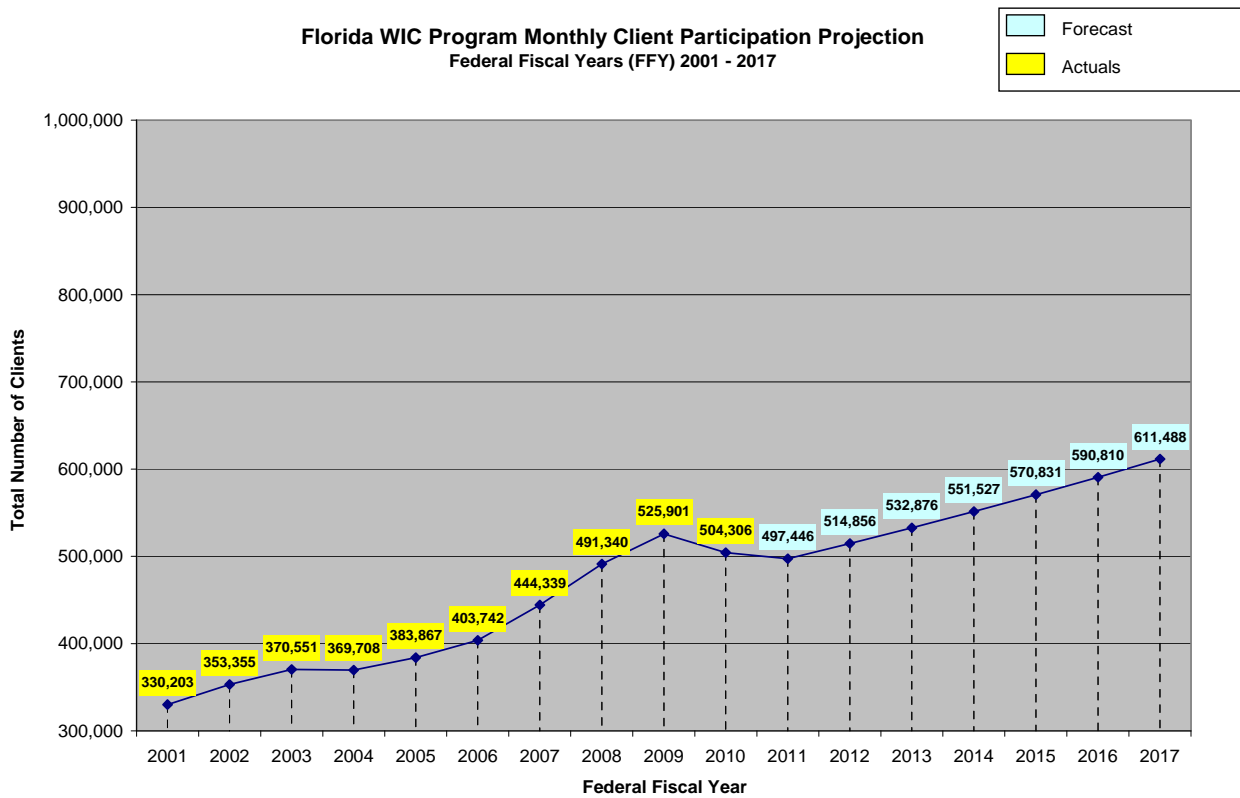
- Improve the efficiency of WIC local agency operations to meet the demand for program services
- Support all WIC business process areas with needed system functionality
- Provide a cost-effective foundation for the development of WIC Electronic Benefits Transfer (EBT)

Improve the efficiency of WIC local agency operations to meet the growing demand for program services

Florida WIC faces continuing demand for program services. Monthly participation in the program grew rapidly in Federal Fiscal Years (FFY) 2005 through 2009. After a dip in participation in 2010, participation projections show a growth rate of about four to five percent annually. The trend is illustrated in the chart below which shows actual monthly participation for the end of Federal Fiscal Years 2000 - 2010 and projected participation through 2017.

² This mandate is one of the EBT-related provisions in the Healthy, Hunger-Free Kids Act of 2010.

³ Imadgen, LLC, Florida WIC EBT Planning and Feasibility Study – Alternatives Analysis, report to Bureau of WIC Program Services, Tallahassee, FL, December 27, 2010.



The growth in participation has challenged Florida WIC’s ability to serve all of its clients in a timely manner, per federal appointment time standards. This means that Florida’s mothers and children eligible for WIC do not receive supplemental nutritious foods and nutrition education as soon as needed. As a result, the positive health benefits associated with WIC and attendant healthcare cost-savings to the State of Florida are delayed⁴. The Florida economy is also impacted by delaying and possibly reducing the expenditure of federal benefit checks in grocery stores throughout the state⁵.

Florida WIC has responded to this challenge with operational and procedural changes in its local agencies, including extending business hours, appointment call reminders, and conducting family group certifications and group nutrition education classes to increase the rate of clients certified. While these measures have met some success in reducing wait times for certification appointments, further improvements are constrained because of the limited business process support in the WIC Data System. A review of Florida WIC’s current business processes revealed that these gaps in system functionality require local agency (and state office staff) to employ manual procedures to complete business tasks, keep business records on paper and/or in spreadsheets or word processing documents, and manage extensive paper files⁶.

⁴ Several studies have examined the effects of WIC participation on healthcare costs and found that prenatal WIC participation was associated with substantial savings in Medicaid costs during the first 60 days after birth. Florida WIC was the subject of one of these studies which found that reductions in Medicaid costs for mothers and infants averaged \$347 (Devaney et al., 1991).

⁵ Florida WIC clients spent \$263,089,615 in local grocery stores to date in FFY 2011 (as of July 31, 2011).

⁶ In the Certification and Nutrition Education process areas which focus on client certifications, the manual procedures include: voter preference, income eligibility calculation, SOAP (nutrition counseling) notes, and client chart file management. Paper forms include: Voter Preference, Income Screening, Notice of Ineligibility, Nutrition Questionnaire, and SOAP notes.

The extent of these gaps was confirmed in Florida WIC’s requirements analysis, which will be discussed in the next subsection.

In order to serve the continued growth in participants with limited increases in staff, Florida WIC needs to automate manual procedures, collect data electronically, reduce paper use, consolidate business records. These process improvements would be obtained through the web-based WIC Data System which would provide the needed functionality and data sharing capability. More importantly, the web-based WIC Data System would provide the local agencies with the operational efficiency to meet the demand for program services.

Support all WIC business process areas with needed system functionality

Florida WIC developed a comprehensive set of system requirements in conjunction with the review of its 13 business process areas. Since enhancement of the current WIC Data System was an alternative to fully consider, the functionality in the current system was compared to these comprehensive system requirements. The analysis showed that the current WIC Data System meets about 57% of the system requirements. The major gaps (highlighted in orange) are detailed in the table below which shows the process areas divided into Client Services, Local Agency Support, and System Support (which includes the System Attributes or non-functional requirements).

Requirements Summary Process Area	Current WIC Data System				
	Met	Not Met	Total	% Met	% Not met
Client Service Focus - Local Agency					
1.0 Appointment Scheduling	47	31	78	60%	40%
2.0 Certification	118	55	173	68%	32%
3.0 Food Issuance	47	19	66	71%	29%
4.0 Nutrition Education & Health Surveillance	11	13	24	46%	54%
10.0 Inventory Management	9	10	19	47%	53%
13.0 Customer Service	0	5	5	0%	100%
<i>Total Client Service</i>	232	133	365	64%	36%
Local Agency Support Focus - State Office					
5.0 Food Redemption & Reconciliation	33	14	47	70%	30%
6.0 Vendor Management	10	59	69	14%	86%
7.0 Participation Management	6	12	18	33%	67%
8.0 Fiscal Management	5	36	41	12%	88%
9.0 Quality Assurance	5	17	22	23%	77%
12.0 Management Reporting	144	68	212	68%	32%
<i>Total Local Agency Support</i>	203	206	409	50%	50%
System Support Focus					
11.0 System Administration	43	16	59	73%	27%
14.0 System Attributes (Non-functional)	15	14	29	52%	48%
<i>Total System Support</i>	58	30	88	66%	34%
Total	493	369	862	57%	43%

The efficiency of local agency operations is a key objective of the requirements in the Client Service process areas. In addition to the critical gaps in the Certification and Nutrition Education process areas mentioned earlier, there are large gaps in Appointment Scheduling, Inventory Management, and Customer Service, where system support is lacking. Examples include: appointment schedule maintenance,

resource assignment, appointment notifications, food instrument inventory tracking, client and vendor call tracking and analysis, and client service surveys.

The effective management of WIC business partners, program integrity and quality, and program finances are the key objectives of the requirements in the Local Agency Support process areas. There are large gaps in Vendor Management, Participation Management, Fiscal Management, and Quality Assurance, where system support is lacking. Examples include: vendor communication, vendor risk analysis, vendor sanctions monitoring, agency outreach coordination, formula rebate analysis, and clinic integrity monitoring.

The efficient management of data system resources is the key objective of requirements in the System Support process areas. There are large gaps in the System Attributes or non-functional requirements where system attributes are missing, such as: ease of training, ability to change current workflows, ease of exchanging data, ability to add new functions, and role-based security.

These findings mean that where there are gaps in functionality, business process support in the system is lacking or absent, requiring the local agency and state office staff to employ manual procedures to complete business tasks, keep business records on paper and/or in spreadsheets and word processing documents, and manage extensive paper files. These gaps in functionality produce inefficiencies which limit productivity, collaboration among the staff, and data sharing within the WIC organization. The web-based WIC Data System would provide a cost-effective solution to fill these gaps with needed functionality, improving productivity and enabling the entire WIC organization to keep pace with the growing volume of work created by the demand for WIC services in the local agencies.

Provide a cost-effective foundation for the development of WIC Electronic Benefits Transfer (EBT)

Florida WIC's strategic plan includes the development of WIC Electronic Benefits Transfer (EBT), which was recently made a requirement for WIC state agencies by the USDA/FNS. According to the USDA/FNS, EBT will replace paper WIC checks, provide clients with the ability to purchase all food benefit items during the authorized period, simplify accounting and reduce labor costs for food retailers, and possibly save time in WIC local agency and state office operations. Florida WIC has started the planning process for EBT and found that the current WIC Data System lacks the basic capability to support EBT, which is called EBT Readiness.⁷ Florida WIC needs a system with this capability already integrated since an investment in enhancing the current mainframe application to include EBT Readiness and all of the other business process support described earlier would not be cost-effective. The Florida WIC contract for the web-based system includes EBT Readiness functionality which will enable the system to integrate with a variety of WIC EBT systems.

⁷ EBT Readiness functions include family benefit aggregation, card issuance/maintenance, UPC code database maintenance, and transaction payment/reporting.

In May 2008, Florida WIC received approval from the USDA/FNS of its Implementation Advance Planning Document (IAPD) to undertake this project to replace the WIC Data System with a web-based WIC data system transferred from another state (see Attachment L). In May 2009, Florida WIC received legislative approval and budget authority for the project. In August 2011, USDA/FNS approved the contract with CIBER, Inc. to implement the web-based system (see Attachment M). This Schedule IV-B document supports the continued state approval of the project.

3. Project and Business Objectives

Florida WIC plans to accomplish the following objectives in the project:

- Replace the current WIC Data System with a web-based, commercially developed WIC system, transferred from another state WIC agency
- Suitably modify the web-based system to meet needed requirements (The development will be undertaken by a system contractor selected through the State of Florida competitive bid process)
- Successfully implement the web-based system within the timeframe of the project schedule and the costs of the project budget
- Adapt, improve, or develop new Florida WIC business processes to fully utilize the web-based system functionality and achieve the maximum productivity and cost-savings benefits
- Complete the implementation with minimal disruption of services to WIC applicants and participants
- Accept the implemented system provided it meets or exceeds the critical success criteria

Successful implementation of the web-based WIC Data System will accomplish the following business objectives:

- Provide WIC local agencies with the operational efficiency to meet the demand for program services with limited increases in staff
- Reduce appointment wait times for new clients to achieve compliance with federal regulations
- Improve client satisfaction by reducing the amount of time clients spend in WIC clinics for certification
- Support all WIC business process areas with needed system functionality to improve productivity in the entire WIC organization
- Meet all of the WIC system requirements through a cost-effective investment in a modern system, including integrated functionality for the development of WIC Electronic Benefits Transfer (EBT)

B. Baseline Analysis

1. Current Business Process Requirements

Florida WIC completed a review of its current business processes in order to plan process improvements from the functionality required of the web-based WIC Data System. The analysis covered the following process areas: Appointment Scheduling, Certification, Food Issuance, Nutrition Education & Surveillance, Inventory Management, Customer Service, Food Redemption & Reconciliation, Vendor Management, Participation Management, Fiscal Management, Quality Assurance, Management Reporting and System Administration. Each process area was described in terms of inputs, processing, outputs, business process interfaces, and business process participants. These items were also depicted graphically in process maps. Please see Attachment A below.

Current Business Process Review



A--Current Business
Process Review_WIC

Attachment A

2. Assumptions and Constraints

Project Assumptions

An assumption is a factor that, for planning purposes, is considered to be true, real, or certain without proof or demonstration. The assumptions listed below refer to how the project will function and the results that will be obtained:

- The Florida WIC requirements do not significantly change over the duration of the project.
- There are no new federal or state operational requirements; e.g., regulations, introduced over the duration of the project that carry a significant technology impact.
- The tasks in the project schedule are organized into phases. The completion of each phase will be subject to the review and acceptance of deliverables by Florida WIC. Florida WIC approvals to move to the next phases in the project are delivered within the planned timeframes.
- There are no unforeseen events; e.g., hurricanes or other disasters that cause undue delay or cancel the project.
- The Project Management Plan methodologies provide a clear set of decisions and executable directives to accomplish the project objectives.

- Project Scope is effectively managed over the life of the project using the change control process.
- The Project Deliverables are produced by the system contractor on time with the expected quality.
- The Project Deliverables are carefully reviewed and accepted on a timely basis by Florida WIC.
- The proposed interfaces with related systems are developed without disruption or delay to the project.
- The system hardware provided by the Shared Resource Center meets or exceeds the hardware capacity and configuration prescribed by the system contractor.
- The system hardware provided by the Shared Resource Center is available to use per the Project Schedule.
- The Shared Resource Center rates for hosting and related services do not significantly increase over the current quoted rates.
- The network requirements for the web-based WIC Data System remain the same for the duration of the project.
- The web-based WIC Data System meets the DOH IT technology standards and passes security and Americans with Disabilities Act (ADA) scans.
- Florida WIC develops and executes an implementation/training plan using an e-learning approach with the WIC Data System users that produces a quality of learning that adequately prepares users to operate the system in their particular roles, enables process improvements, and significantly limits implementation issues.
- All WIC Data System users are adequately prepared to operate the new system in their particular roles prior to rollout.
- The rollout of the web-based WIC Data System is completed per the Project Schedule.
- DOH, DCF, and Shared Resource Center technical management and resources fully collaborate with Florida WIC in the project.
- Project communication among all parties is direct, professional, and prompt.
- The system contractor remains financially healthy and does not experience any significant change in ownership for the duration of the project.
- Any external reviews/approvals by USDA/FNS occur in a timely manner so there is no delay in project execution.

Project Constraints

A constraint is any applicable restriction or limitation, internal or external to the project that will affect the performance of the project or a project management process.

- The system contractor and Florida WIC project teams shall complete critical path tasks as planned.
- Florida WIC shall hire qualified professional project and technical support staff as planned and retain them for the duration of the project.
- Florida WIC staff shall provide support to the project when needed.
- The DOH, DCF, Shared Resource Center, and other needed technical resources shall support the project when needed.
- The system contractor shall provide qualified professional staff and retain them for the duration of the project.
- The web-based WIC Data System shall support Florida WIC program operations with all of the required functionality and performance per the contract.
- The system contractor and Florida WIC project teams shall abide by the process rigor specified in the Project Management Plan.

C. Proposed Business Process Requirements

1. Proposed Business Process

Florida WIC expects that the web-based WIC Data System will enable it to achieve its business objectives, including: provide the operational efficiency to meet the demand for program services, reduce appointment wait times for new clients and the amount of time clients spend in WIC clinics for certification, support all WIC business processes with needed functionality, and provide a cost-effective foundation for the development of WIC Electronic Benefits Transfer (EBT).

Consistent with that vision, Florida WIC expects that the implementation of the web-based WIC Data System will produce positive business process changes. A key project objective is to adapt, improve, and develop business processes to fully utilize the web-based system functionality and achieve maximum tangible and intangible benefits. The specific business process changes are dependent on the system that will be selected through the State of Florida competitive procurement process to be completed prior to the start of the project.

For the purpose of this analysis, business process changes were forecasted based on the Florida WIC's review of its current business processes, system requirements, and the cost-benefit analysis in Section III. Florida WIC's anticipated business process changes fall into the following categories and are explained below:

- Automation

- Electronic data collection
- Paper use
- Business record consolidation
- Interfaces
- Extension of needed functionality

Automate Business Processes that Use Little or No Automation

The web-based system will enable the program to automate process steps that are currently performed manually. This functionality will improve processes that use little or no automation, including: Appointment Scheduling, Certification, Food Redemption and Reconciliation, Vendor Management, Participation Management, Management Reporting, and Customer Service.

The manual process steps to be automated include:

- Appointment calendar update and maintenance
- Calculation of participant income
- Output and tracking of the Notice of Ineligibility/Suspension
- Tracking vendor correspondence
- Identification of high-risk vendors
- Outreach letters and surveys
- Record keeping for vendor appeal payments and special formula payments
- Transformation and load of data to reports data mart

Collect Paper Data Electronically

The web-based system will enable the program to electronically collect data currently recorded on paper. This functionality will improve these process areas: Certification, Nutrition Education & Surveillance, Vendor Management, Participation Management, and Customer Service.

The data items to be collected electronically include:

- Voter Preference form
- Nutrition Questionnaire form
- SOAP notes and care plans

- Vendor Training log
- Outreach list and campaign activity log
- Program monitoring and support records

Reduce Paper Use, Storage, and Destruction Costs

The web-based system will enable the program to eliminate or reduce the use of pre-printed paper forms, including: the Income Screening Form, Notice of Ineligibility/Suspension, and the Nutrition Questionnaire. Also, document imaging will enable the staff to capture client and staff signatures and scan paper documents, converting these items to digital images for electronic storage. The combination of this functionality will also reduce paper storage and destruction costs. The functionality will improve the Certification and Nutrition Education & Surveillance process areas.

Consolidate Off-System Business Records into a Comprehensive Database

The web-based system will enable the program to consolidate a variety of off-system business records such as MS Excel spreadsheets, MS Word documents, paper files, and data in other external systems into one comprehensive database. This will improve data quality, facilitate collaboration, and enhance productivity by providing users with common access to needed data on demand.

The Florida WIC business processes currently use more than twenty spreadsheet and word processing documents, five external systems, and 10 paper forms. Business record consolidation will improve these process areas: Nutrition Education & Surveillance, Vendor Management, Participation Management, Fiscal Management, Quality Assurance, Inventory Management, and Customer Service.

Develop Efficient Interfaces with Related Systems

The web-based system will enable the program to develop efficient interfaces with related systems, providing staff with quicker access to information needed for client certifications, which primarily improves the Certification process area.

Extend Needed System Functionality to Support all Business Process Areas

The web-based system will extend needed functionality to all process areas, especially those where there is little or no direct support from the current WIC Data System: Customer Service, Vendor Management, Participation Management, Fiscal Management, and Quality Assurance.

2. Business Solution Alternatives⁸

Florida WIC assessed the following business solution alternatives:

⁸ The Alternatives Analysis covers the period of the five year contract awarded to CIBER, Inc. from September 26, 2011 to September 25, 2016 plus the remainder of SFY 2016-17 (September 26, 2016 through June 30, 2017).

- Business as usual (no change)
- Enhance the current system
- Develop a new system
- Transfer and modify an existing WIC data system

Florida WIC used the following criteria to evaluate the business solution alternatives:

- Achieves Florida WIC business objectives
- Provides current technology for ease of modification, maintenance, and support
- Provides needed functionality
- Can be implemented in the shortest feasible timeframe
- Costs the least to develop and implement
- Produces the highest value of tangible and productivity benefits
- Carries the least program/project risk
- Aligns with the State strategic technology direction

Business as usual (Not Viable)

This alternative would involve maintaining the current mainframe WIC Data System, while developing and implementing only needed fixes and required regulatory enhancements. Florida WIC does not consider this a viable alternative for the following reasons:

- It would not achieve Florida WIC business objectives, including: meeting the demand for program services through operational efficiency, complying with appointment wait time standards, improving client satisfaction through quicker certification, supporting all business process areas with needed functionality, and providing a cost-effective platform for WIC EBT.
- It would not provide current technology.
- Over six year period of analysis (SFY 2012 - 2017), it would not produce any of the estimated \$5.4 million in total cost savings and \$10 million in productivity and process improvement benefits that would be realized from the Transfer and Modify alternative.
- It would expose the Florida WIC Program to an unacceptable risk scenario where the capability of Florida WIC to serve the expected growth in participants could plateau due to inefficient processes. This inefficiency in combination with a limited ability to recruit and hire extra staff and expand clinic space, would

almost certainly result in clients experiencing longer wait times for certification appointments. The impacts of this would likely include reduced client satisfaction among those who could be served and increased employee turnover. In addition, local agencies may have to implement waiting lists that ration WIC services to clients with greater nutritional needs. This would delay food benefits and nutrition services to clients, leaving some clients underserved and reducing the benefits of federal food dollar expenditures on the Florida economy.

Enhance the current system (Not practical)

This alternative would involve adding needed functionality to the current mainframe system in addition to developing ongoing maintenance releases. Backfilling missing requirements would involve all Florida WIC process areas, especially Customer Service, Vendor Management, Participation Management, Fiscal Management, and Quality Assurance. These process areas operate with little or no direct support from the current WIC Data System, requiring the local agency and state office staff to employ manual procedures to complete business tasks, keep business records on paper and/or in spreadsheets or word processing documents, and manage extensive paper files.

The advantages of this alternative are:

- It would achieve most of the Florida WIC business objectives, specifically meet the demand for program services through operational efficiency, comply with appointment wait time standards, and improve client satisfaction through quicker certification.
- It would build on the current system and mainframe platform.
- It would provide most of the needed functionality, extending support to all business process areas.
- It could be implemented in the same 27 month timeframe as the Transfer and Modify alternative.
- Over a six year period of analysis (SFY 2012 – 2017), it would produce total cost savings from reductions in forms printing and reductions in paper storage and destruction costs estimated at \$343,120. It would also achieve the same \$10 million in productivity benefits from process improvements as estimated for the Transfer and Modify alternative (for details see the table below).
- It would produce an estimated payback of \$1.32 million⁹.

The disadvantages of this alternative are:

- It would not meet the Florida WIC business goal of providing a cost-effective foundation for the future development of WIC Electronic Benefits Transfer (EBT).

⁹ The payback calculation is: \$.34M in Savings less \$9.11M in Costs = **-\$8.77M** plus \$10.09M in Productivity benefits = \$1.32M.

- It would not provide current technology.
- It would cost an estimated \$9.11 million to develop and implement, which is about \$1 million more than the Transfer and Modify alternative (for details see the table below).
- It would not produce net savings over the six year period of analysis (SFY 2012 – 2017) and result in an estimated net loss on the investment of \$8.77 million.
- The risk of this alternative is rated at three times the risk of transferring/modifying a WIC data system primarily because the development and project costs would be invested in older technology that is declining in use by Florida state government. This could isolate Florida WIC in its technology, limiting its support and development options.
- It would not align with the strategic direction of information technology in Florida state government which includes a movement away from mainframe platforms.
- It would require revision and resubmission of federal approval documents and subsequent federal approval to proceed.

For the above reasons, Florida WIC does not consider this alternative a practical or responsible investment of WIC grant funds. The financial comparison of the Enhance Current System alternative and the Transfer and Modify alternative is shown in the table below.

Comparison of Transfer & Modify to Enhance Current System						
SFY 2011-12 – 2016-17 (USD in Millions)						
Alternative	Total Costs¹	Savings Benefits	Productivity⁴ Benefits	Net Savings (Savings - Costs)	Payback (Net Savings + Productivity)	
Transfer & Modify	\$8.08	\$5.39 ²	\$10.09	(\$2.69)	\$7.40	
Enhance Current System	\$9.11	\$0.34 ³	\$10.09	(\$8.77)	\$1.32	

Notes:

¹ Costs include design, development, implementation, and project management. The estimated duration of the projects for both alternatives is 27 months.

² Savings for Transfer & Modify are tangible benefits that come from reductions in forms printing, reduction in paper storage and destruction costs, reduction in application support staff cost, and the substitution of web-based Shared Resource Center hosting costs for mainframe hosting costs.

³ Savings for Enhance Current System are tangible benefits that come from reductions in forms printing and paper storage and destruction costs only.

⁴ Productivity benefits come from the value of staff time savings due to process improvements; e.g., automating manual steps, collecting paper data electronically, reducing paper handling, consolidating off-system business records, providing efficient access to data in related systems, and reducing training time.

Develop a new system (Not Feasible)

This alternative would involve building a new WIC Data System to meet all needed requirements, including the development of new modules to support the Customer Service, Vendor Management, Participation Management, Fiscal Management, and Quality Assurance process areas. The challenge would be to build from the ground up (duplicate) all of the functionality in a WIC transfer system at a lower cost than transferring and modifying such a system. Even starting with some generic modules would not significantly lower the cost of such an effort.

The advantages of this alternative are:

- It would achieve all of the Florida WIC business goals and objectives.
- It would provide current technology.
- It would provide all of the needed functionality, including scalability based on expected participation growth.
- Over the six year period of analysis (SFY 2012 - 2017), it would produce an estimated total cost savings of \$4.32 million from reductions in forms printing, paper storage and destruction, and mainframe data processing costs, plus productivity benefits from process improvements estimated at \$7.07 million (for details see the table below).
- It would align with the strategic direction of information technology in Florida state government.

The disadvantages of this alternative are:

- The estimated 37 month timeframe for building a new system is about 37 percent longer than the Transfer and Modify timeframe of 27 months. The longer timeframe required for this alternative would be a greater fiscal burden to Florida WIC because its mainframe processing costs could increase while simultaneously paying for an extended development project. The cost of developing a new system is estimated at \$15.36 million, about 1.9 times the \$8.08 million for transferring and modifying a commercially developed, operationally tested WIC data system (for details see the table below).
- The 37 month timeframe of such a project would delay the cost savings from reduced forms and data processing expense by 10 months compared to the Transfer and Modify alternative.
- There is no payback on this alternative; rather, there is an estimated net loss of \$3.97 million¹⁰ (for details see the table below).

¹⁰ The payback calculation is: \$4.32M in Savings less \$15.36M in Costs = **-\$11.04M** plus \$7.07M in Productivity benefits = **-\$3.97M**.

- The risk of this alternative is rated at 5 times the risk of the Transfer and Modify alternative. Major risks include:
 - Due to cost constraints, there would be no guarantee that the new system would include all of the functionality now available in a commercially developed WIC system transferred from another state.
 - Unforeseen technical issues could easily extend the project schedule, causing project expenses to escalate, possibly beyond the Florida WIC budget.
- It would require revision and resubmission of federal approval documents and subsequent federal approval to proceed.

For the reasons above, Florida WIC does not consider this a feasible alternative. The financial comparison of the Develop a New System alternative and the Transfer and Modify alternative is shown in the table below.

Comparison of Transfer & Modify and Develop a New System Alternative						
SFY 2011-12 – 2016-17 (USD in Millions)						
Alternative	Total Costs¹	Savings Benefits	Productivity⁴ Benefits	Net Savings (Savings - Costs)	Payback (Net Savings + Productivity)	
Transfer & Modify	\$8.08	\$5.39 ²	\$10.09	(\$2.69)	\$7.40	
Develop a New System	\$15.36	\$4.32 ³	\$7.07	(\$11.04)	(\$3.97)	
Notes:						
¹ Costs include design, development, implementation, and project management. The estimated duration of the Transfer and Modify project is 27 months; the estimated duration of the Develop a New System project is 37 months, reflecting the longer development time for new software versus COTS package implementation.						
² Savings for Transfer & Modify are tangible benefits that come from reductions in forms printing, reduction in paper storage and destruction costs, reduction in application support staff cost, and the substitution of web-based Shared Resource Center hosting costs for mainframe hosting costs.						
³ Cost Savings for Develop a New System are assumed to be the same as for Transfer & Modify but are lower due to the shorter time after rollout for these cost savings to accrue during the six year period of analysis (SFY2012 - 17).						
⁴ Productivity benefits for Develop a New System are assumed to be the same as for Transfer & Modify but are lower due to the shorter time after rollout for these benefits to accrue during the six year period of analysis (SFY 2012 - 2017).						

Transfer and modify an existing WIC data system (Optimal Solution)

This alternative refers to transferring a WIC data system currently supporting another state’s WIC program and modifying it to meet Florida WIC requirements. The advantages of this alternative are:

- It would achieve Florida WIC business objectives.
- It would provide current technology.
- It could be implemented in the shorter timeframe (27 months) of the alternative.

- It would cost the least (\$8.08 million) of any of the alternatives.
- Over the six year period of analysis (SFY 2012 – 2017), it would produce an estimated total cost savings of \$5.39 million¹¹ from reductions in forms printing, paper storage and destruction, and mainframe data processing costs, plus productivity benefits from process improvements estimated at \$10 million (for details see the table below).
- It would produce an estimated payback of \$7.4 million¹².
- It would align with the strategic direction of information technology in Florida state government.

The disadvantage of this alternative is:

- The risk of this alternative is rated at one since the base transfer system would be validated through successful operation in other state WIC programs. The major risks associated with this alternative are:
 - State oversight agencies could require Florida WIC to produce additional justifications in order to proceed with its plans. The likely impact would be a delay in the State of Florida competitive bid process for a system contractor and longer term funding of the planning effort.
 - Change requests to the current requirements, if not carefully managed, could bring some technical risk with likely impacts of a delay in the project schedule and/or an increase in development cost.

The financial comparison of the three alternatives is shown in the table below.

Comparison of Alternatives					
SFY 2011-12 – 2016-17 (USD in Millions)					
Alternative	Total Costs	Benefit Savings	Productivity Benefits	Net Savings (Savings - Costs) (Loss)	Net Payback (Savings + Productivity) (Loss)
Transfer & Modify	\$8.08	\$5.39	\$10.09	(\$2.69)	\$7.40
Enhance Current System	\$9.11	\$0.34	\$10.09	(\$8.77)	\$1.32
Develop a New System	\$15.36	\$4.32	\$7.07	(\$11.04)	(\$3.97)

3. Rationale for Selection

The rationale for selection of the best business solution alternative involved comparing the achievement of business objectives, technology/functionality, cost, benefits,

¹¹ The lower savings figure is due to the new state requirement that the project obtain hosting services from a Shared Resource Center in lieu of the original planned purchase of server hardware and co-location of the production environment in a data center. The estimated annual cost of hosting is preliminary and subject to revision.

¹² The payback calculation is: \$5.39M in Savings less \$8.08M in Costs = -\$2.69M plus \$10.09M in Productivity benefits = \$7.4M.

timeframe, risk, and strategic fit among the alternatives. This evaluation was used to eliminate alternatives and present the business solution that best met the criteria.

Based on the preceding analysis, Florida WIC has eliminated the following system alternatives:

- The business as usual alternative is not viable since the current WIC Data System will not meet Florida WIC's operational and strategic needs and would place the program at risk of underserving its eligible client population and reducing the beneficial impact of federal food expenditures on the Florida economy.
- Enhancing the current system is not practical since it would cost \$1 million more than the Transfer and Modify alternative and produce \$5 million less in cost savings. This would result in a payback of \$6 million less than the Transfer and Modify alternative. It would also be a substantial investment in older technology.
- Developing a new system is not feasible since it would cost \$7.3 million more than the Transfer and Modify alternative and produce \$1 million less in cost savings. This would result in a payback of \$11.4 million less than the Transfer and Modify alternative. It would also take an estimated 10 months longer to implement than the Transfer and Modify project, straining the WIC nutrition services and administration budget with substantial project costs while it paid increasing data processing costs for the current system.

4. Recommended Business Solution

Florida WIC finds that transferring a WIC data system currently supporting another state's WIC program and modifying it to meet Florida WIC requirements is its best alternative. This alternative would achieve its business objectives, provide current technology with the most functionality, could be implemented in the shortest timeframe, cost the least to develop, produce the most tangible benefits, expose the program and project to the least risk, and aligns with the strategic direction of information technology in Florida state government.

III. Schedule IV-B Cost Benefit Analysis

A. The Cost-Benefit Analysis Forms and Notes



Attachment B



Attachment B.1

B. Benefits Realization Table

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
1	Provide master appointment calendar templates and enable mass appointment updates	Productivity	Local Agency staff	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
2	Reduce appointment wait times for new clients	Intangible	Participants, Local Agency Staff	Web-based system reduces time to complete the certification process, improving the rate of certifications and reducing appointment wait times for new clients to comply with federal standards	Compare rate of certifications pre and post-implementation, plus appointment wait times for all clients	Go Live + 3 months
3	Improve client satisfaction with the certification process	Intangible	Participants, Local Agency Staff	Web-based system will reduce the amount of time clients spend in the clinic during the certification process, improving client satisfaction	Compare time spent in the certification process in clinics and compare client satisfaction with the certification process pre and post-implementation	Go Live + 3 months

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
5	Eliminate (or reduce) use of paper Client Certification Worksheet	Tangible	State Office	Web-based system eliminates (or reduces) use of this paper form in Local Agencies, reducing State Office printing costs for this form by 90%	Compare pre and post-implementation form printing costs	Starts with project close
6	Collect Voter Preference Form data electronically	Productivity	Local Agency staff, Participants	Web-based system reduces staff time to perform this task	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
7	Automate calculation of income and collect Income Screening Form data electronically	Productivity	Local Agency staff, Participants	Web-based system eliminates duplicate entry, reducing staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
8	Eliminate (or reduce) use of paper Income Screening Form	Tangible	State Office	Web-based system eliminates (or reduces) use of this paper form in Local Agencies, reducing State Office printing costs for this form by 90%	Compare pre and post-implementation form printing costs	Starts with project close
9	Automate output of Notice of Ineligibility-Suspension	Productivity	Local Agency staff	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
10	Eliminate (or reduce) use of paper Notice of Ineligibility /Suspension	Tangible	State Office	Web-based system eliminates (or reduces) use of this paper form in Local Agencies, reducing State Office printing costs for this form by 90%	Compare pre and post-implementation form printing costs	Starts with project close

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
11	Reduce filing of client charts at certification	Productivity	Local Agency staff, Participants	Web-based system reduces filing of paper forms, eliminating staff time to perform this task	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
12	Collect SOAP note and care plan form data electronically	Productivity	Local Agency staff	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
13	Reduce filing of client charts at follow-up nutrition education after certification	Productivity	Local Agency staff, Participants	Web-based system reduces filing of paper forms, eliminating staff time to perform this task	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
14	Automate vendor-appealed payments in the WIC check reconciliation process	Intangible	State Office, Vendors	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Starts with project close
15	Collect vendor training data electronically	Productivity	State Office	Web-based system eliminates duplicate entry, reducing staff time to perform this task	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
16	Automate vendor correspondence and tracking of same	Productivity	State Office	Web-based system reduces staff time to perform this procedure, use of e-mail reduces mailing costs	Compare pre and post-implementation staff assessments of task time, pre and post mailing costs	Go Live + 3 months

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
17	Reduce preparation time for compliance and sanction actions	Productivity	State Office, Vendors	Web-based system enables electronic storage of paper monitoring data, improved organization and access to same, reducing staff time to perform this function	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
18	Automate Fellow Floridian outreach letters and survey forms	Intangible	State Office, Local Agency staff	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Starts with project close
19	Collect outreach campaign data electronically	Intangible	State Office, Local Agency staff	Web-based system reduces staff time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Starts with project close
20	Improve decision-making ability by increasing the frequency and scope of management data transfer to the reports database	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides ability to transfer more management data, with greater frequency	Compare pre and post-implementation database transfer layouts and schedule	Starts with project close
21	Improve system security through role-based access to system functions	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides role-based security	Compare pre and post-implementation security features and functions	Starts with project close
22	Improve system security through the ability to track changes to key participant and program data	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides data change audit capability	Compare pre and post-implementation security features and functions	Starts with project close
23	Improve disaster recovery response through the ability to download and use local agency data offline	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides ability to download and use local data offline	Compare pre and post-implementation disaster recovery features and functions	Starts with project close

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
24	Reduce time to handle vendor support issues and queries	Productivity	State Office, Local Agency staff, Vendors, other DOH staff	Web-based system enables more electronic storage of paper information, improved organization and access to same, reducing staff time to perform this function	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
25	Reduce time to handle quality assurance support issues and queries	Productivity	State Office, Local Agency staff, County Health Departments, other DOH staff	Web-based system enables more electronic storage of paper information, improved organization and access to same, reducing staff time to perform this function	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
26	Improve customer service through tracking of calls, follow-up activities, resolutions, and outcomes	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides tracking of support calls and queries, follow-up activities, resolutions and outcomes	Compare assessments of customer service among participants, Local Agency staff, vendors, and State Office, pre- and post-implementation	Review as possible enhancement during ongoing operations
27	Improve customer service through automated opinion survey capability	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system provides opinion survey capability	Compare assessments of customer service among participants, Local Agency staff, vendors, and State Office, pre- and post-implementation	Review as possible enhancement during ongoing operations
28	Reduce time to train new users on WIC Data System	Productivity	Local Agency staff, Participants	Web-based system reduces time to perform this procedure	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who benefits?	How is the benefit realized?	How is the benefit measured?	Realization Date (MM/YY)
29	Avoid (or reduce the) making (of) paper client charts and folders	Productivity	Local Agency staff	Web-based system enables more electronic information storage and easier access to same, avoids making paper participant charts and folders	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
30	Eliminate (or reduce) cost of archiving and purging client charts and folders	Tangible	Local Agency	Web-based system enables more electronic information storage and easier access to same, reducing cost of archiving and purging same	Compare pre and post-implementation costs for archiving and destruction of paper	Starts with project close
31	Improve data quality, lift productivity by providing users with common access to needed data on demand	Intangible	Participants, Vendors, Local Agency staff, State Office	Web-based system consolidates current off-system data stores into its database	Compare pre and post-implementation # and type of off-system data stores	Starts with project close
32	Lift productivity by extending needed functionality to support all business process areas	Intangible	Local Agency staff, State Office	Web-based system fills gaps with needed functionality	Compare staff assessments of task time pre and post-implementation	Go Live + 3 months
33	Reduce data system processing, maintenance and support costs - SFY 2014, 2015, 2016, 2017	Tangible	Participants, Local Agency staff, State Office	Web-based system costs less to process transactions, maintain, and support	Compare pre- and post-implementation system costs	Starts with project close

C. Cost-Benefit Analysis Results

The results of the Cost-Benefit Analysis were calculated in the CBA Forms attached in Section A above are summarized here.

Item	Amount
Project Cost (SFY 2012-13, SFY 2013-14) ¹³	\$6,245,862
Savings Resulting from the Project	\$5,392,284
Return on Investment (SFY 2012-13, SFY 2013-14)	-\$853,578
Payback Period (SFY 2011-12 through SFY 2016-17) ¹⁴	7.6 years
Breakeven Fiscal Year (SFY 2011-12 through SFY 2016-17) ¹³	SFY 2016-17
Internal Rate of Return (SFY 2012-13, SFY 2013-14)	-5.99%

13 The CBA Forms only recognize project expenditures planned for SFY 2012-13 forward. The total project cost is \$8,084,091, which includes project expenditures planned for SFY 2011 – 12. We were unable to enter the SFY 2011-12 project costs in the CBA Forms.

14 This payback period and the corresponding breakeven fiscal year were calculated on the above \$8,084,091 total project cost using a standard payback period formula in a separate worksheet. This payback period is well within the 10-15 year expected lifespan of the web-based system.

IV. Major Project Risk Assessment Component

A. Project Risk Assessment Tool



C--RiskAssessment_
2011 07 11.pdf

Attachment C

B. Project Risk Assessment Summary

The overall Risk Assessment for the project was Medium. In five of eight categories, risk was assessed as Low, while Medium risk was found for Technology Exposure and Organizational Change, and High risk was found for Project Complexity. The following is a summary of the Risk Assessment Tool findings.

Strategic

Risk is Low in this assessment. The project objectives have been clearly documented and are understood by all stakeholder groups. The project duration is estimated at 26 months and has public visibility to WIC participants and USDA/FNS, and internal visibility to the DOH, the DCF, and Shared Resource Center staff.

Technology Exposure

Risk is Medium in this assessment. The relevant technology solutions have been researched, documented, and considered and the selected technology solution complies with relevant agency, statewide, and industry technology standards. Moderate infrastructure change is required to implement the solution; i.e., processing services will be provided by the Shared Resource Center in lieu of the hardware purchases originally planned for the replacement of the current mainframe. Since the selected solution is a COTS package, external technical resources will be needed for the implementation; e.g., a system contractor and a contact project management team. Florida WIC evaluated its application maintenance and support options for the selected system and will use the system contractor for these services during the remainder of the five year contract (nearly three years) following implementation.

Organizational Change Management

Risk is Medium in this assessment. Although the project will impact essential business processes it will do so in a positive manner, bringing ease of use, time saving, and collaboration features to users. Some business process areas will receive full system support for the first time. WIC clients will also benefit from time saving features, reducing the amount of time they spend in WIC clinics for certification. In October 2009, the agency completed implementation of food package changes which required organizational changes similar in scope to the changes involved in the project. A formal organization change plan will be developed in the Requirements Confirmation and Design phase.

Communication

Risk is Low in this assessment. Although a Communications Plan has been prepared that will enable proactive feedback from management, the project team, users, stakeholders, and the system contractor; key messages and success measures will be added to the plan during the Planning and Definition phase.

Fiscal

Risk is Low in this assessment. All of the anticipated project expenditures have been identified in the Spending Plan, approval from USDA/FNS of the contract with the system contractor was received in August 2011, and the prospective funds are available from the annual Florida WIC grant to complete the project. These funds are supplemented by an American Recovery and Reinvestment Act (ARRA) grant. A contract manager has been designated for the project.

Project Organization

Risk is Low in this assessment. The project organization has been documented in the approved project plan, the roles of the steering committee defined, and a project staffing plan prepared. Florida WIC will staff the project team with an in-house training coordinator having expert business knowledge and advanced training skills. The supporting roles of subject matter experts from local agency and state office staff will be defined prior to the project kick-off in the project staffing plan.

Project Management

Risk is Low in this assessment. The project requirements have been defined and documented and standard project methodologies are in place and being used. The deliverable acceptance criteria have been documented in the contract. The project schedule has been developed with the system contractor and is attached to the contract. The project schedule will be revised during the Planning and Definition phase to reflect the actual start date of the project.

Project Complexity

Risk is High in this assessment. The system will be implemented in the Florida WIC state office and in 222 local agency sites statewide. There will be four external organizations engaged by the project, if the solution is implemented as planned. The project will involve the purchase and limited modification of off-the-shelf software and corresponding business process changes to adapt and use the new functionality.

V. Technology Planning Component

Technology Planning Section	\$1-2M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Current Information Technology Environment		X	X	X
Proposed Solution Description	X	X	X	X
Capacity Planning	X	X	X	X
Analysis of Alternatives	X	X	X	X

A. Current Information Technology Environment

1. Current System

The Florida WIC Program is administered by the Bureau of WIC Program Services, Florida Department of Health (DOH), and is managed locally by 43 WIC local agencies, at about 222 sites, serving all 67 counties in Florida.

The WIC Data System is a centralized, real-time mainframe system, designed in 1990 and fully implemented in October 1992. The system runs on an IBM series 890 mainframe, using CICS for transaction processing, DB2 for database management, and COBOL as the application programming language. The user interface is character-based and accessed via a 3270 terminal emulation package, running on desktop computers, connected to the mainframe via the DOH network. The system is hosted by the Florida Department of Children and Families (DCF) at the Northwood Data Center. In August 2011, there were more than 1,600 users accessing the WIC Data System.

2. Strategic Information Technology Direction

The strategic information technology direction of the DOH is summarized below:

- Develop and implement open architecture systems
- Replace or re-platform legacy mainframe applications
- Link with third party systems and resources
- Exploit ETL (Extract, Transform, and Load) and Electronic Data Interchange (EDI) strategies
- Use DOH integration protocols
- Integrate with Enterprise Information Technology Services (EITS) initiatives
- Integrate with other enterprise information systems
- Comply with HIPAA (Health Insurance Portability and Accountability Act) and other regulatory requirements

- Employ centralized database management, eliminate data silos

3. Information Technology Standards

The key information technology standards of the DOH are listed below:

- Microsoft Network Architecture
- Microsoft .Net Framework
- Open Architecture
- Web-based
- Iterative development methodologies
- Maximum use of Prototyping and Early Defect Detection (EDD) strategies

B. Proposed Solution Description

In August 2011, the Department received approval from USDA/FNS for its contract with CIBER, Inc. to transfer, modify, and implement a web-based WIC data system and provide ongoing system maintenance, system enhancement, and technical support services over a five year period. The web-based system will provide Florida WIC with a modern technology platform that will:

- Improve the efficiency of WIC local agency operations to meet the demand for program services
- Support all WIC business process areas with needed system functionality
- Provide a cost-effective foundation for the development of WIC Electronic Benefits Transfer (EBT)

1. Business Requirements Summary

This topic was previously discussed in Section II-C., Proposed Business Process Requirements.

2. Technical Requirements

The following are the major technical requirements for the web-based WIC Data System developed from the Florida WIC requirements analysis:

- Commercially developed, web-based WIC data system transferred from another state WIC agency using either a MS SQL Server or Oracle database.
- Meets or exceeds applicable DOH IT standards for hardware, software, connectivity, security, and accessibility.

- Uses existing WIC state office and local agency desktop computers and printers.
- Uses the existing DOH network.
- Easily modified to meet needed requirements, including system interfaces.
- Provides secure digitization of paper documents and signatures.
- Provides local data store (clinic and/or local agency) capability for disaster recovery; e.g., disconnected mode to enable benefit issuance when the DOH network is not available.

a. Summary description

1. System type: the web-based system will be transferred from the Pennsylvania WIC system and supplemented with selected components from the Wisconsin and Massachusetts WIC systems and Americans with Disabilities Act (ADA) functionality. The resulting system will have a tiered architecture with a presentation layer, data layer, and business layer. The layers use the following technologies.
 - Presentation Layer – ASP.Net, .Net Framework 3.5, XML, HTML, IIS, MS IE 6 & 7, DHTML, JavaScript, JSON, and ExtJS.
 - Data Layer – SQL Server 2005, LINQ, Windows 2003 Distributed Transaction Coordinator, and Platinum Technology Erwin/ERX for Data Modeling.
 - Business Layer – MS Visual Studio/Visual Basic.Net 2008, Visual SourceSafe, XML, ADO.Net, LINQ, and MS SQL Server 2005 Transact SQL.
2. Connectivity: hosted at a State Shared Resource Center; e.g., Northwood, users will access the system via the DOH intranet and/or extranet network.
3. Security: meets or exceeds DOH standards, including user role-based access and audit tracking.
4. Development approach: system will be modified by the system contractor to meet Florida WIC requirements. The design, development, and implementation project is divided into seven phases that run in consecutive order. Each phase has specific deliverables that will be completed by the system contractor and reviewed and approved by Florida WIC, including a Phase Approval, in order for CIBER to proceed to the next phase. The design, development, and implementation project phases and key activities are:
 - Project Planning and Definition Phase – includes establishing how the project will work through project management practices and planning the development of the deliverables.

- Requirements Confirmation and Design of System Modifications Phase – includes confirming the requirements and the design of system modifications and developing the functional and technical documentation to guide system modifications.
 - System Transfer and Modification Phase – includes transferring, modifying, configuring, and testing the base system and data migration per the functional and technical documentation and completing all preparations for the User Acceptance phase.
 - User Acceptance Testing Phase – includes conducting training and testing that covers the full range of requirements, correcting defects, and demonstrating readiness for the Pilot Testing phase.
 - System Pilot Phase – includes preparing for and supporting the pilot test of the system at the selected site for the specified period, correcting defects, and demonstrating readiness for the System Rollout phase.
 - System Rollout Phase – includes supporting user training and providing technical support, migrating data in the specified phased approach, correcting defects, and demonstrating readiness for the Project Closure phase.
 - Project Closure / Transition to Operations and Maintenance Phase – includes providing final versions of the deliverables, reviewing the final invoice, and demonstrating readiness for the Operations and Maintenance phase.
5. Interfaces: three new interfaces will be added and three current interfaces will be rewritten to operate with the web-based system:
- i. Current interfaces to be rewritten:
 - 1. FLORIDA system for adjunctive income eligibility determination
 - 2. Banking contractor's system for WIC food instrument processing
 - 3. FL WIC Vendor Survey Portal for price survey data submission
 - ii. New interfaces to be added:
 - 1. Pregnancy and pediatric nutrition reporting to CDC via Integration Broker
 - 2. Participants Characteristics reporting to USDA/FNS via Integration Broker
 - 3. Auto-dialer used by local agencies for client appointment reminders

Attached is the WIC Data System Interfaces document referenced in Florida WIC's contract for the web-based system.



Attachment
VIII_2011 09 12.doc

6. Maturity, life expectancy: the technology will be web-based, using a relational database. Life expectancy is estimated between 10 to 15 years, depending on federal program requirement and technology changes.
 7. Software maintenance: maintenance and enhancement past the warranty period will be provided by the system contractor.
- b. Resource and summary level funding requirements
1. There will be three environments that will be operated on behalf of Florida WIC by a Shared Resource Center (TBD):
 - Production
 - Reports
 - Test/Training
 2. The Disaster Recovery environment may be operated by another Shared Resource Center or a contractor.
 3. The system contractor will operate its own development environment to develop and test maintenance and enhancement items for Florida WIC during the Operations and Maintenance Phase.
 4. The anticipated staffing requirements involve technical support which will be provided by DOH contract staff hired by Florida WIC:
 - Database Administrator
 - System Support Technician

The system contractor will provide second-level support to these staff as well as the State Office WIC Help Desk.

5. The anticipated operating costs after implementation (SFY 2013-14 through SFY 2016-17) are about \$7.9 million:

State Fiscal Year (SFY)	Operating Costs
2014	\$2,434,018
2015	\$1,820,780
2016	\$1,822,880
2017	\$1,826,555

c. Ability to meet performance requirements

1. Availability - the web-based WIC Data System shall minimally be available during WIC program operation hours. The WIC Data System is currently available:

- 7:00 AM to 8:00 PM (EST), Monday - Thursday,
- 7:00 AM to 7:00 PM (EST) Friday, and
- Saturday 8:00 AM to 5:00 PM (EST).

Any batch or period ending processes must be run as needed without impacting the availability of the system or user response time.

2. Capacity - this topic will be discussed in Section V-C, Capacity Planning.

3. Reliability - The web-based WIC Data System shall be tested to ensure it meets all reliability requirements.

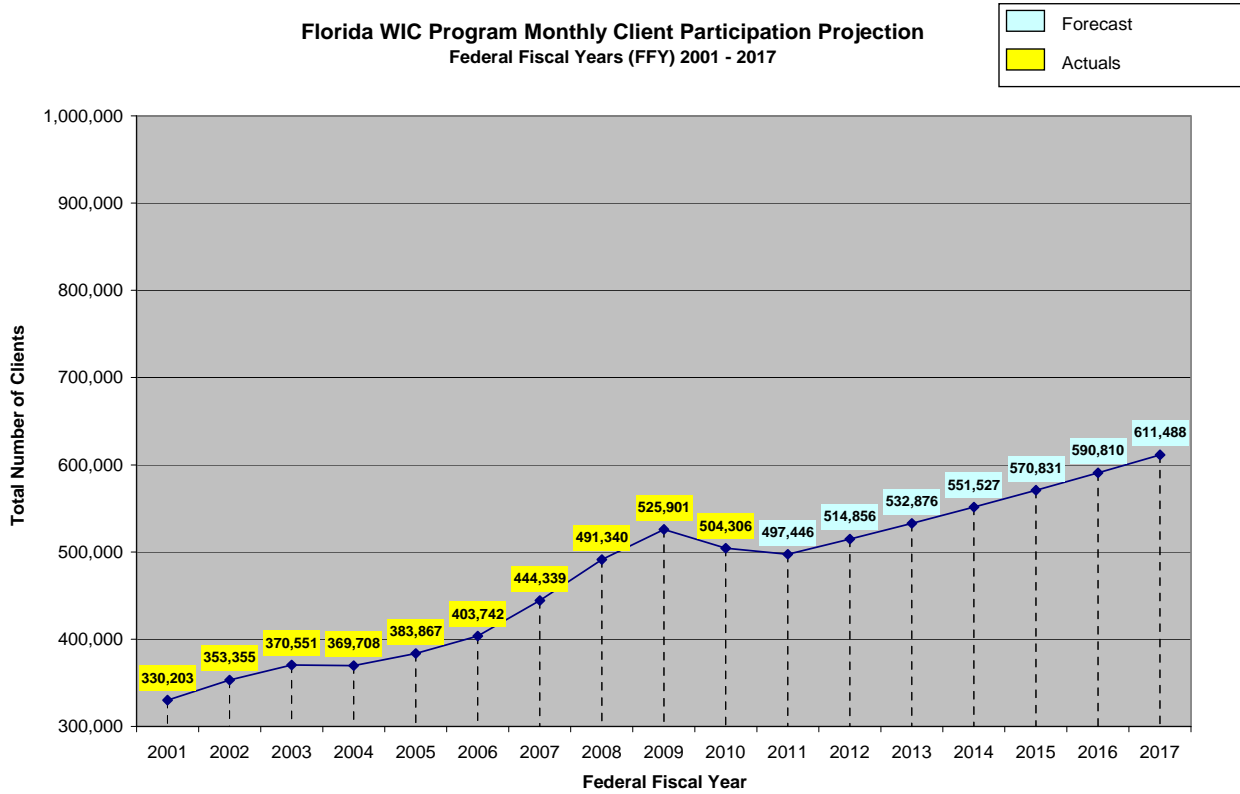
4. Backup and Operational Recovery - Business continuity and disaster recovery: will be provided through a duplicate production environment at the designated disaster recovery site.

5. Scalability - The web-based WIC Data System shall be scalable to meet the demands for volume of service. This topic will be discussed in Section V-C., Capacity Planning.

C. Capacity Planning

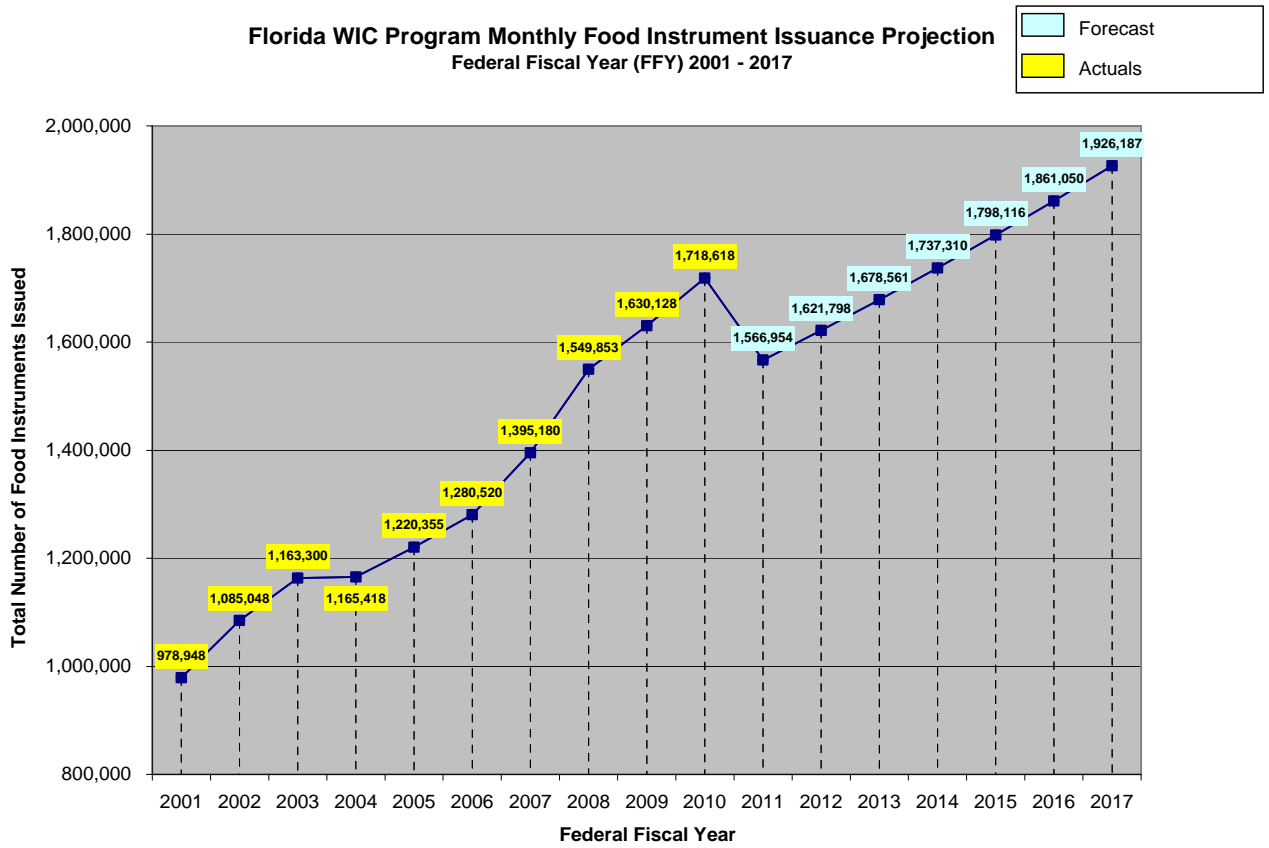
The web-based WIC Data System must have the capacity to support the anticipated number of participants, food instruments issued, and users. Following are the projections for these items from Federal Fiscal Year (FFY) 2011 through 2015.

Participants



The above chart illustrates participation (actual and projected) in the Florida WIC program from FFY 2001 through FFY 2017. Historical data from FFY 2001 to date in 2011 were used to project future monthly client participation, while taking into account recent program benefit changes, population trends, and the condition of the economy. The number of participants is expected to be approximately 551,000 in Federal Fiscal Year (FFY) 2014, the year in which the web-based data system will be rolled out.

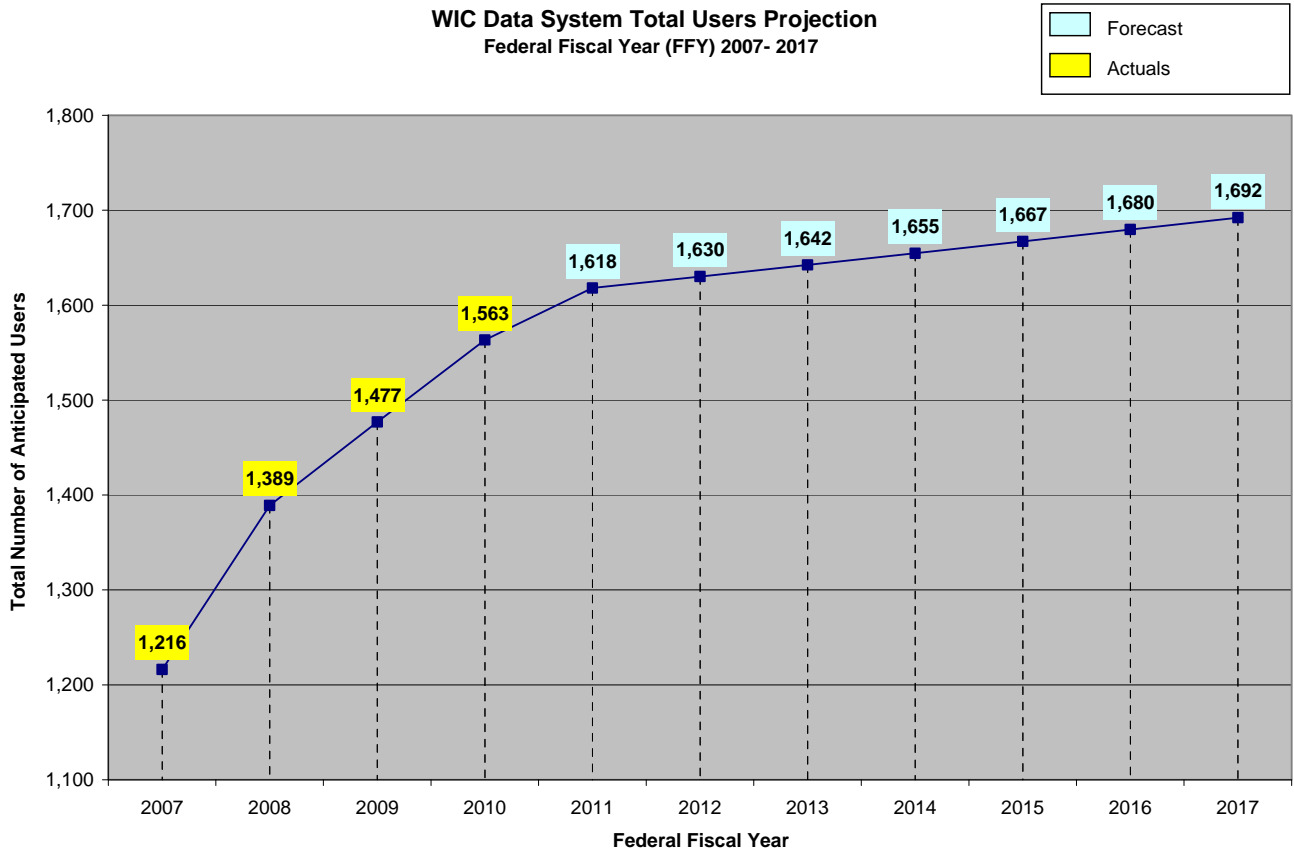
Food Instruments Issued



The above chart illustrates food instrument issuance (actual and projected) to Florida WIC participants from FFY 2001 through FFY 2017. Starting in FFY 2010, the average issuance of food instruments increased from an average of 2.7 to more than three instruments per participant due to the new USDA/FNS food package changes which took effect on October 1, 2009 (FFY 2010)¹⁵. The number of monthly food instruments issued is expected to exceed 1.7 million in FFY 2014.

¹⁵ These food package changes include the addition of fresh fruits and vegetables and whole grains which expands the number food package items, requiring more checks.

Users



The above chart illustrates the number of users (actual and projected) of the WIC Data System from FFY 2007 through FFY 2017. The historical ratio of users to staff was used to project the total numbers. The number of WIC Data System users is expected to reach 1,655 in FFY 2014.

The preceding projections provide basic requirements for configuring and sizing the web-based WIC Data System.

The environments and server configurations planned for the web-based WIC data system were based on the system contractor’s final proposal, the experience of other state WIC agencies using web-based WIC data systems, and DOH IT requirements.

The storage needs of the web-based WIC Data System are based on the projected 14% growth in participants and food instruments issued over the next five federal fiscal years (FFY 2012 – 2016) and the expanded functionality of the selected system, including automation, digitization, and data store consolidation.

Based on the required environments and these storage needs, the system contractor has proposed a range of storage using locally attached disk drives (inside the server) and the storage area network (SAN). The system contractor’s final proposal and preliminary Shared Resource Center price quotes were used to develop the operational and support cost estimates for the Project Budget.

Based on the experience of other state WIC agencies, Florida WIC understands that the web-based WIC Data System will not require a change in the current desktop computer capacity of the Florida WIC local agencies or state office. Offerors proposals have confirmed the adequacy of the current minimum DOH desktop computer configuration. Florida WIC also understands from other state WIC agencies and the DOH IT that the network impact will almost certainly remain the same as it is today.

D. Analysis of Alternatives

The analysis of alternatives is presented in Section II-C.2, Business Solution Alternatives.

VI. Project Management Planning Component

Project Management Section	\$1-2M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Project Charter	X	X	X	X
Work Breakdown Structure	X	X	X	X
Project Schedule	X	X	X	X
Project Budget	X	X	X	X
Project Organization			X	X
Project Quality Control			X	X
External Project Oversight			X	X
Risk Management			X	X
Organizational Change Management			X	X
Project Communication			X	X
Special Authorization Requirements			X	X

A. Project Charter



D--ProjectCharter_W
IC Data System_2011

Attachment D



Exhibit 5_Milestone
By Phase.pdf



Exhibit 4_Deliverable
Cost By Phase.pdf

B. Work Breakdown Structure



E--Work Breakdown
Structure_2011 08 16

Attachment E

C. Resource Loaded Project Schedule



F--Proposed
Schedule_WIC Data S

Attachment F



G--ProjectGantt_201
1 07 11.pdf

Attachment G

D. Project Budget



H--ProjectBudget_W
IC Data System_201

Attachment H

E. Project Organization



Attachment I

F. Project Quality Control

Project Quality Control is part of the quality assurance requirements of the DOH IT Project Management Office (PMO). These requirements are consistent with the quality assurance processes and standards published by the Project Management Institute (PMI). Quality assurance plans are created during the Initiation, Planning and Design phase of the project and are updated throughout the project. Key project control processes will be implemented in the project to ensure both quality of the project process and end products.

Quality assurance of the project process will involve application of the deliverable acceptance criteria in the contract, deliverable reviews, a formal change control process, contract management, and regular reporting. Regular meetings will involve the stakeholders, system contractor, Legislative Oversight staff, the DOH IT Governance Committee, and USDA/FNS. See Section VI-J., Project Communication.

Quality assurance of the end product will primarily involve software testing. All of the normal software testing will be done during the development process – unit, integration, and system tests, as well as user acceptance tests, and a pilot test prior to rollout. Florida WIC will also conduct tests of food instrument processing involving grocery stores and the bank vendor, as well as, stress, performance, and disaster recovery fail-over tests.

A project Business Analyst with expert testing skills is on board to assist in the development of user test plans and manage the various software tests. Selected Florida WIC State and Local agency staff will conduct User Acceptance Testing. Florida WIC plans to purchase and install a testing tool to track all tests and test results.

Florida WIC will also require the system contractor to produce a checklist validating that all of the deliverables within a project phase have been completed, reviewed, and accepted by Florida WIC before Florida WIC may consider approving the start of the next phase activities.

G. External Project Oversight

The DOH IT PMO will provide formal oversight and monitoring of compliance with prescribed project management practices over the life of the project. The WIC Project Manger (PM) will request formal project reviews as part of standard quality assurance procedures for this project. The DOH IT PMO will report the status of the project to the DOH Tier 2 Governance Committee.

H. Risk Management

The WIC Project Manager (PM) will implement formal Risk and Issue Management controls in accordance with the DOH IT PMO requirements and PMI standards.



J--Risk Management
Plan_WIC Data Syste

Attachment J



J.1--WDS
Implementation Risk F

Attachment J.1

I. Organizational Change Management

The WIC Data System – Implementation Phase project will require users to learn a new system and more than likely change the way they perform their work. Indeed the tangible benefits of the project depend on the ability of Florida WIC to successfully introduce process changes. An organizational change management plan is a key enabler for developing change management strategies. This plan will be included in the Training/Implementation Plan developed by WIC during the Requirements Confirmation and Design phase.

J. Project Communication



K--CommunicationPla
n_WIC Data System_

Attachment K

K. Special Authorization Requirements

The USDA/FNS and the DOH IT PMO will be the primary over-sight authorities for the WIC Data System Project – Implementation Phase.

The USDA/FNS reviews and approves the system contract and has the option to review project deliverables over the life of the project. The USDA/FNS will also require Florida WIC to prepare an annual project status report in the form of an Advanced Planning Document Update (APDU).

Attached below are the approvals from USDA/FNS for the data system project and for the contract with the system contractor.



L--USDA Project
Approval_2008 05 06

Attachment L



M--USDA Contract
Approval_2011 08 30

Attachment M

VII. Appendix of Attachments

The attachments in the preceding text are listed below.

- A. Current Business Process Review**
- B. CBA Forms, B.1 Cost Benefit Notes**
- C. Risk Assessment Tool**
- D. Project Charter**
- E. Work Breakdown Structure**
- F. Project Schedule**
- G. Project Gantt Chart**
- H. Project Budget**
- I. Project Organization**
- J. Risk Management, J.1 Risk Register**
- K. Project Communication**
- L. USDA/FNS IAPD Approval May 2008**
- M. USDA/FNS Contract Approval August 2011**



WIC Data System Implementation Project

State of Florida

Bureau of WIC Program Services

Current Business Process Review

Trademarks

Trademarked names may appear throughout this document. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, the names are used only for editorial purposes and to the benefit of the trademark owner with no intention of infringing upon that trademark.

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Revision History

Date	Version	Revised By	Description
08/29/07	1.0	Sharlene Turner, Rosy Ye Wu	Original version text, diagrams, diagram key
09/05/07	1.1	Sharlene Turner	Added cover sheet, revision history, table of contents, acceptance page
09/19/07	1.2	Philip Kidder	Changes from Debbie Eibeck's review
10/03/07	1.3	Sharlene Turner	Changes from Philip Kidder's review, revisions for business participant list and interfaces
09/14/08	1.4	Philip Kidder	Updated footer for SFY 2009-10 IV-B
09/09/09	1.5	Philip Kidder	Updated footer for SFY 2010-11 IV-B
09/29/10	1.6	Philip Kidder	Updated footer for SFY 2011-12 IV-B
07/11/11	1.7	Philip Kidder	Updated footer for SFY 2012-13 IV-B

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8. Food Redemption and Reconciliation	25
9. Vendor Management.....	28
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1. Purpose of Document

In August 2007, Florida WIC completed a review of its current business processes in order to provide a foundation from which to plan process improvements and adapt functionality from its proposed new WIC data system. This document also satisfies the requirement to include a Baseline Analysis in the Schedule IV-B document submitted to the Technology Review Workgroup in support of the proposed WIC Data System - Implementation Phase project.

The data for this analysis were gathered from interviews with Florida WIC state office and local agency subject matter experts. The interviews were conducted and compiled by the WIC Data System – Planning Phase business analysts. Based on the interviews, the business analysts also drew process maps and validated these diagrams with the subject matter experts.

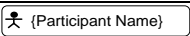
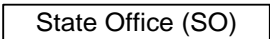
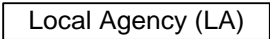

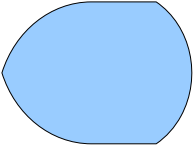
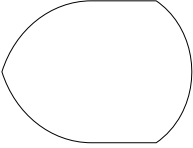

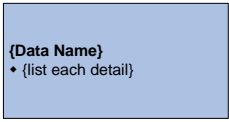
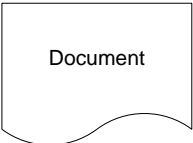
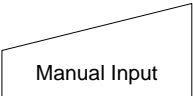

The analysis covers the 13 Florida WIC process areas:

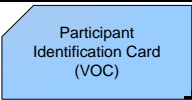
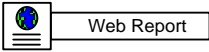

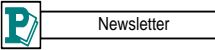
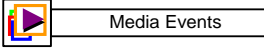
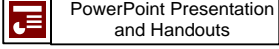
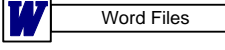
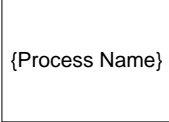


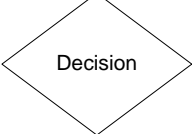

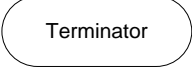
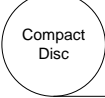
- Appointment Scheduling,
- Certification,
- Food Issuance,
- Nutrition Education & Surveillance,
- Food Redemption & Reconciliation,
- Vendor Management,
- Participation Management,
- Fiscal Management,
- Quality Assurance,
- Inventory Management,
- Management Reporting,
- System Administration, and
- Customer Service.


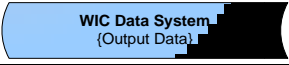

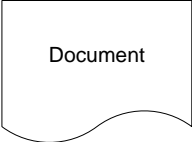
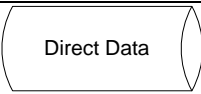
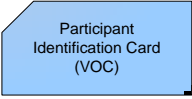
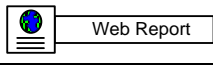
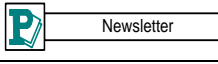
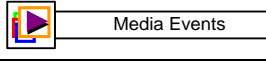
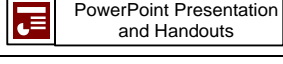
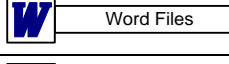
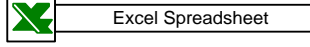
In the following sections, each process area is described in terms of inputs, process steps, and outputs, including business process interfaces and participants. Each description is followed by a process map.

2. Diagram Key

The symbols used in the process maps are listed in the table below.

Symbol	Description
Actors	
	System actor or the name of the participant
Level	
	Business processes conducted on the State Office level
	Business processes conducted on the Local Agency level
	Financial Institution (External)
Color Code	
	Color code indicates "within the WIC Data System boundary"
	Color code indicates "not within the WIC Data System boundary"
Inputs	
	WIC Data System and data inputs
	Data name in detail
	Document, report or form
	Manual input
	Direct data

Symbol	Description
	Participant identification card (VOC)
	Web or intranet report
	MS Excel Spreadsheet
	Newsletters
	Media events
	PowerPoint presentation and handouts
	MS Word files
Processing	
	Business process name
	WIC Data System boundary
	Current business process name
	Business process decision
Outputs	
	State Office or Local Agency intangible WIC solution
	Business process terminator
	Compact Disc

Symbol	Description
 <p>Predefined Process</p>	Predefined business process
 <p>WIC Data System (Output Data)</p>	WIC Data System and data outputs
 <p>{Data Name} • (list details)</p>	Data name details
 <p>Document</p>	Document, report, or form
 <p>Direct Data</p>	Direct data
 <p>Participant Identification Card (VOC)</p>	Participant identification card (VOC)
 <p>Web Report</p>	Web or intranet report
 <p>Newsletter</p>	Newsletters
 <p>Media Events</p>	Media events
 <p>PowerPoint Presentation and Handouts</p>	PowerPoint presentation and handouts
 <p>Word Files</p>	MS Word files
 <p>Excel Spreadsheet</p>	MS Excel spreadsheet

3. Business Process Participant Definition

Administrative Worker (LA) – Local Agency staff who perform administrative and clerical tasks.

Applicant – pregnant women, breastfeeding women, postpartum women, infants, and children who are applying to receive WIC benefits, and the breastfed infants of applicant breastfeeding women. Applicants include individuals who are currently participating in the program but are reapplying because their certification period is about to expire.

Appointment System Manager (SO) – State Office staff or managers responsible for maintenance of the Appointment module in the WIC Data System.

Appointment Calendar Manager (LA) – Local Agency staff or managers responsible for creating, and updating the Local Agency appointment calendar in the WIC Data System.

Authorized WIC Worker – any Local Agency or State Office staff or manager with registered access to the WIC Data System.

Breastfeeding Peer Counselor – Local Agency staff who have breastfed their children and have been trained in breastfeeding techniques, special circumstances, and counseling, who function as breastfeeding role models, providing breastfeeding classes, counseling, and referrals to WIC clients.

Bureau of Budget Management (DOH) – the bureau in the Department of Health that coordinates and provides technical assistance and direction in planning and budgeting functions.

Business Manager County Health Department (CHD) – manager responsible for fiscal functions in the county health department.

Centers for Disease Control and Prevention (CDC) – a federal agency to promote health and quality of life by preventing and controlling disease, injury, and disability.

Check Processing – the business unit of the financial institution vendor that provides check processing services (currently Capital City Bank).

Client - certified applicants who are in active participation status.

Competent Professional Authority (CPA) – Local Agency staff or managers qualified to make decisions about eligibility and services.

Data Management Worker (SO) – State Office staff or a manager in the Data Management unit that supports WIC Data System users.

Service Agencies – include county health department (CHD) clinics, full service schools, HMOs, hospitals, churches, community centers, migrant camps, and public housing sites.

United States Department of Agriculture/Food & Nutrition Service (USDA/FNS) – the agency of the federal Department of Agriculture that administers the WIC program, providing cash grants for program nutrition services and administration and food benefits to WIC agencies in states, territories, and Indian tribal organizations.

Food Stamp Program (FSP) - The Food Stamp Program helps low-income people and families buy the food they need for good health. Benefits are provided on an electronic card that is used like an ATM card and accepted at most grocery stores.

Health Worker (LA) – a Local Agency Authorized WIC Worker who collects health information.

Infant Formula Manufacturer – a manufacturer of infant formula awarded via competitive bid contract the exclusive right to sell its product to Florida WIC participants. This sole-source contract is awarded on the basis of competitive bids: the firm offering the lowest net wholesale cost wins the Florida WIC contract. The contract-winning manufacturer is then billed by Florida WIC for rebates on all infant formula purchased by WIC participants with vouchers at authorized retail outlets. These rebates may then be applied to the food portion of the annual WIC grant, enabling more eligible persons to be served. The current infant formula vendor is Nestle (September 2007).

Nutrition Educator (LA) – a Local Agency nutrition expert, not licensed as a dietitian, who conducts individual and group nutrition education for low and high risk clients.

Nutrition Program Director/WIC Coordinator (LA) – a Local Agency manager responsible for the WIC program in her locale, typically a county.

Nutritionist (LA) – a Local Agency nutrition expert, licensed and registered as a dietitian, who conducts individual nutrition education for medically high risk clients.

Nutritionist (SO) – a State Office nutrition expert, licensed and registered as a dietitian, who conducts individual nutrition education for medically high risk clients.

Outreach Coordinator – State Office and Local Agency staff responsible for marketing, promotion, and public relations involving the WIC program and services. Example: develop and manage a campaign to recruit new program participants and improve participant and employee satisfaction with the program.

Program Review Specialist (SO) – State Office staff or managers in the Quality Assurance unit that provides program quality assurance.

Bureau of Revenue Management, Grant Unit (DOH) – the unit of the bureau in the Department of Health responsible for managing a variety of federal, state, local, and private foundation grants.

Security Officer (SO) – a State Office staff in the Data Management unit responsible in setting up user authorizations for the WIC Data System and WIC Online Reports

Vendor – a grocery retailer authorized by the WIC program to sell WIC foods and redeem WIC food benefits.

Vendor Manager (LA) – an Authorized WIC Worker who is specialized in vendor management in the local agency level

Vendor Specialist (SO) – an Authorized WIC Worker who is specialized in vendor management at the state office level.

Vendor Trainer (LA) – Local Agency staff or managers which deliver training to new and current food instrument vendors (grocery stores).

WIC Bureau Chief (SO) – State Office manager responsible for the overall operation and management of the Florida WIC program.

WIC Fiscal Management Worker (SO) – State Office staff or managers responsible for fiscal management functions.

4. Appointment Scheduling

a. Inputs

- WIC Data System
 - Master Calendar with Holidays

b. Processing

1. Maintain master calendar – The Appointment System Manager (SO) maintains the Master Calendar within the WIC Data System.
2. Allocate appointments per service – The Appointment Calendar Manager (LA) keeps track of the agency appointment information using the WIC Data System.
3. Request an Appointment –
 - a. The Client requests an appointment with the Authorized WIC Worker (LA),
 - b. The Authorized WIC Worker (LA) looks for an available time for the client,
 - i. If there is an open and convenient time slot for the client, schedule an appointment and enters the client appointments information into the WIC Data System,
 - ii. If there is not an open and convenient time slot for the client, the client can request another time for appointment scheduling.

c. Outputs

- WIC Data System
 - Master Calendar
 - Agency Appointments Information
 - Client Appointments Information

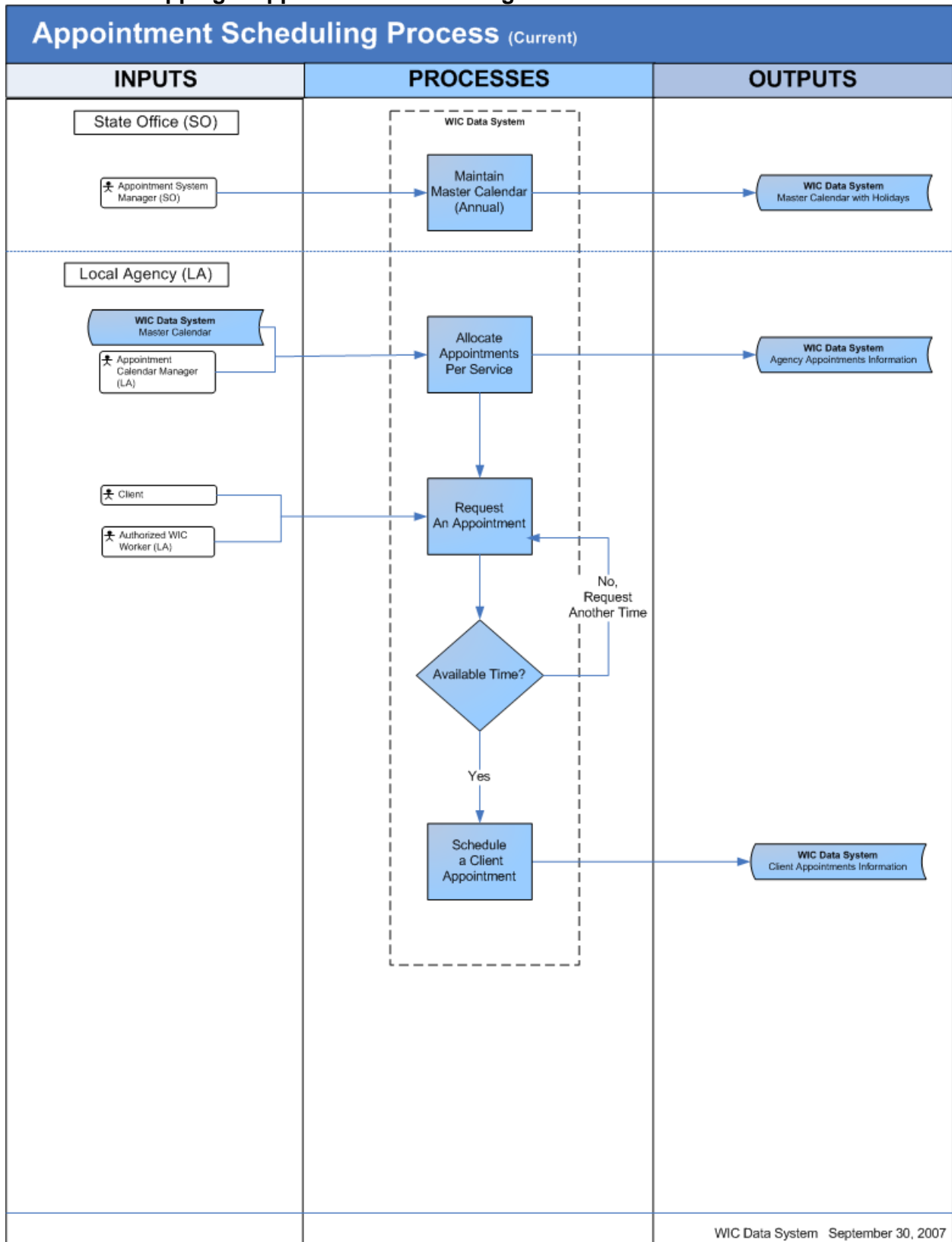
d. Business Process Interfaces

- Input from:
 - Re-Certification
 - Re-Issuance
 - Nutrition Education
- Output to:
 - Certification
 - Nutrition Education
 - Food Issuance

e. Business Process Participants

- Appointment System Manager (SO)
- Appointment Calendar Manager (LA)
- Client
- Authorized WIC Worker

f. Process Mapping – Appointment Scheduling Process



5. Certification Process

a. Inputs

- Adjunctive eligibility from FLORIDA (DCF)
- Medicaid eligibility from FMMIS (AHCA)
- Paper proof of income eligibility
- Medical referral form signed (Paper)
- Nutrition questionnaire (Paper)
- WIC Data System record – health data

b. Processing

1. Maintain basic information – The Authorized WIC Worker (LA) interviews the applicant to collect demographic information, which is entered into the WIC Data System. The applicant also has the option to fill out the Voter Preference Form to request a voter registration application.
2. Determine residence and income eligibility –
 - a. The Authorized WIC Worker (LA) enters the applicant eligibility information that includes: income, residency, identity, and physical presence.
 - b. If the applicant is not eligible, the applicant receives a Notification of Ineligibility.
3. Collect health data –
 - a. The health worker collects health data based upon the client type and enters this data into the WIC Data System.
 - b. The system produces growth charts.
4. Determine nutrition risk and assign food package –
 - a. The applicant fills out the Nutrition Questionnaire
 - b. The Nutritionist (LA) determines the nutrition risks and assigns a food package in the WIC Data System. The system prints out the Certification Worksheet that the client signs.

c. Outputs

- Voter Preference Form
- Notification of Ineligibility (Paper)
- Growth charts (MS Excel Spreadsheet)
- Certification worksheet (Paper)
 - Demographics
 - Income
 - Health data
- Participant identification card (VOC) for certified client
- WIC Data System
 - Client demographic information
 - Client eligibility data
 - Client health data

- Dietary/nutrition risk assessment

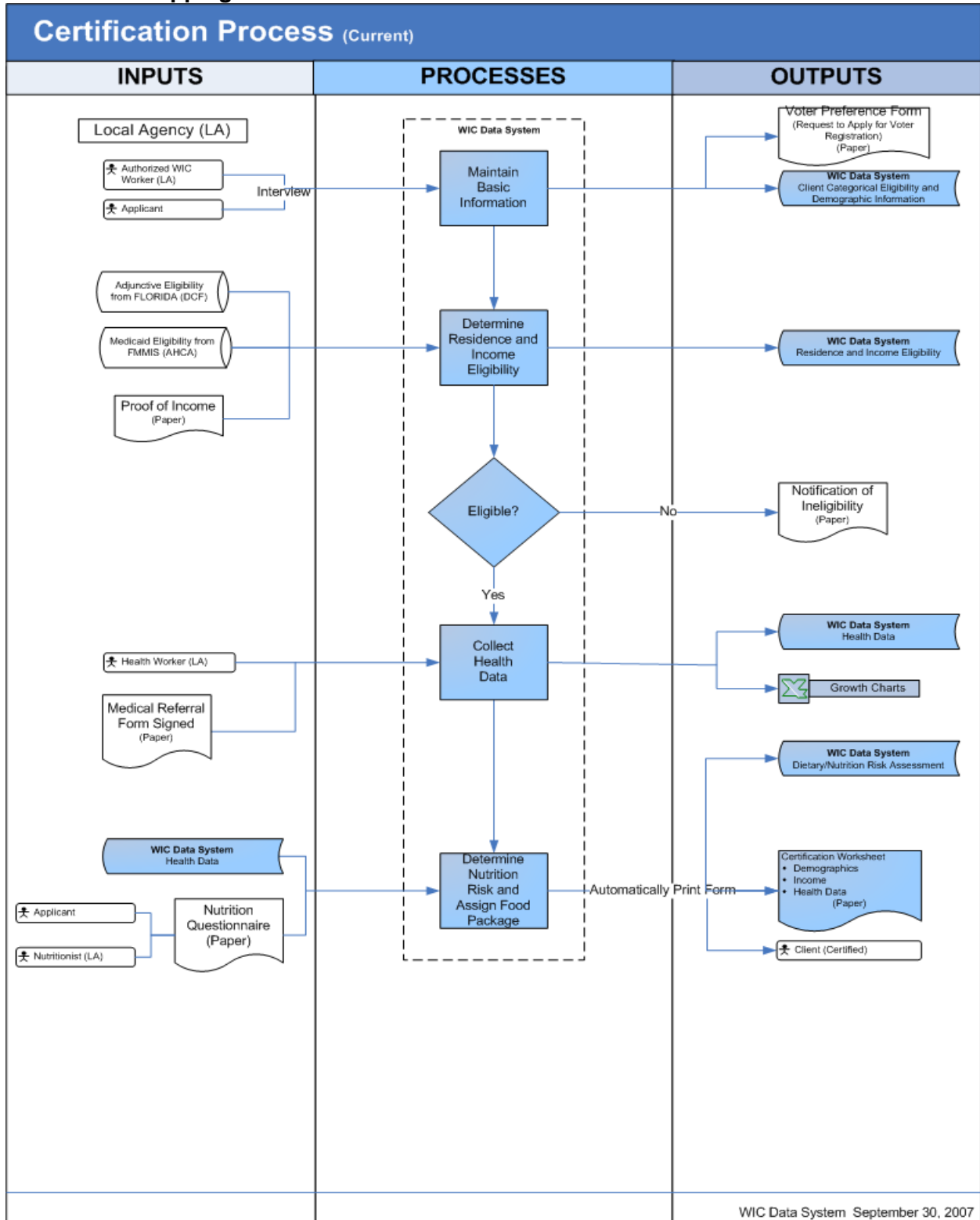
d. Business Process Interfaces

- Input from:
 - Appointment Scheduling
- Output to:
 - Nutrition Education
 - Food Issuance
- Automated Community Connection to Economic Self-Sufficiency (ACCESS Florida) – this system is linked with the WIC system enabling users to confirm applicant eligibility in Medicaid, Food Stamps, or Temporary Cash Assistance (TCA), and by extension, WIC income eligibility.
- Florida Medicaid Management Information System (FMMIS) – this system is used by State Office and Local Agency staff to obtain alternate confirmation of Medicaid eligibility, and by extension, WIC income eligibility.

e. Business Process Participants

- Authorized WIC Worker (LA)
- Applicant
- Health Worker (LA)
- Nutritionist (LA)

f. Process Mapping – Certification Process



6. Food Issuance

a. Inputs

- WIC Data System
 - Client ID
 - Client issuance period and status
 - Client food lock flag to determine whether to hold issuance

b. Processing

1. Maintain food package data – The Nutritionist (SO) maintains authorized food package data that is stored within the WIC Data System.
2. Maintain printer data – The Data Management Worker (SO) maintains the data of checks assigned to printer. The data is stored within the WIC Data System.
3. Receive Identification Card - The eligible applicant receives a participant identification card (VOC)
4. Confirm Issuance Eligibility – The Authorized WIC Worker (LA) confirms the issuance period and client status
 - a. If the issuance period is for a later date then an appointment is schedule for re-issuance.
5. Hold Issuance – The Authorized WIC Worker (LA) reviews the food lock if applicable.
6. Prints Food Instrument and Provide Formula – The Authorized WIC Worker (LA) prints the WIC check with the assigned food package for the client. The system records the client food instrument data and deducts the directly distributed formula (as applicable) from the inventory.

c. Outputs

- Participant identification card (VOC)
- WIC Checks (Paper)
- Inventory update
- WIC Data System
 - Authorized food package
 - Authorized printers
 - Client food instrument data
 - Special formula inventory data
- Cans of Formula

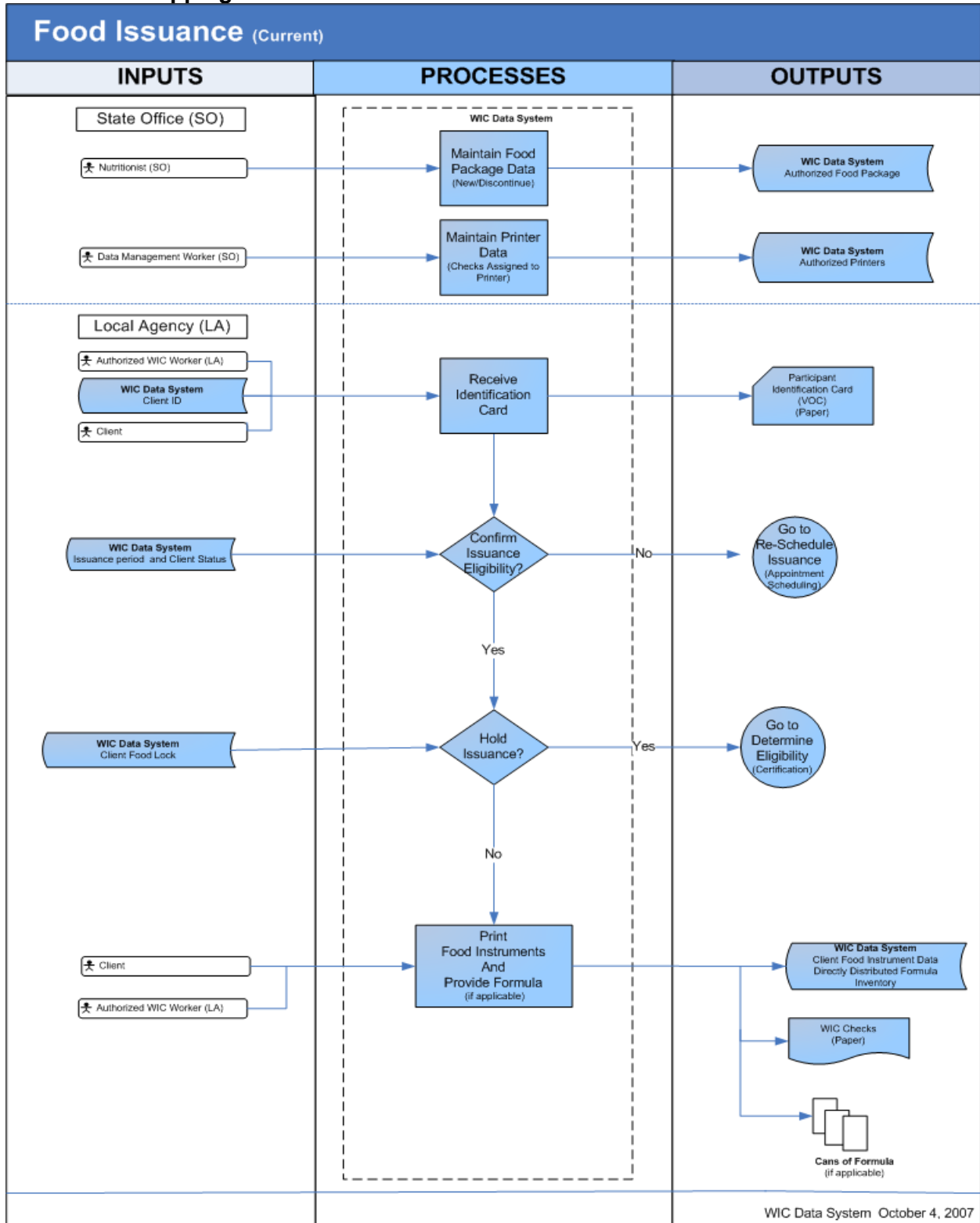
d. Business Process Interfaces

- Input from:
 - Certification
 - Nutrition Education
 - Appointment Scheduling
 - Inventory Management
- Output to:
 - Food Redemption and Reconciliation
 - Vendor Management

e. Business Process Participants

- Nutritionist (SO)
- Data Management Worker (SO)
- Authorized WIC Worker (LA)
- Client

f. Process Mapping – Food Issuance



7. Nutrition Education & Surveillance

The Nutrition Education & Surveillance process area consists of two process areas: Nutrition Education and Health Surveillance.

Nutrition Education & Surveillance - Nutrition Education

a. Inputs

- Client Records (Paper)
- Nutrition Survey

b. Processing

1. Conduct individual nutrition education:
 - For clients of low and high nutrition risk, the nutrition educators or nutritionist conduct the nutrition education. Nutrition Educator (LA) enters the client services into the WIC Data System.
 - For clients of medically high nutrition risk, only the nutritionist is allowed to conduct the nutrition education. Nutritionist (LA) enters the client services into the WIC Data System.
2. Manually document nutrition notes – The Nutritionist (LA) and Nutrition Educator (LA) document the individual nutrition education information in the Subjective Objective Assessment Plan (SOAP)
3. Manually track nutrition education contacts and topics covered. – The Nutrition Educator (LA) enters the client services into the WIC Data System.
4. Group nutrition education – The Nutrition Educator (LA) conducts group nutrition education for multiple clients and enters the client services into the WIC Data System.
5. Record and report lactation consultation – The Breastfeeding Peer Counselor (LA) documents the lactation consultation in the Client Records.

c. Outputs

- Client Records (Paper)
 - Nutrition questionnaire
 - Height, Weight, Hemoglobin
- Subjective Objective Assessment Plan (SOAP) (Paper)
- Participant Care Plan (Paper)
- WIC Data System – Client Nutrition Education Services

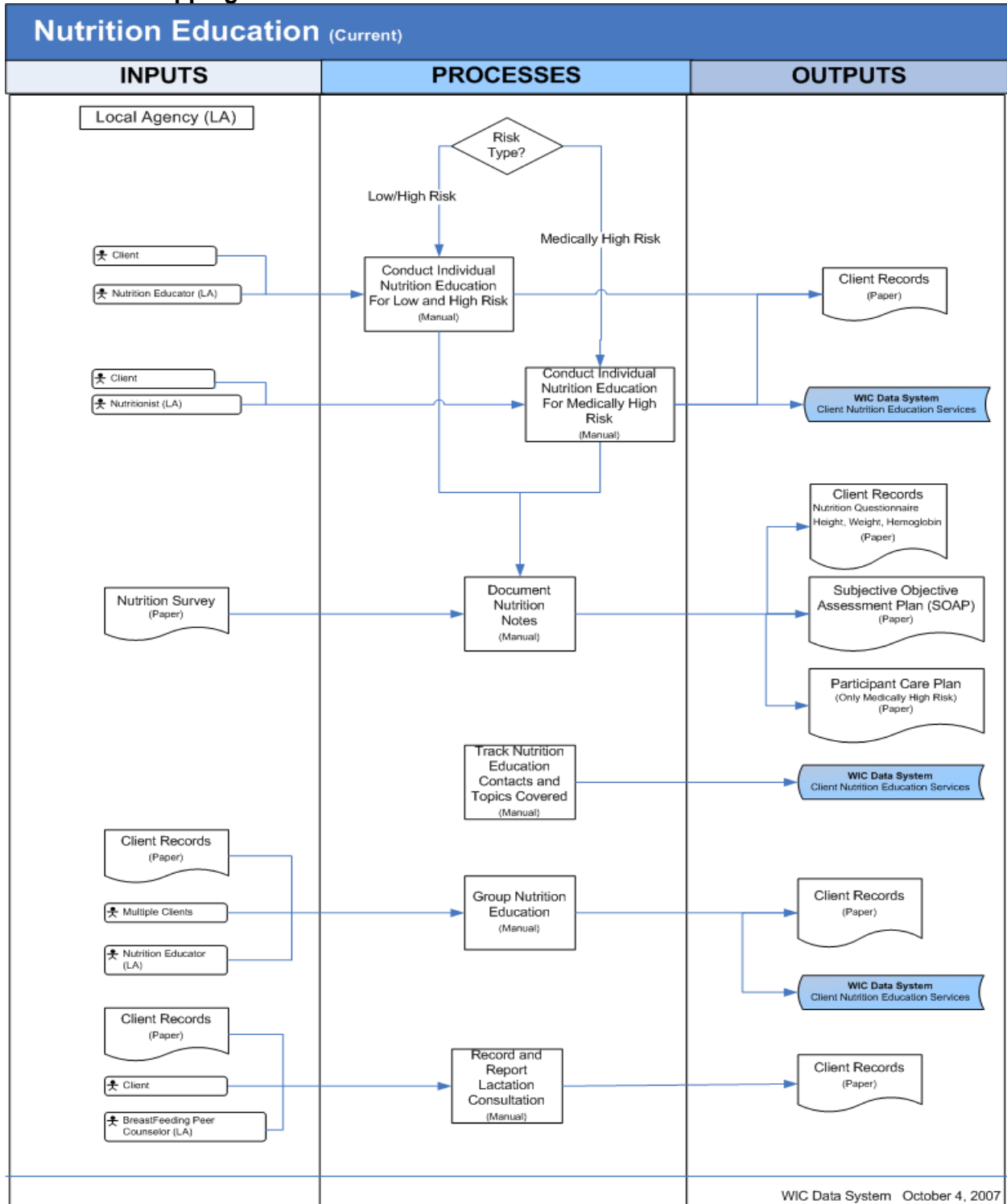
d. Business Process Interfaces

- Input from:
 - Certification
 - Appointment Scheduling
- Output to:
 - Food Issuance

e. Business Process Participants

- Client
- Nutrition Educator (LA)
- Nutritionist (LA)
- Breastfeeding Peer Counselor (LA)

f. Process Mapping – Nutrition Education



Nutrition Education & Surveillance - Health Surveillance

a. Inputs

- WIC Data System
 - Health data
 - Demographic data
 - Client certification data
- Online Health Reports
 - Enrollee List by Site, Client Type, and Age
 - Child BMI Percentile Summary
 - Missing Blood Work Enrollee List
 - Number of Weeks Breastfed (Infants/Children < 24 Months)
 - Duration of Breastfeeding
 - High-Risk Enrollees
 - Infants Currently Breastfed
 - Prenatal Entry by Week Gestation
 - Nutritional Risk Enrollment
 - Percent of Low Birth Weight Births among WIC clients

b. Processing

1. Generate participant characteristics data sets – A scheduled job creates the Participant Characteristics (PC) File from the client demographics, health and certification data in the WIC Data System. The PC File includes minimum participant characteristics and supplemental participant characteristics for United States Department of Agriculture/Food & Nutrition Service (USDA/FNS).
2. Generate Pediatric and Pregnancy Data Sets – A scheduled job creates the Pediatric Nutrition Surveillance System (PeDNSS) and Pregnancy Nutrition Surveillance System File (PNSS) file from the client demographics, health and certification data from the WIC Data System. These files are submitted to Centers for Disease Control and Prevention (CDC).
3. Generate Health Statistics - Annually Nutritionist (SO) manually generates health statistics from the WIC Online Health reports and exported to an MS excel spreadsheet – Eligibles and Weight percentiles per County, This MS excel spreadsheet is exported into CHARTS - Community Health Assessment Resource Tool Set (DOH).

c. Outputs

- Participant characteristics (PC) file
 - Minimum participant characteristics
 - Supplemental participant characteristics
- Pediatric Nutrition Surveillance System File (PeDNSS) file
- Pregnancy Nutrition Surveillance System File (PNSS) file
- CHARTS - Community Health Assessment Resource Tool Set (DOH)

d. Business Process Interfaces

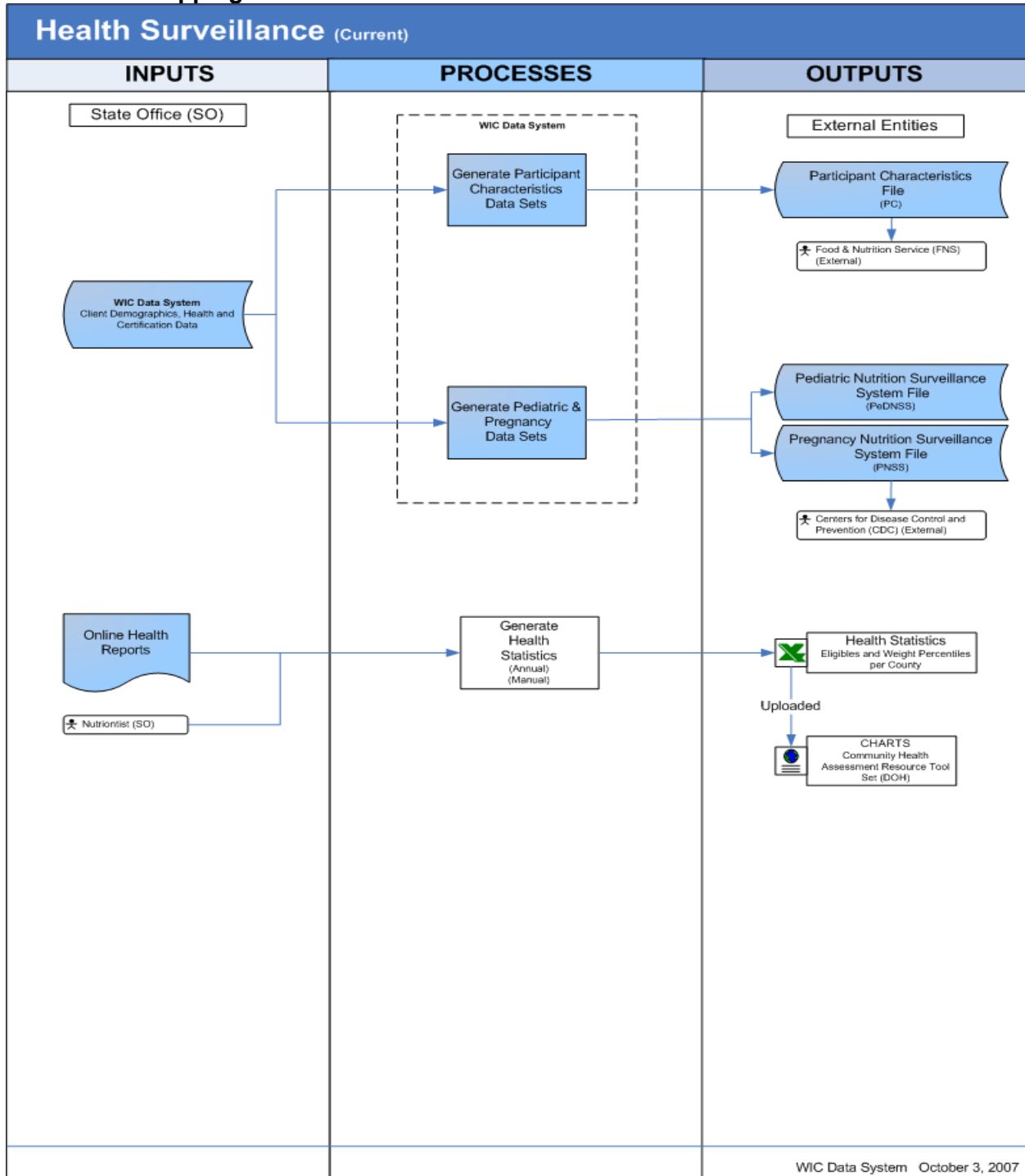
- Input from:

- Certification
- United States Department of Agriculture/Food & Nutrition Service (USDA/FNS) – receives a tape every two years of program participant characteristics data for analysis and reporting.
- Centers for Disease Control and Prevention (CDC) – receives a monthly transmission of pediatric and prenatal surveillance data for analysis and reporting.

e. Business Process Participants

- **Nutritionist (SO)**

f. Process Mapping – Health Surveillance



8. Food Redemption and Reconciliation

a. Inputs

- WIC Data System
 - Food Instrument Maximum Value List
 - Non issued redemption (Report)
 - Purged non issued redemptions (Report)
- Bank Transaction File

b. Processing

1. Maintain food instrument (FI) value – Authorized WIC Worker (SO) maintains food instrument (FI) value list and records the maximum values into the WIC Data System.
2. Compile file of transaction data – Financial Institution processes the WIC checks and creates the Bank Transaction File.
3. Perform edits and authorize vendor transaction – Financial Institution performs edits and authorizes vendor transaction with the Bank Transaction File and the maximum value list within the WIC Data System.
 - a. If the transaction is accepted, credit vendor account,
 - b. If the transaction is not accepted, debit vendor account,
4. Monthly reconcile food instruments – Scheduled job on the WIC Data System reconciles food instruments monthly with the Bank Transaction File. Generates the reconciliation reports for the redeemed food instruments (FI)
5. Monthly close out – Scheduled job on the WIC Data System performs close out monthly and records the data into the food instrument (FI) de-obligation records of the WIC Data System.
6. Manually reconcile outstanding food instruments – Local Agency (LA) reconciles outstanding food instruments (FI) manually with the non-issued redemptions and purged non-issued redemptions records and enters the food instrument (FI) data into the WIC Data System.

c. Outputs

- Images and daily list of cleared checks (Compact Disc)
- Bank Transaction File
- Invoice from Financial Institution
- WIC Data System
 - Food Instrument Maximum Value List Update
 - Food Instrument Redeemed Record
 - Reconciliation Reports
 - i. Bank Transaction Listing (WIC 29L 1-2)
 - ii. Check Reconciliation (WIC 30L 1-2)
 - iii. Exception Report (Voids and Totals) (WIC 40L 1-3)
 - Food Instrument De-Obligations Record
 - Food Instrument Redemption Value List
-

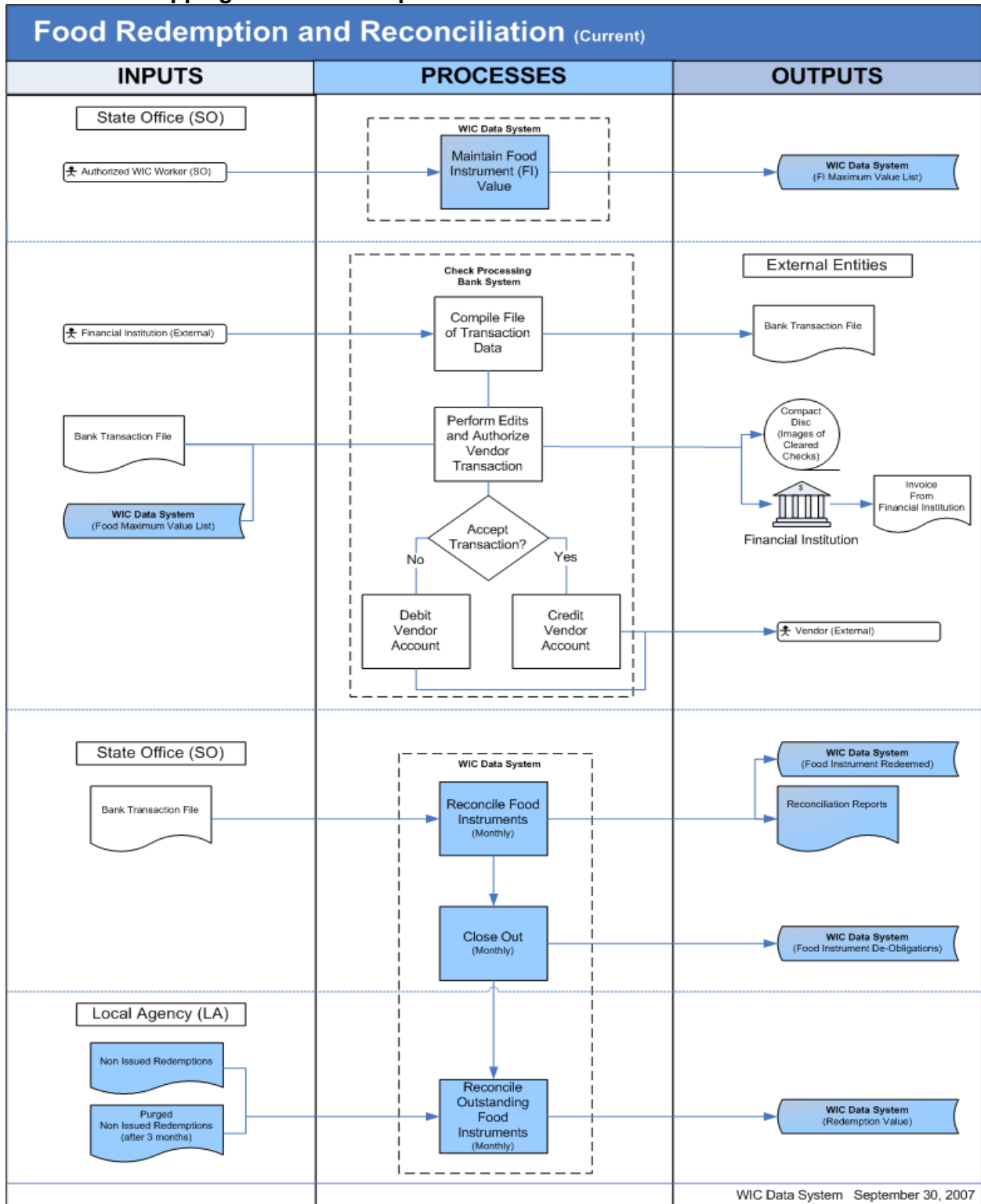
d. Business Process Interfaces

- Input from:
 - Food Issuance
 - Vendor Management
- Output to:
 - Vendor Management
- Financial Institution (Capital City Bank)

e. Business Process Participants

- Authorized WIC Worker (SO)
- Financial Institution (External)
- Vendor (External)

f. Process Mapping – Food Redemption and Reconciliation



9. Vendor Management

The Vendor Management process area consists of two processes: Vendor Authorization and Training, and Vendor Compliance.

Vendor Management - Vendor Authorization and Training

a. Inputs

- Vendor Application Form (Paper)
- Vendor Food Price List (Paper)
- The training materials that Vendor Specialists (SO) prepared including:
 - Vendor training PowerPoint presentations & handouts
 - Vendor Training Newsletters
- Vendor Training Outline Signed (Paper)

b. Processing

1. Manually collect and submit vendor application – Vendor (External) manually collects and submits the vendor application form and vendor food price list to the State Office (SO). The application information is manually recorded in the Vendor Application Log, the Vendor Master and Archive List (MS Excel Spreadsheet), The Integrity Profile (TIP) (MS Excel Spreadsheet), Vendor Food Price List (MS Excel Spreadsheet) and the Vendor File Folder (Paper).
2. Maintain authorized vendor –Vendor Specialist (SO) maintains the authorized vendor master data that is stored with in the WIC Data System.
3. Plan training – Vendor Specialist (SO) manually creates the plans the training materials such as presentations, handouts, and newsletters.
4. Provide training – Vendor Trainer (LA) provides training sessions and manually records attendance on the Vendor Training Outline (Paper) and submits to the State Office.
5. Track training – Vendor Specialist (SO) manually tracks training activities and records the information into the Vendor Application Log (MS Excel Spreadsheet), the Vendor Training Log (MS Excel Spreadsheet), and the Integrity Profile (TIP) (MS Excel Spreadsheet).
6. Produce correspondence to vendors – The State Office mails general correspondence such as answering general requests and compliance notifications to the vendor. The Vendor Specialist (SO) manually tracks this corresponds in the Vendor File Folder (paper).

c. Outputs

- Vendor Application Log (MS Excel spreadsheet) - the vendor application information
- Vendor Master List (MS Excel spreadsheet) - basic correspondence information of the WIC vendors

- Vendor Archive List (MS Excel spreadsheet) – historical information of the WIC vendors
- The Integrity Profile (TIP) (MS Excel spreadsheet)
- Vendor File Folder (Paper)
- The training materials that Vendor Specialists (SO) prepared including:
 - Vendor training PowerPoint presentations & handouts
 - Vendor Training Newsletters
- Vendor Training Log (MS Excel spreadsheet) - training activities tracking information
- General correspondence letters and notifications (Paper)
- WIC Data System – Vendor Master Data

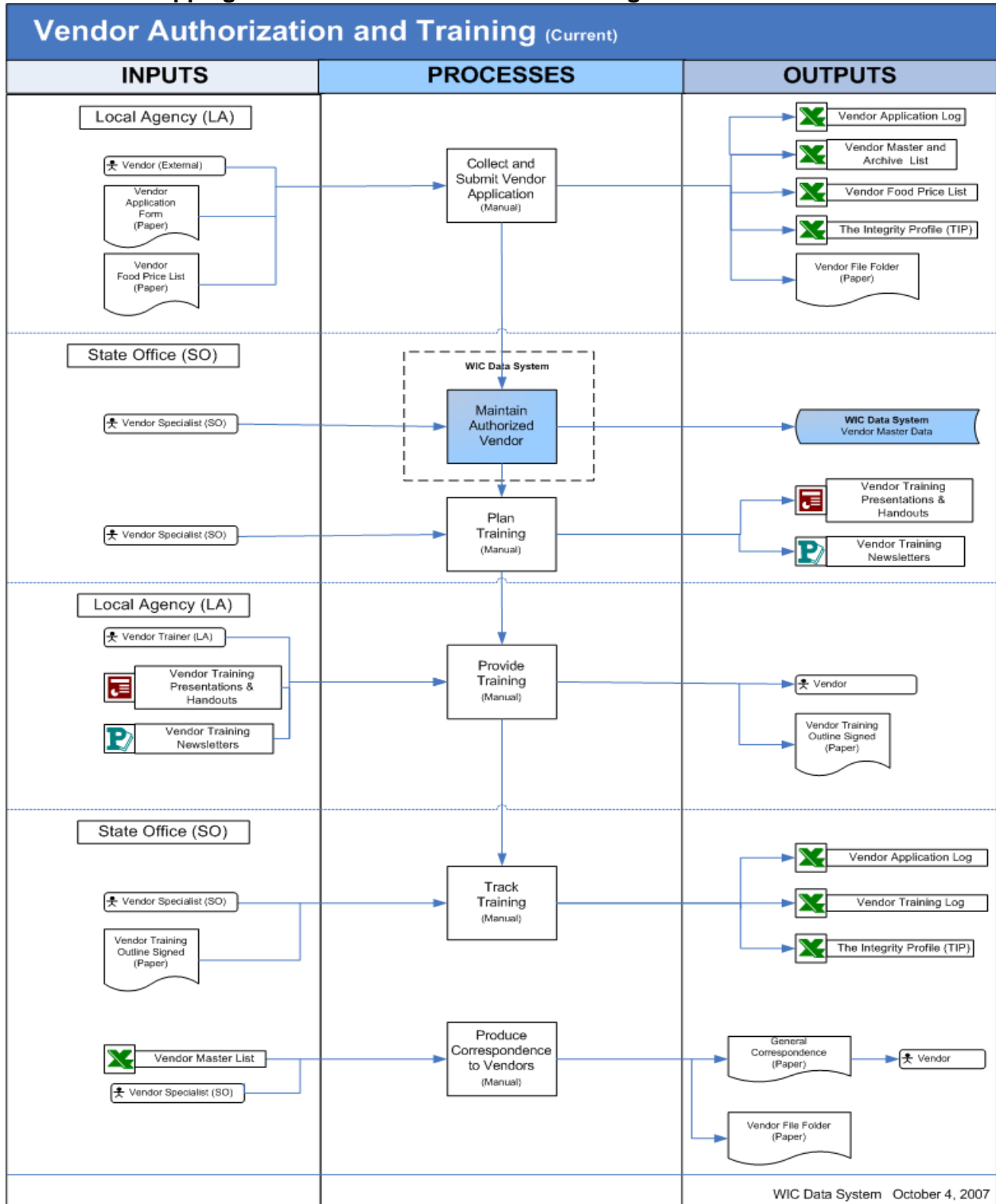
d. Business Process Interfaces

- Output to:
 - Food Redemption and Reconciliation

e. Business Process Participants

- Vendor (External)
- Vendor Specialist (SO)
- Vendor Trainer (LA)

f. Process Mapping - Vendor Authorization and Training



Vendor Management - Vendor Compliance

a. Inputs

- Vendor Activity Monitoring Profile (VAMP) System records
- The Integrity Profile (TIP) (MS Excel Spreadsheet)
- Vendor Compliance Review Form (Paper)
- Identified Violative Vendors from FSP (Paper)

b. Processing

1. Routine Monitoring –Vendor Manager (LA) monitors vendors and manually records into the Vendor Compliance Review Form (paper) and the Integrity Profile (TIP) (MS Excel spreadsheet).
2. Annually enter TIP information – Vendor Specialist (SO) manually enters vendor data such as training received, annual WIC redemptions and compliance (volume/participant) indicators into the United States Department of Agriculture/Food & Nutrition Service (USDA/FNS) website.
3. Perform high-risk vendor analysis – Vendor Specialist (SO) identifies high-risk vendors from the Vendor Activity Monitoring Profile (VAMP) System or Vendor Compliance Review Form
4. Perform compliance investigations – Vendor Specialist (SO) and the Vendor Manager (LA) tracks compliance and routine monitoring data, which is maintained in the WIC Data System.
5. Conduct inventory audits and/or compliance buys - Both Vendor Specialist (SO) and the Vendor Manager (LA) manually conduct an inventory audit and/or compliance buy. The Vendor Specialist (SO) manually enters the number of inventory audits and compliance buys into the Integrity Profile (TIP) (MS Excel Spreadsheet)
6. Manage vendor sanctions –Vendor Specialist (SO) and Nutrition Program Director/WIC Coordinator (LA) manually issues Charge Letters to the Vendor (External) and manually tracks the Audit Discrepancies (MS Excel Spreadsheet).
7. Manage vendor appeals – Vendor Specialist (SO) manually tracks vendor administrative hearings (MS Excel Spreadsheet).
8. Coordinate with Food Stamp Program (FSP) – Food Stamp Program (FSP) and the WIC program manually notify each other of any violative vendors, who are consequently disqualified by both programs.

c. Outputs

- Vendor Compliance Review Form (Paper)
- The Integrity Profile (TIP) (MS Excel Spreadsheet)
- United States Department of Agriculture/Food & Nutrition Service (USDA/FNS) Website – The Integrity Profile (TIP)
- High Risk Vendors Report from VAMP (Paper)
- Vendor File Folder Compliance Review Form (Paper)
- Charge Letters (MS Word)
- Audit Discrepancies (MS Excel Spreadsheet)
- Administrative Hearings Log (MS Excel Spreadsheet)

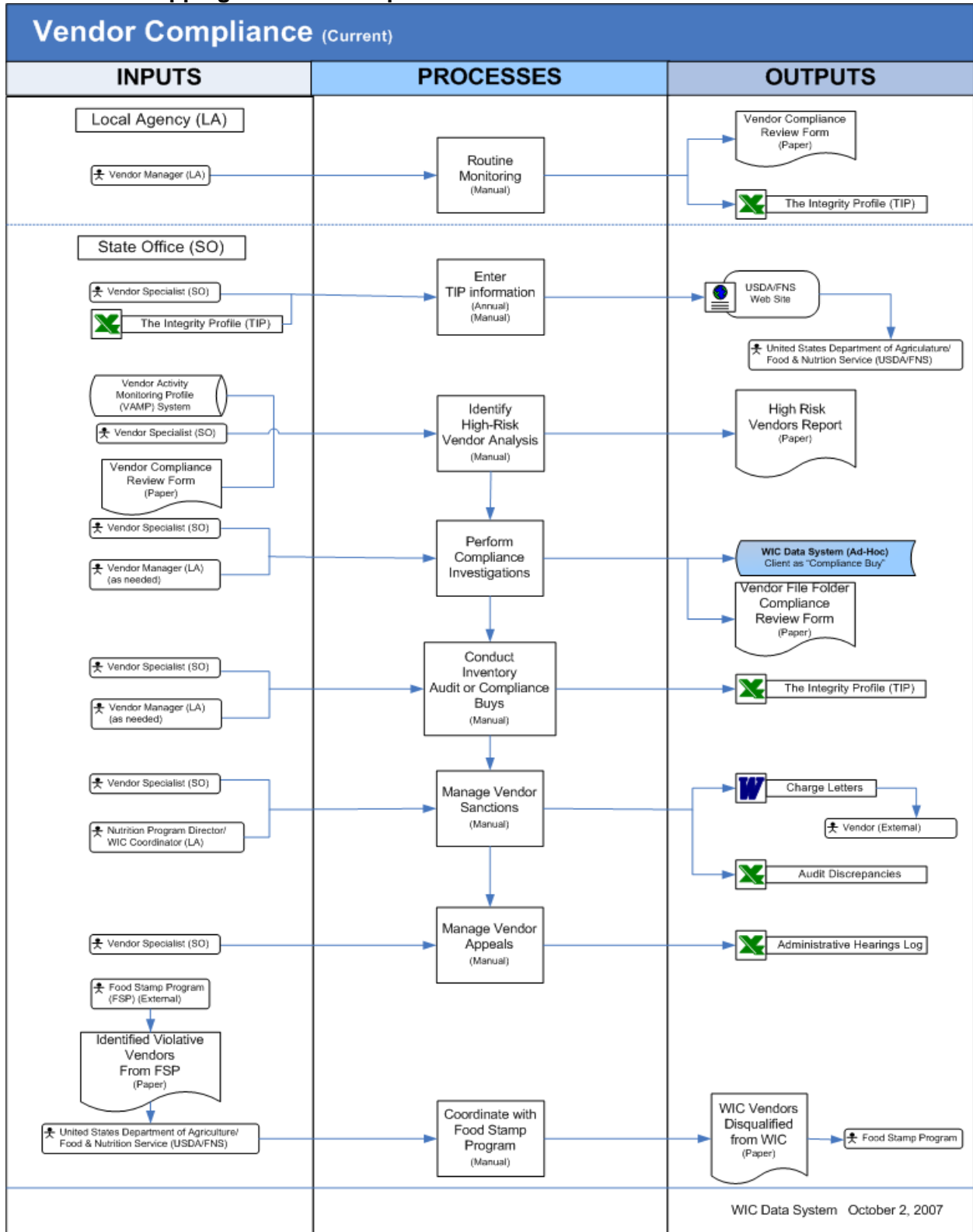
d. Business Process Interfaces

- Input from:
 - Vendor Management – Vendor Authorization
- Output to:
 - Quality Assurance

e. Business Process Participants

- Vendor Manager (LA)
- Vendor Specialist (SO)
- Nutrition Program Director/WIC Coordinator (LA)
- Food Stamp Program (FSP)
- Vendor (External)
- United States Department of Agriculture/Food & Nutrition Service (USDA/FNS)

f. Process Mapping - Vendor Compliance



10. Participation Management

a. Inputs

- Florida Vital Stats
- Florida CHARTS - Community Health Assessment Resource Tool Set
- Florida Census
- Florida Migrant Report (Paper)

b. Processing

1. Manually capture data of potential eligible – the Data Management Worker (SO) captures potential eligible data from Vital Stats, Charts, Florida Census, and Florida Migrant Reports manually and records into the Potential Eligible spreadsheet.
2. Track actual participation – the Data Management Worker (SO) tracks the actual participation data within the WIC Data System and produces the Participation Reports (WIC 28) by Local Agency (LA) and State. The reports include a Local Agency Participation spreadsheet and a Florida WIC State Participation spreadsheet.
3. Manually manage participant outreach – Outreach Coordinator (SO) manages participant outreach manually by creating the Participation Contact List in MS Excel.
4. Request of public/participant comments – Outreach Coordinator (SO) requests public/participant comments to all the contacts on the contact list. Request could be in the form of the Fellow Floridian Letter or the survey form.
5. Develop and distribute outreach materials – Outreach Coordinator (SO) develops and distributes outreach materials.
6. Perform outreach activities – Outreach Coordinator (LA) performs outreach activities in forms of distributing Florida WIC Information and hosting media events.
7. Track outreach campaign activities – Outreach Coordinator (SO) tracks the costs and benefits of outreach campaign activities by having participants complete the outreach campaign evaluation forms.

c. Outputs

- Potential Eligibles (MS Excel Spreadsheet)
- Local Agency Participation List (MS Excel Spreadsheet)
- WIC State Participation List (MS Excel Spreadsheet)
- Participation Reports by Local Agency & State (WIC 28) (Paper)
- Contact List (MS Excel Spreadsheet)
- Fellow Floridian Letter (Paper)
- Survey Form (Paper)
- WIC Information – Pamphlets (Paper)
- Media Events

- Evaluation Cost/Benefits of Outreach Campaign (Paper)

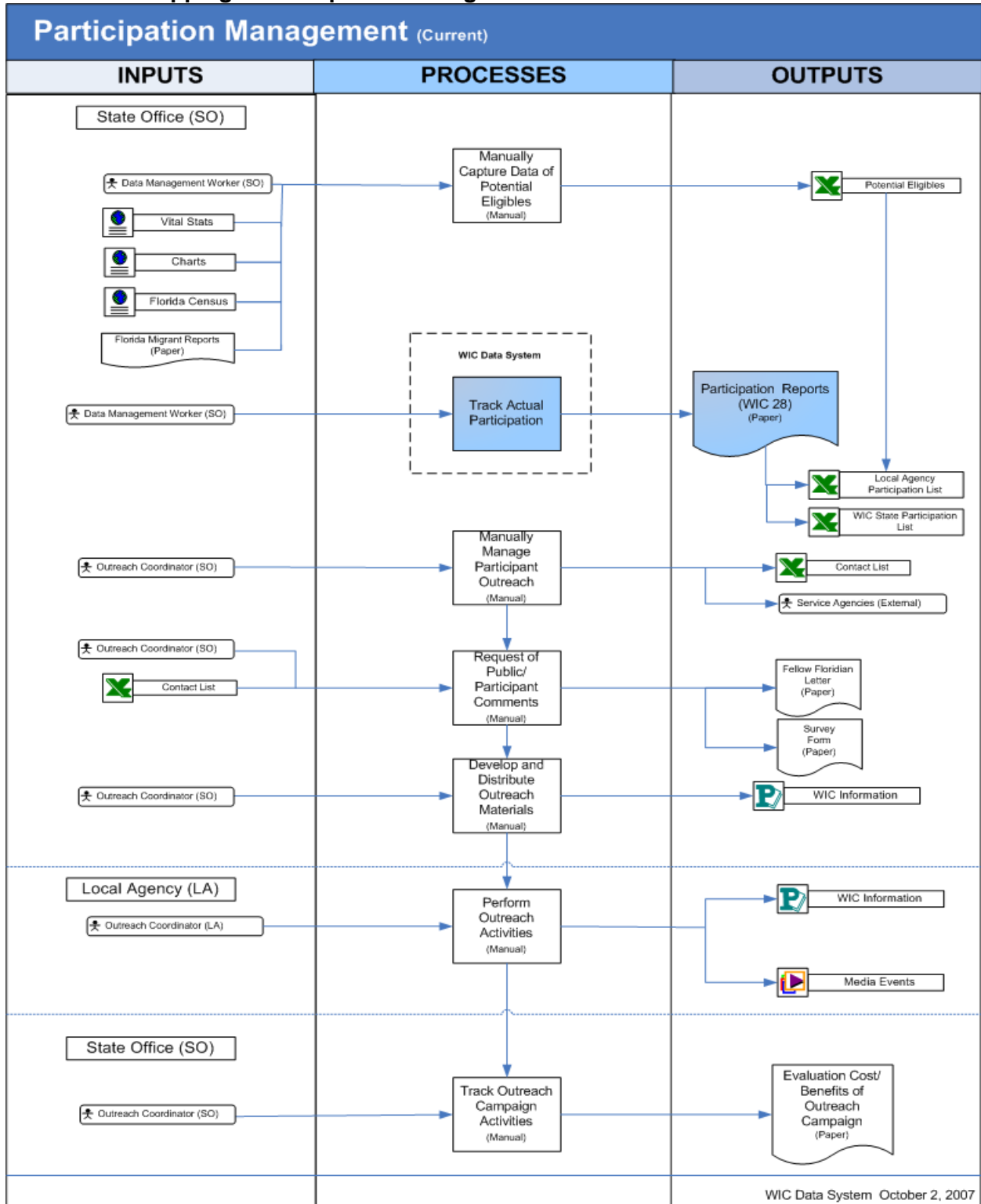
d. Business Process Interfaces

- Input from:
 - Management Reporting
- Florida CHARTS - Community Health Assessment Resource Tool Set
- Florida Vital Stats
- Florida Census

e. Business Process Participants

- Data Management Worker (SO)
- Outreach Coordinator (SO)
- Outreach Coordinator (LA)
- Service Agencies (External)

f. Process Mapping – Participation Management



11. Fiscal Management

The Fiscal Management process area consists of two processes: Manage Grants and Budgets, and Monitor Program Expenditures and Manufacture Rebates.

Fiscal Management - Manage Grants and Budgets

a. Inputs

- Schedule C
- Monthly Allocation for each Local Agency (MS Excel Spreadsheet)

b. Processing

1. Record administrative cost budgets – Bureau of Budget Management (DOH) records Nutrition Services Administrative (NSA) cost budgets into the Schedule C System (DOH).
2. Manage grants – Bureau of Revenue Management, Grant Unit (DOH) manages the grants using the Grants System (DOH).
3. Determine allocation – WIC Bureau Chief determines funding allocation and WIC Fiscal Management Worker (SO) manually enters budgets into the Annual Allocation spreadsheet for each Local Agency (LA).
4. Notify for Schedule-C to Local Agencies- Bureau of Budget Management (DOH) notifies of Schedule-C to the Nutrition Program Director/WIC Coordinator (LA) and Business Manager County Health Department (CHD).
5. Upload allotments – Business Manager at County Health Department (CHD) uploads these budget allotments into the Florida Accounting Information Resource (FLAIR).

c. Outputs

- Florida Accounting Information Resource (FLAIR) – Nutrition Services Administration (NSA) Grants
- Grants System (Florida DOH)
- Annual Allocation for each Local Agency (MS Excel Spreadsheet)
- Schedule C
- Florida Accounting Information Resource (FLAIR) – Budget Allotment records
- Allocation Notification Letter (Paper)

d. Business Process Interfaces

- Schedule C System (DOH) – the system through which Bureau of Budget Management (DOH) records the budgets.
- Grants System (DOH) – the system through which Bureau of Revenue Management,

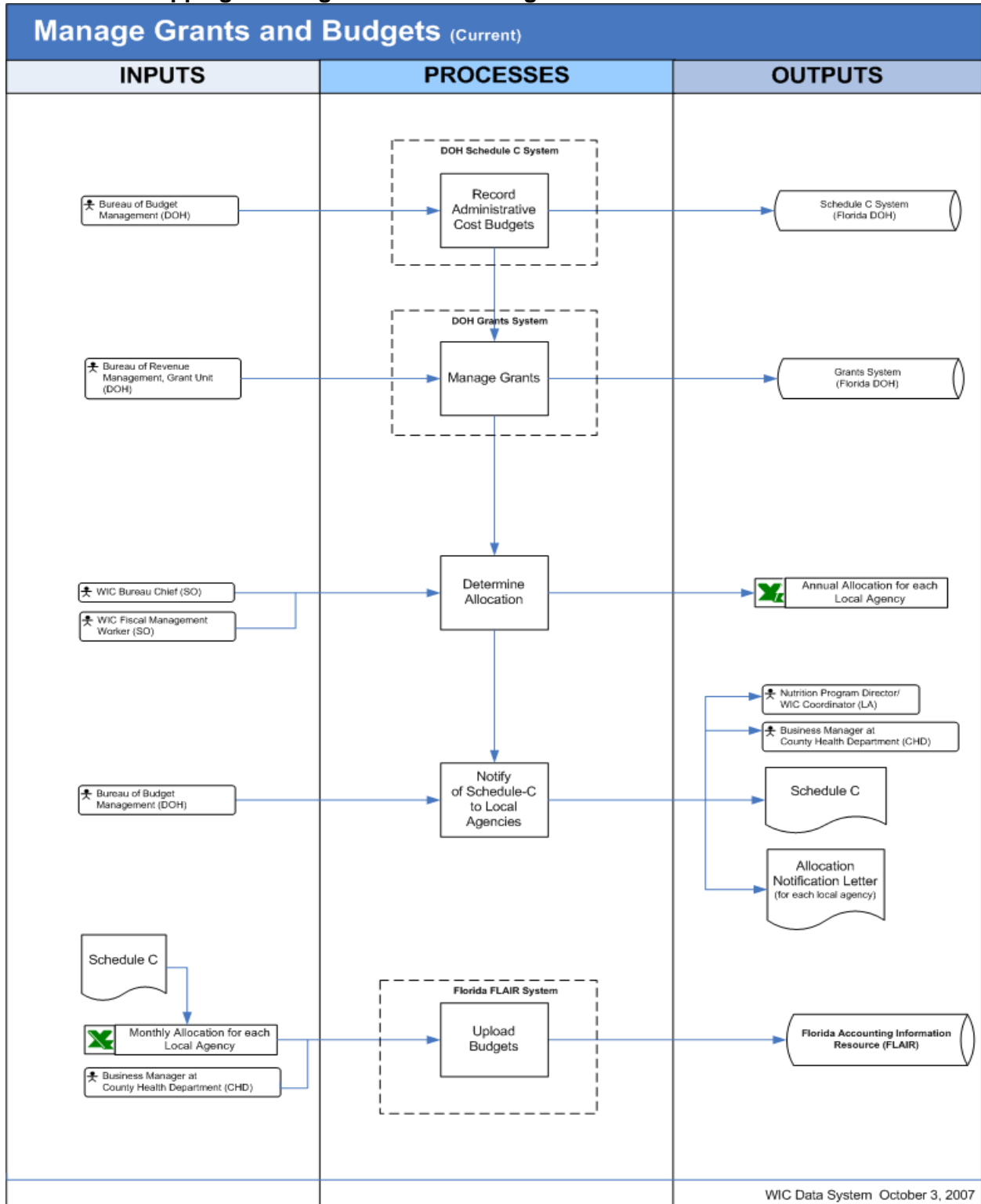
Grant Unit (DOH) manages grants.

- Florida Accounting and Information Resource (FLAIR) – this system is used by Business Manager County Health Department (CHD) to upload budget allotments.

e. Business Process Participants

- Bureau of Budget Management (DOH)
- Bureau of Revenue Management, Grant Unit (DOH)
- WIC Bureau Chief (SO)
- Nutrition Program Director/WIC Coordinator (LA)
- Business Manager at County Health Department (CHD)

f. Process Mapping – Manage Grants and Budgets



Fiscal Management - Monitor Program Expenditures and Manufacturer Rebates

a. Inputs

- Florida Accounting Information Resource (FLAIR) – Nutrition Services Administration (NSA) Expenses
- Financial Information System (FIS) (DOH) records
- Health Management System (HMS) (DOH) – Employee Activity Records (EARS)
- Monthly Expenditures for Local Agency (MS Excel spreadsheet)
- Reimbursement of Salaries for County Health Departments (CHD) per RMS (MS Excel Spreadsheet)
- Vendor Appeal Payments List (MS Excel spreadsheet)
- Special Formula Payments List (MS Excel spreadsheet)
- Reconciliation Reports
 - Bank Transaction Listing (WIC 29L 1-2)
 - Check Reconciliation (WIC 30L 1-2)
 - Exception Report (Voids and Totals) (WIC 40L 1-3)
- Infant Formula Rebate Reports (WIC 74L 1-3)
- Monthly NSA Expenditures for Program (MS Excel spreadsheet)
- Monthly Food Expenditures for Program (MS Excel spreadsheet)
- Formula Rebates (MS Excel spreadsheet)

b. Processing

1. Expend Nutrition Services Administration (NSA) costs – Business Manager County Health Department (CHD) manually enters Nutrition Services Administration (NSA) expenses data into the Florida Accounting Information Resource (FLAIR).
2. Enter Employee Activity Records (EARS) – Authorized WIC Worker (LA) enters Employee Activity Records (EARS) into the Florida DOH Health Management System (HMS).
3. Report monthly NSA expenses – Business Manager County Health Department (CHD) manually extracts the salary expenses from the Financial Information System (FIS) and manually enters the staff service time from the Employee Activity Records (EARS) in Health Management System (HMS). Business Manager manually prepares the NSA expenditures in the four categories: General Administrative (GA), Client Services (CS), Nutrition Education (NE), and Breastfeeding Promotion (BP).
4. Manually monitor NSA Expenditures – WIC Fiscal Management worker (SO) monitors the Nutrition Services Administration (NSA) expenditures manually by creating and updating the monthly NSA Expenditures for Program using the monthly expenditures for Local Agency (LA).
5. Monitor food expenditures – A monthly Food Expenditures for Program spreadsheet is manually created and maintained from the Vendor Appeal Payments spreadsheet, Special Formula Payments spreadsheet, and the WIC Data System Reconciliation reports.
6. Manually process manufacturer rebates – WIC Fiscal Management worker (SO) processes manufacturer rebates manually into advance, reconciliation and supplemental formula invoices and records data into a formula rebates spreadsheet using the WIC 74L 1-3 Infant Formula Rebate Reports generated from the WIC Data System.
7. Produce WIC Financial Management and Participation Report – The Food & Nutrition Service (FNS 798) report is produced for the Florida State Department of Health (DOH)

Revenue Management and United States Department of Agriculture/Food & Nutrition Service (USDA/FNS) from the Monthly NSA Expenditures for Program spreadsheet, Monthly Food Expenditures for Program spreadsheet, and the Formula Rebates spreadsheet.

c. Outputs

- Florida Accounting Information Resource (FLAIR) – Nutrition Services Administration (NSA) Expenses
- Florida Department of Health (DOH) Health Management System (HMS) – Employee Activity Records (EARS)
- Monthly NSA Expenditures for Local Agency (MS Excel spreadsheet)
 - General Administrative (GA) Expenditure
 - Client Services (CS) Expenditure
 - Nutrition Education (NE) Expenditure
 - Breastfeeding Promotion (BP) Expenditure
- Monthly NSA Expenditures for Program (MS Excel spreadsheet)
- Monthly Food Expenditures for Program (MS Excel spreadsheet)
- Formula Rebates (MS Excel spreadsheet)
- Formula Invoices
 - Advance
 - Reconciliation
 - Supplemental
- WIC Financial Management and Participation Report (FNS 798)

d. Business Process Interfaces

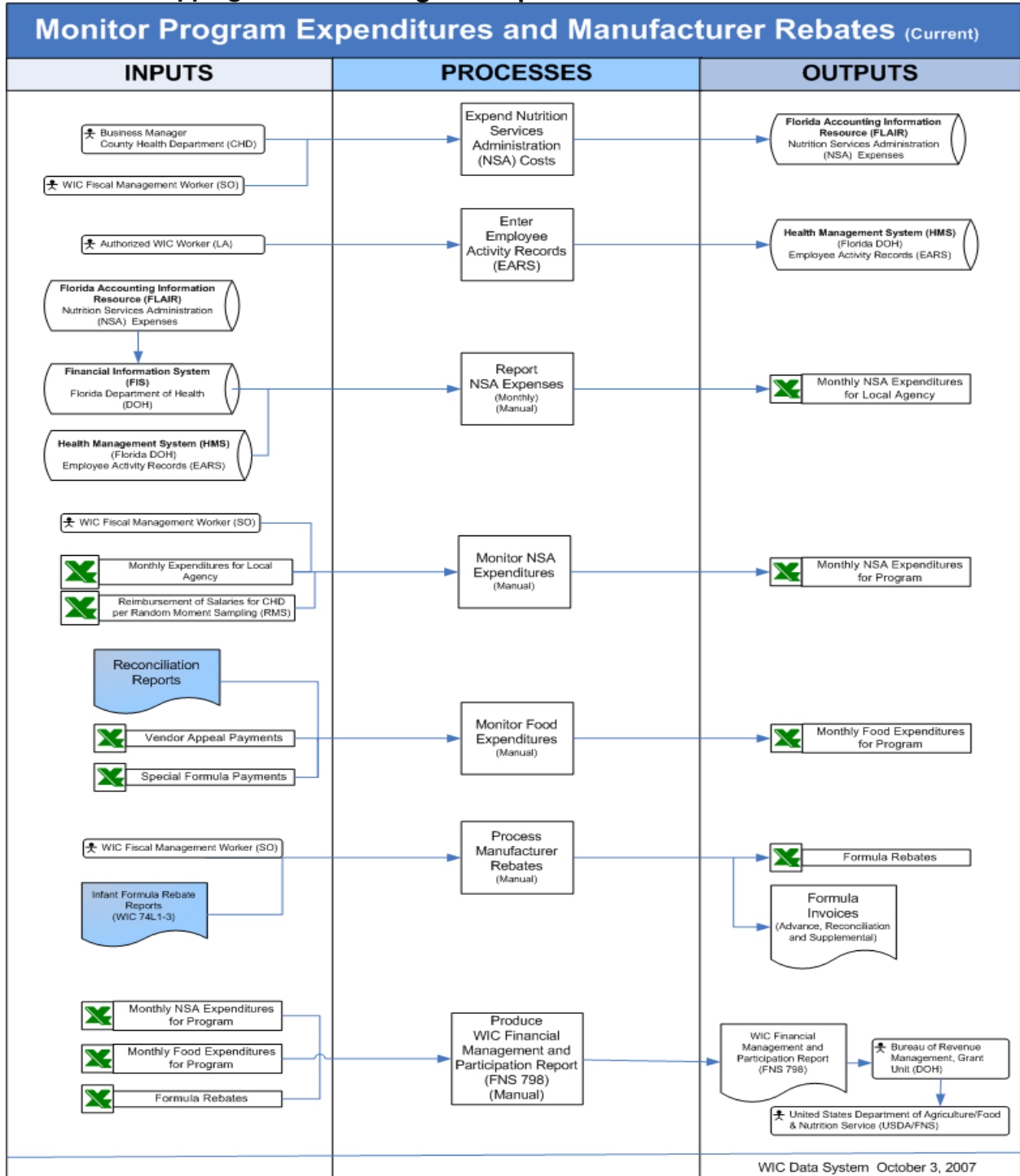
- Input from:
 - Food Redemption and Reconciliation
- Output to:
 - Management Reporting
- Vendor Management Health Management System (HMS) – this system is used by field staff to enter their daily time allocation into the Employee Activity Record (EAR)
- Florida Accounting and Information Resource (FLAIR) – this system is used by field administrative staff to enter local WIC program expenditures for reimbursement
- WIC Monthly Report of Program Operations – this MS Excel application is used by field administrative staff to extract local expenditure information from FLAIR via the Financial Information System (FIS) and categorize it for USDA reporting.
- Nestle USA – the current formula vendor receives a monthly tape of rebate billing data for rebate fulfillment to WIC
- USDA, FNS – receives a tape every two years of program participant characteristics data for analysis and reporting

e. Business Process Participants

- Business Manager at County Health Department (CHD)
- WIC Fiscal Management Worker (SO)
- Authorized WIC Worker (LA)
- Bureau of Revenue Management, Grant Unit (DOH)

- United States Department of Agriculture/Food & Nutrition Service (USDA/FNS)

f. Process Mapping – Monitor Program Expenditures and Manufacturer Rebates



12. Quality Assurance

a. Inputs

- Tracking Log and Schedule (Paper)

b. Processing

1. Generate pre-monitoring reports – Data Management Worker (SO) and WIC Fiscal Management worker (SO) generate the pre-monitoring reports including Client Online Reports, Vendor Online Reports, Administrative Online Reports, Participation Reports, QA Financial Management Pre-Monitoring Report and the QA Monitoring Log spreadsheet from the WIC Data System.
2. Monitor WIC program integrity – Program Review Specialist (SO) and Nutritionist (SO) monitor overall WIC program integrity including both state and local levels to address participants and client issues.
3. Performance program review and reporting – Program Review Specialist (SO) and Nutritionist (SO) review local agency program, and manually compose Biennial Written Program Evaluation Report.
4. Prepare corrective action plans – Nutrition Program Director/WIC Coordinator (LA) manually prepares corrective action plans with the Biennial Written Program Evaluation Report.
5. Response and corrective action – Nutrition Program Director/WIC Coordinator (LA) and Program Review Specialist (SO) respond to the Corrective Action Plans by taking corrective actions.

c. Outputs

- Quality Assurance (QA) Financial Management Pre-Monitoring Report (MS Excel spreadsheet)
- Quality Assurance (QA) Monitoring Log (MS Excel spreadsheet)
- Biennial written program evaluation
- Local Agency Program Review
- Corrective Action Plan
- WIC Data System generated pre-monitoring reports -
 - Client Online Reports
 - Vendor Online Reports
 - Administrative Online Reports
 - Participation Reports
 - Quality Assurance (QA) Financial Management Pre-Monitoring Report (MS Excel spreadsheet)
 - Quality Assurance (QA) Monitoring Log (MS Excel spreadsheet)

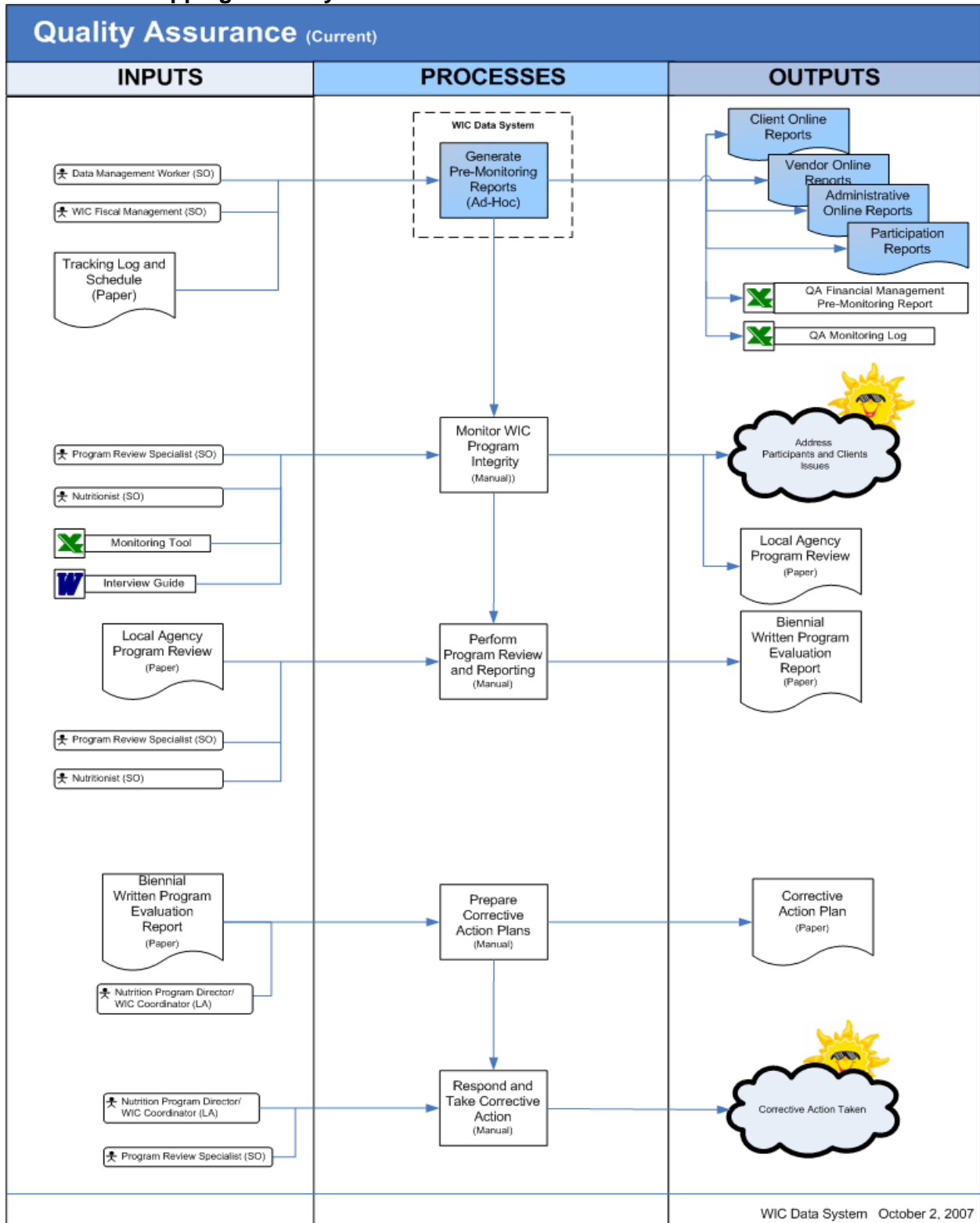
d. Business Process Interfaces

- Input from:
 - Appointment Scheduling,
 - Certification,
 - Food Issuance,
 - Nutrition Education & Surveillance,
 - Food Redemption & Reconciliation,
 - Vendor Management,
 - Participation Management,
 - Fiscal Management,
 - Inventory Management,
 - Management Reporting,
 - System Administration, and
 - Customer Service

e. Business Process Participants

- Data Management Worker (SO)
- WIC Fiscal Management (SO)
- Program Review Specialist (SO)
- Nutritionist (SO)
- Nutrition Program Director/WIC Coordinator (LA)

f. Process Mapping – Quality Assurance



WIC Data System October 2, 2007

13. Inventory Management

a. Inputs

- State Office (SO) Food Instrument (FI) Manual Count
- State Office (SO) Intra-Agency Transfer Form for Food Instruments (FI)
- Local Agency (LA) Food Instrument (FI) Manual Count
- Local Agency (LA) Intra-Agency Transfer Form for Food Instruments (FI)
- Local Agency (LA) Formula Manual Count
- Local Agency (LA) Intra-Agency Transfer Form for Formula
- Mass Property Transfer Form
- Certification of State Surplus Property
- Local Agency (LA) Breast Pump Manual Count

b. Processing

1. Maintain inventory of food instruments (FI) – Data Management Worker (SO) maintains food instrument (FI) inventory data within the WIC Data System, including information regarding received food instruments (FI) and food instruments transfer to Local Agency (LA).
2. Maintain inventory of food instruments (FI) – Authorized WIC Worker (LA) maintains both physical and electronic food instruments (FI) inventory within the WIC Data System, including information regarding received food instruments (FI) and food instruments transfer to Sites.
3. Maintain formula inventory – Authorized WIC Worker (LA) maintains the inventory data of directly distributed formula, returned formula and re-issued formula within the WIC Data System.
4. Maintain inventory of physical assets – Authorized WIC Worker (LA) maintains the physical assets inventory data from the Asset Management System (AMS) at the Department of Health (DOH).
5. Maintain inventory of breast pumps – Authorized WIC Worker (LA) maintains breast pumps inventory that is manually recorded into a Breast Pump Physical Inventory spreadsheet.

c. Outputs

- WIC Data System inventory records
 - Receive food instruments update
 - Transfer food instruments to local agency
 - Transfer food instruments to sites
 - Directly distributed formula
 - Returned formula
 - Re-issued formula
- Physical inventory database from Asset Management System (AMS) at DOH
- Breast Pumps Physical Inventory

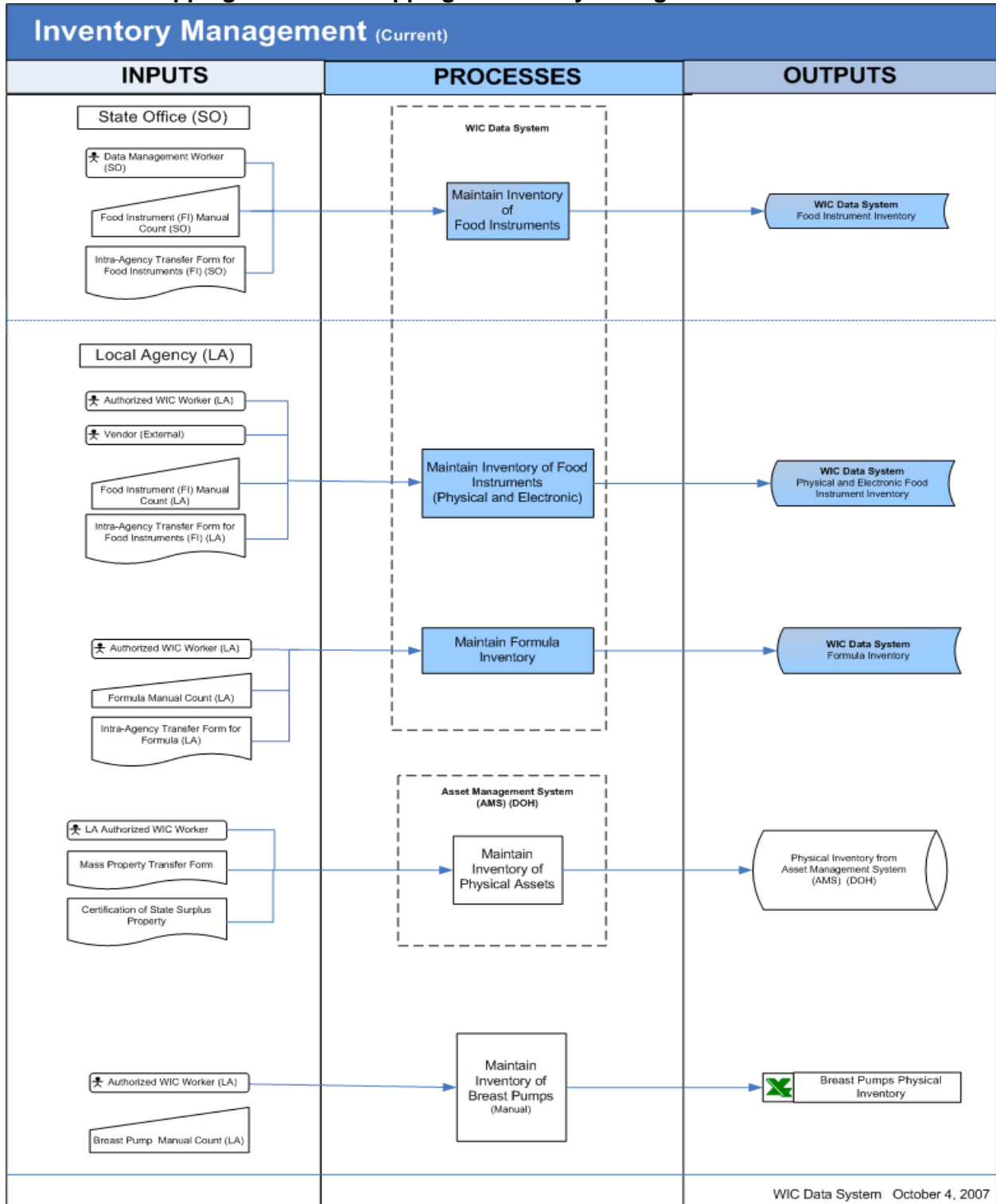
d. Business Process Interfaces

- Output to:
 - Food Issuance
- Nestle USA – the current formula vendor receives a monthly tape of rebate billing data for rebate fulfillment to WIC

e. Business Process Participants

- Data Management Worker (SO)
- Authorized WIC Worker (LA)
- Vendor (External)

f. Process Mapping – Process Mapping – Inventory Management



14. System Administration

a. Inputs

- Access Authorization Request Form (Paper)

b. Processing

1. Complete Access Authorization Request Form – WIC staff manually completes an authorization request form and mails or fax to the State Office.
2. Setup Access Authorization – Security Officer (SO) enters the new user and authorizes access to the WIC Data System as Full Access, Inquiry, Dispatch and/or Online Reports.
3. Assign Worker to Agency and Site – Security Officer (SO) assigns the Authorized WIC Worker (LA or SO) to an agency and default site.

c. Outputs

- WIC Data System –
 - Authorized WIC Worker
 - Assignment to Agency and Site

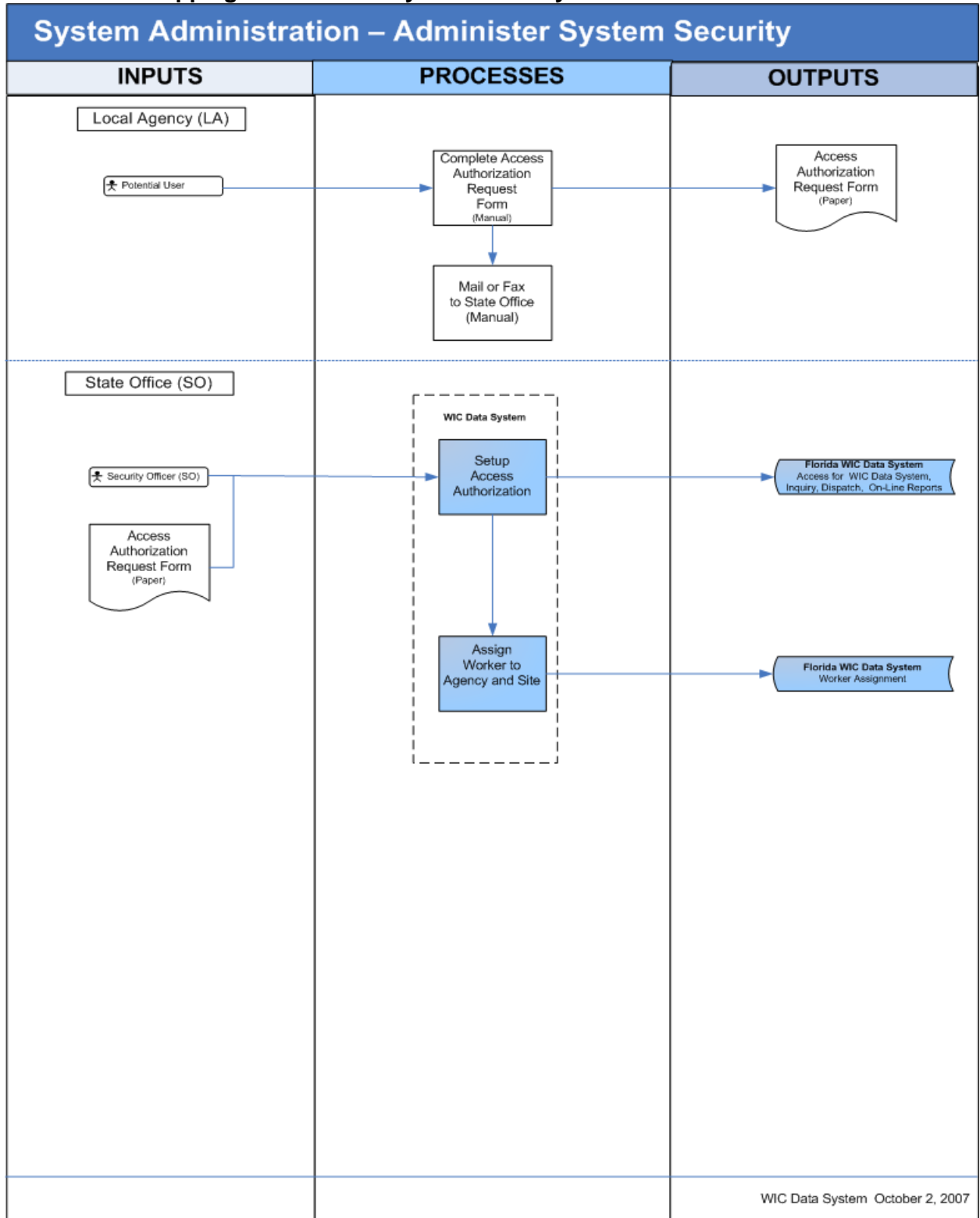
d. Business Process Interfaces

- Require DOH Network Access and DCF access
- Output to:
 - Certification – Nutrition Risk Type
 - Nutrition Education – Service Codes

e. Business Process Participants

- Potential User
- Security Officer

f. Process Mapping – Administer System Security



15. Management Reporting

a. Inputs

- WIC Data System

b. Processing

1. Generate Standard Reports - Monthly cycle, scheduled print jobs generate the standard reports for appointment scheduling, enrollee, participation, reconciliation and participation.
2. Post Reports to CA Dispatch - After the reports are generated, and they are posted to CA dispatch.
3. Export to Online Reporting System - Each month extract data from the WIC Data System (DCF) is extracted, transformed and loaded into the WIC Online Reporting SQL Server Database (DOH).
4. Generate to Online Reports – Authorized WIC worker (LA or SO) run ad-hoc reports from the WIC Intranet web site.

c. Outputs

- **Standard Reports**
 - Appointment scheduling,
 - Enrollee and client,
 - Reconciliation and
 - Participation
- **WIC Online Reports**
 - Appointments,
 - Certification
 - Client
 - Health and
 - Vendor

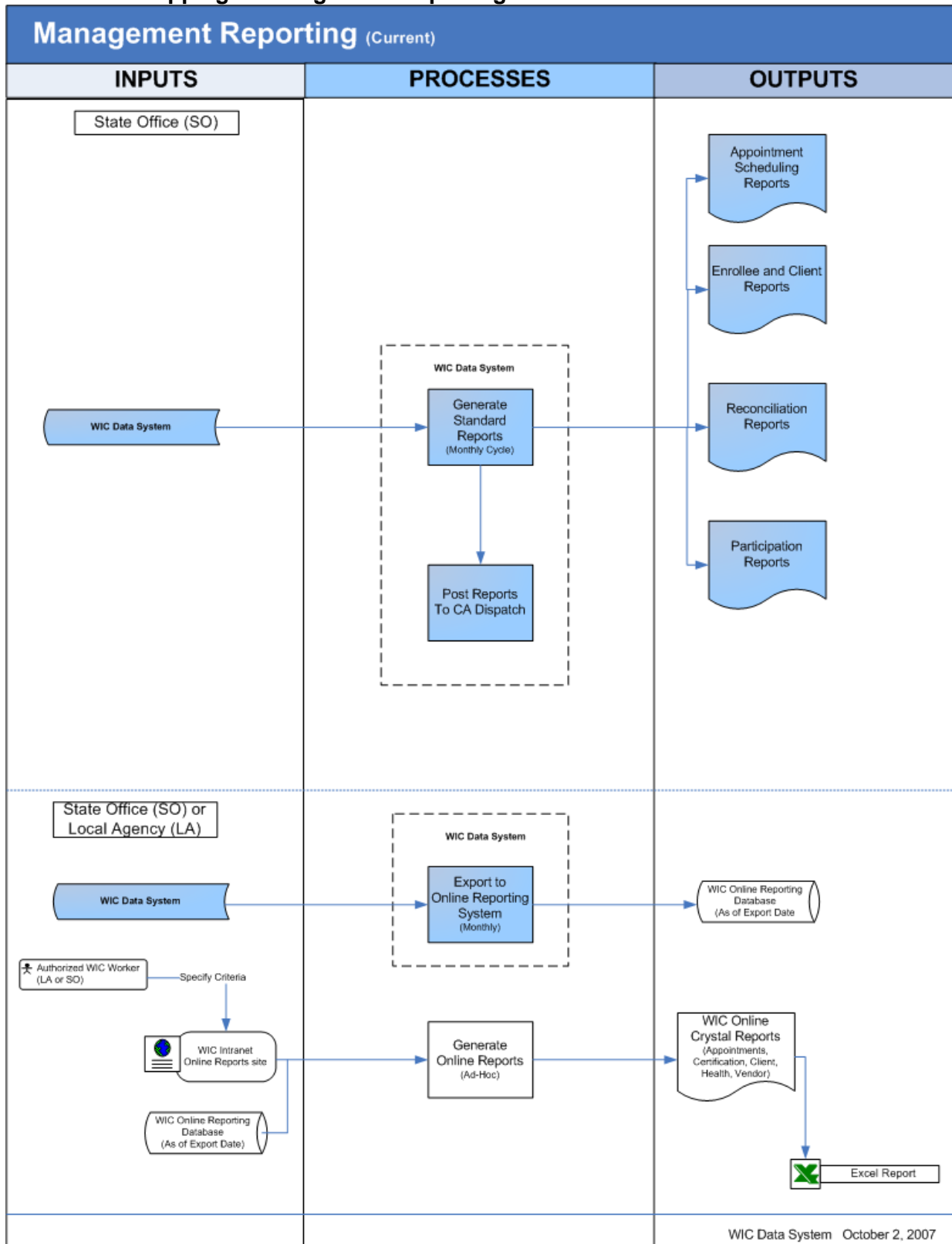
d. Business Process Interfaces

- Input from
 - Appointment Scheduling
 - Certification
 - Food Issuance
 - Nutrition Education & Surveillance
 - Food Redemption & Reconciliation
 - Vendor Management
 - Participation Management
 - Fiscal Management

e. Business Process Participants

- Authorized WIC Worker (LA or SO)

f. Process Mapping – Management Reporting



16. Customer Service

a. Inputs

- WIC Data System – client and vendor information

b. Processing

1. Request support – Vendor (External), Infant Formula Manufacturer, and Clients, as well as Applicants request support from the Local Agency (LA) or the State Office (SO).
2. Provide support or refer to State Office (SO) – Administrative Worker (LA) tries to answer participants' questions or resolve problems:
 - a. If the Local Agency (LA) is able to provide a solution independently, participants are successfully served and client information is updated.
 - b. If the Local Agency (LA) is not able to provide a solution, the Administrative Worker (LA) refers the query to the State Office (SO)
3. User support –
 - a. Administrative Worker (LA) requests support,
 - b. Data Management Worker (SO) provides user support and updates the clients and vendor information in the WIC Data System.
4. Client/applicant support -
 - a. The clients or applicants request support,
 - b. The Nutritionist (SO) provides support and updates the client & vendor information or refers the query to Local Agencies (LA).
5. Vendor support –
 - a. The External Food Instrument (FI) Vendor and Infant Formula Manufacturer request Vendor support from the State Office (SO),
 - b. Vendor Specialist (SO) provides Vendor support and updates the vendor information in the WIC Data System and the Vendor Master List (MS Excel spreadsheet).

c. Outputs

- Local agency WIC solution
- State office WIC solution
- Vendor Master List (MS Excel spreadsheet)
- WIC Data System –
 - client information
 - vendor information update

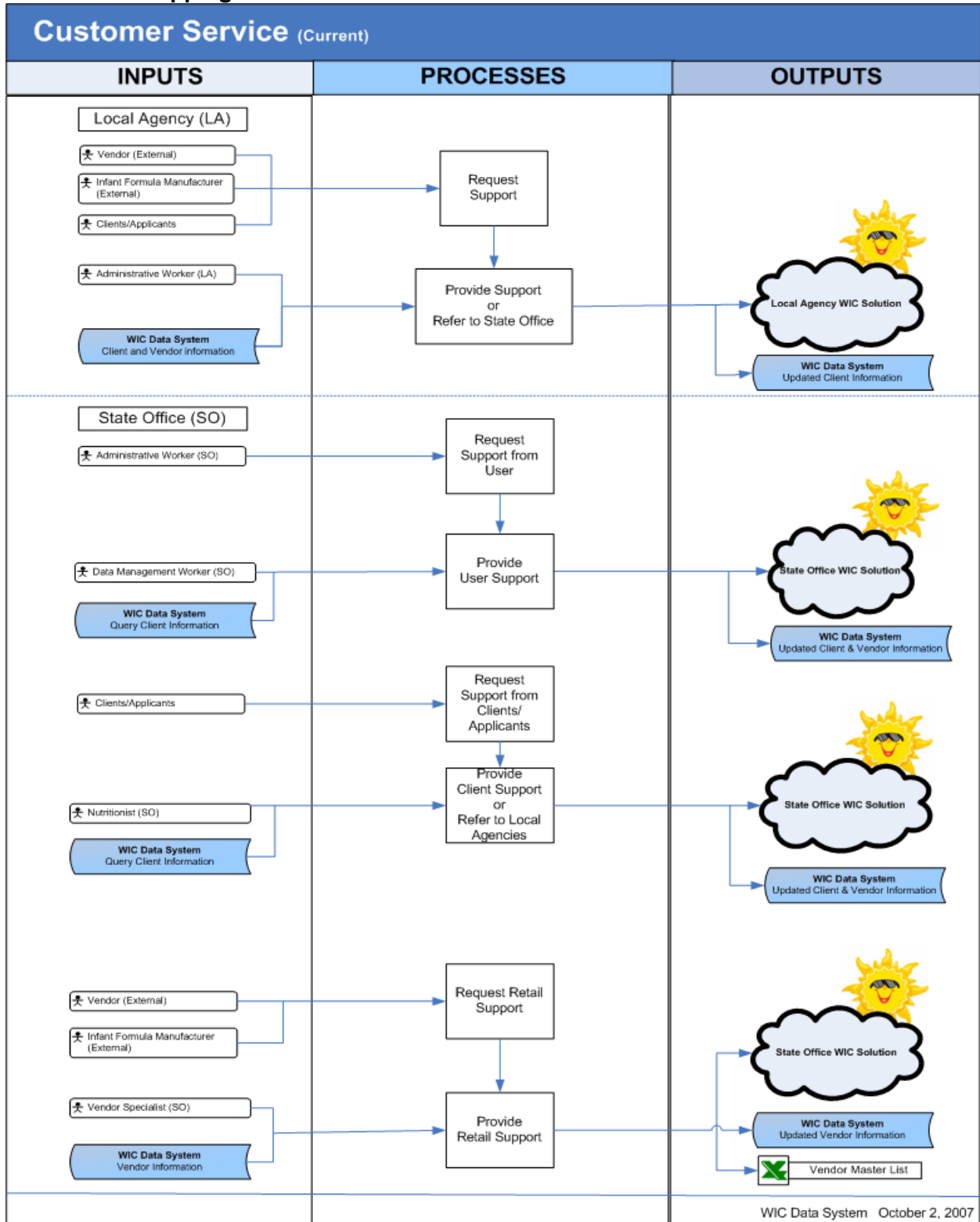
d. Business Process Interfaces

- Output to:
 - Certification
 - Nutrition Education
 - Food Issuance
 - Vendor Management
 - System Administration - Administer System Security

e. Business Process Participants

- Vendor (External)
- Infant Formula Manufacturer (External)
- Administrative Worker (LA)
- Client/Applicant
- Data Management Worker (SO)
- Nutritionist (SO)
- Vendor Specialist (SO)

f. Process Mapping – Customer Service



Notes to Cost Benefit Analysis forms

The costs for the project were consolidated into the categories provided on CBA Form 2 – Project Cost Analysis. While details are documented in the Project Budget forms, for ease of reference the composition of the categories are explained below:

- **Contractors** includes Project Staff (Project Manager, Business Analyst) and Support Staff (Database Analyst, System Support Analyst).
- **Deliverables** are the amount paid to the system contractor for document, software, and project management deliverables, and related project services.
- **Misc. Equipment** includes the laptops, scanners, and signature pads that WIC will purchase and furnish to local agencies and state office for use with the web-based system.
- **Other Project Costs** includes all processing costs associated with Shared Resource Center hosting of the four environments and DOH data integration services.
- **WIC Training Travel** includes travel for training and implementation.

CBAForm 1 - Net Tangible Benefits

Agency	<u>WIC Program Services</u>	Project	<u>IC Data System Implementati</u>
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency (Operations Only -- No Project Costs)	FY 2012-13			FY 2013-14			FY 2014-15			FY 2015-16			FY 2016-17		
	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project
A. Personnel -- Total FTE Costs (Salaries & Benefits)	\$0	\$0	\$0	\$500,994	(\$144,422)	\$356,572	\$518,529	(\$261,279)	\$257,250	\$536,677	(\$277,327)	\$259,350	\$555,461	(\$292,436)	\$263,025
A.b Total FTE	0.00	0.00	0.00	2.00	(0.25)	1.75	2.00	(0.25)	1.75	2.00	(0.25)	1.75	2.00	(0.25)	1.75
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (# FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS FTEs (# FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$500,994	(\$144,422)	\$356,572	\$518,529	(\$261,279)	\$257,250	\$536,677	(\$277,327)	\$259,350	\$555,461	(\$292,436)	\$263,025
A-3.b. Staff Augmentation (# of Contract FTEs)	0.00	0.00	0.00	2.00	(0.25)	1.75	2.00	(0.25)	1.75	2.00	(0.25)	1.75	2.00	(0.25)	1.75
B. Data Processing -- Costs	\$0	\$0	\$0	\$2,605,834	(\$552,946)	\$2,052,888	\$2,689,383	(\$1,125,853)	\$1,563,530	\$2,775,855	(\$1,212,325)	\$1,563,530	\$2,865,354	(\$1,301,824)	\$1,563,530
B-1. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Software	\$0	\$0	\$0	\$88,411	(\$51,573)	\$36,838	\$91,505	(\$91,505)	\$0	\$94,708	(\$94,708)	\$0	\$98,023	(\$98,023)	\$0
B-3. Other Specify	\$0	\$0	\$0	\$2,517,423	(\$501,373)	\$2,016,050	\$2,597,878	(\$1,034,348)	\$1,563,530	\$2,681,147	(\$1,117,617)	\$1,563,530	\$2,767,331	(\$1,203,801)	\$1,563,530
C. External Service Provider -- Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Maintenance & Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Data Communications Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility -- Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Others -- Costs	\$0	\$0	\$0	\$58,940	(\$34,382)	\$24,558	\$61,003	(\$61,003)	\$0	\$63,139	(\$63,139)	\$0	\$65,348	(\$65,348)	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Specify	\$0	\$0	\$0	\$58,940	(\$34,382)	\$24,558	\$61,003	(\$61,003)	\$0	\$63,139	(\$63,139)	\$0	\$65,348	(\$65,348)	\$0
Total of Operational Costs (Rows A through E)	\$0	\$0	\$0	\$3,165,768	(\$731,750)	\$2,434,018	\$3,268,915	(\$1,448,135)	\$1,820,780	\$3,375,671	(\$1,552,791)	\$1,822,880	\$3,486,163	(\$1,659,608)	\$1,826,555
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1. Specify		\$0			\$0			\$0			\$0			\$0	
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		\$0			\$731,750			\$1,448,135			\$1,552,791			\$1,659,608	

SPECIFY CHARACTER OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	90%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

CBAForm 2 - Project Cost Analysis

Agency	<u>WIC Program Services</u>	Project	<u>WIC Data System Implementation</u>
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PROJECT COST ELEMENTS	PROJECT COST TABLE -- CBAForm 2A					TOTAL
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	
State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0
OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0
Contractors (Costs)	\$701,993	\$317,259	\$0	\$0	\$0	\$1,019,252
Deliverables	\$2,244,752	\$1,167,781	\$0	\$0	\$0	\$3,412,533
Major Project Tasks	\$0	\$0	\$0	\$0	\$0	\$0
Hardware	\$0	\$0	\$0	\$0	\$0	\$0
COTS Software	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Equipment Laptops,	\$4,750	\$653,820	\$0	\$0	\$0	\$658,570
Other Project Costs Processing	\$710,767	\$275,320	\$0	\$0	\$0	\$986,087
WIC Training Travel	\$2,930	\$166,490	\$0	\$0	\$0	\$169,420
TOTAL PROJECT COSTS (*)	\$3,665,192	\$2,580,670	\$0	\$0	\$0	\$6,245,862
CUMULATIVE PROJECT COSTS	\$3,665,192	\$6,245,862	\$6,245,862	\$6,245,862	\$6,245,862	
INVESTMENT SUMMARY						
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	TOTAL
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT (*)	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE INVESTMENT (*)	\$0	\$0	\$0	\$0	\$0	

(*) Total Costs and Investments are carried forward to CBAForm3 Project Investment Summary worksheet.

Character of Project Costs Estimate - CBAForm 2B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	90%
Order of Magnitude <input type="checkbox"/>	Confidence Level	
Placeholder <input type="checkbox"/>	Confidence Level	

CBAForm 3 - Project Investment Summary

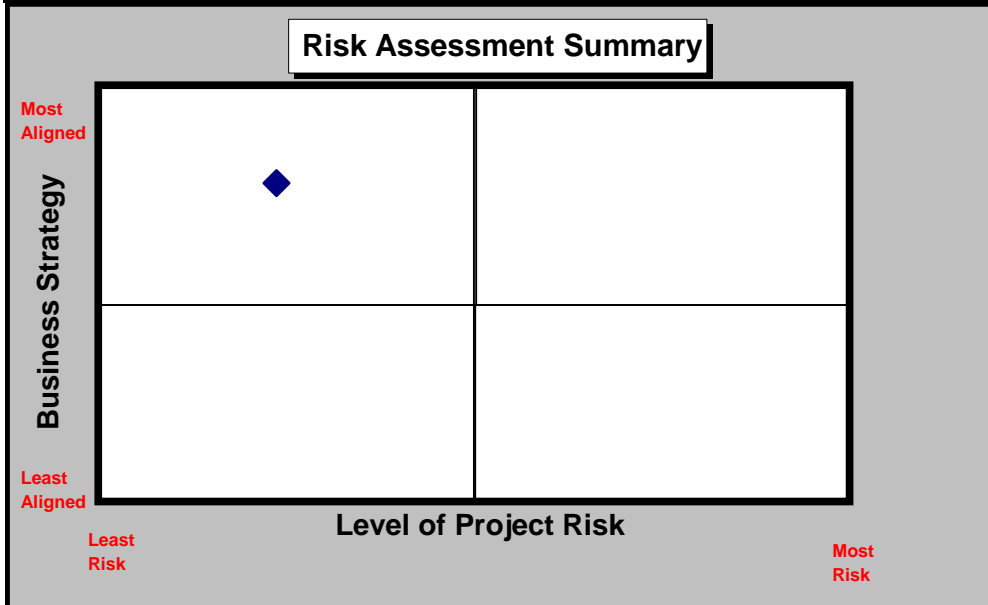
Agency	<u>WIC Program Services</u>	Project	<u>WIC Data System Implementation</u>
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	TOTAL
Project Cost	\$3,665,192	\$2,580,670	\$0	\$0	\$0	\$6,245,862
Net Tangible Benefits	\$0	\$731,750	\$1,448,135	\$1,552,791	\$1,659,608	\$5,392,284
Return on Investment	(\$3,665,192)	(\$1,848,920)	\$1,448,135	\$1,552,791	\$1,659,608	(\$853,578)
Year to Year Change in Program Staffing	0	(0)	(0)	(0)	(0)	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$1,447,720)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	-5.99%	IRR is the project's rate of return.

Treasurer's Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Cost of Capital	2.87%	4.17%	4.57%	5.14%	5.30%

Project	<i>WIC Data System</i>	
Agency	<i>Bureau of WIC Program Services</i>	
FY 2011-12 LBR Issue Code:	FY 2011-12 LBR Issue Title:	
<i>36304C0</i>	<i>Women, Infants and Children (WIC) Data System Planning and Development</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>Philip Kidder, PMP - 850-245-4202 - philip_kidder@doh.state.fl.us</i>		
Executive Sponsor	<i>Debbie Eibeck, Bureau Chief</i>	
Project Manager	<i>Philip Kidder, PMP</i>	
Prepared By	<i>Philip Kidder, PMP</i>	<i>7/11/2011</i>



Project Risk Area Breakdown	
Risk Assessment Areas	<i>Risk Exposure</i>
Strategic Assessment	LOW
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	MEDIUM
Communication Assessment	LOW
Fiscal Assessment	LOW
Project Organization Assessment	LOW
Project Management Assessment	LOW
Project Complexity Assessment	HIGH
Overall Project Risk	
MEDIUM	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 1 -- Strategic Area			
#	Criteria	Values	Answer
1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is completely documented
		Vision is partially documented	
		Vision is completely documented	
1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Minimal or no external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Multiple agency or state enterprise visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technology in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
2.03	Have all relevant technology alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
2.04	Does the proposed technology comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technology require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Moderate infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 3 -- Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Moderate changes to organization structure, staff or business processes
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	1 to 10% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name

Project: Project Name

Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Proactive use of feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	All or nearly all messages are documented
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Success measures have been developed for some messages
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	Yes
		No	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes No	Yes
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented 41% to 80% -- Some defined and documented 81% to 100% -- All or nearly all defined and documented	81% to 100% -- All or nearly all defined and documented
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown Greater than \$10 M Between \$2 M and \$10 M Between \$500K and \$1,999,999 Less than \$500 K	Between \$2 M and \$10 M
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes No	Yes
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%) Order of magnitude – estimate could vary between 10-100% Placeholder – actual cost may exceed estimate by more than 100%	Detailed and rigorous (accurate within ±10%)
5.06	Are funds available within existing agency resources to complete this project?	Yes No	Yes
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency Funding from local government agencies Funding from other state agencies	Funding from single agency
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received Requested but not received Requested and received Not applicable	Requested and received
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated Some project benefits have been identified but not validated Most project benefits have been identified but not validated All or nearly all project benefits have been identified and validated	All or nearly all project benefits have been identified and validated
5.10	What is the benefit payback period that is defined and documented?	Within 1 year Within 3 years Within 5 years More than 5 years No payback	More than 5 years
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented Stakeholders have not been consulted re: procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy	Stakeholders have reviewed and approved the proposed procurement strategy
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E) Firm Fixed Price (FFP) Combination FFP and T&E	Firm Fixed Price (FFP)
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined Purchase all hardware and software at start of project to take advantage of one-time discounts Just-in-time purchasing of hardware and software is documented in the project schedule	Just-in-time purchasing of hardware and software is documented in the project schedule
5.14	Has a contract manager been assigned to this project?	No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager	Contract manager assigned is not the procurement manager or the project manager
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes No	Yes
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented	All or nearly all selection criteria and expected outcomes have been defined and documented
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed Multi-stage evaluation not planned/used for procurement Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed No, bid response did/will not require proof of concept or prototype Yes, bid response did/will include proof of concept or prototype Not applicable	Not applicable

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 6 -- Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	Yes, experienced project manager dedicated full-time, 100% to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	Yes, business, functional or technical experts dedicated full-time, 100% to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Few or no staff from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Moderate impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	Yes, all stakeholders are represented by functional manager
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
		Some	
		All or nearly all	
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	0% to 40% -- None or few have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	81% to 100% -- All or nearly all requirements and specifications are traceable
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	All or nearly all deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	81% to 100% -- All or nearly all have been defined to the work package level
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	Yes
		No	
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	Yes
		No	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team and executive steering committee use formal status reporting processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	Yes
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Agency: Bureau of WIC Program Services

Project: WIC Data System

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	Less than 5
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	2 to 4
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	No
		No	
8.09	What type of project is this?	Infrastructure upgrade	Implementation requiring software development or purchasing commercial off the shelf (COTS) software
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	



WIC Data System Implementation Project

State of Florida ♦

Bureau of WIC Program Services

Project Charter

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Revision History

#	Date	Version No.	Revised Description	Author(s)
1	08/31/07	1.0	Original version	Sharlene Turner
2	09/05/07	1.1	Revised all sections except Assumptions/Constraints	Philip Kidder
3	09/05/07	1.2	Add Assumptions/Constraints Add Scope and Out of Scope	Sharlene Turner
4	09/07/07	1.3	Format document	Sharlene Turner
5	09/25/07	1.4	Reformat document	Philip Kidder
6	10/03/07	1.5	Change milestone dates per project schedule, project cost total, formatting, and footer	Philip Kidder
7	09/10/08	1.6	Change milestone dates per project schedule, project cost total, formatting, and footer	Philip Kidder
8	09/09/09	1.7	Change milestone dates per project schedule, project cost total, formatting, and footer	Philip Kidder
9	10/04/10	1.8	Change milestone dates per project schedule, project cost total, formatting, and footer	Philip Kidder
10	07/11/11	1.9	Revised document to reflect changes from the contract; i.e., Attachment I	Philip Kidder

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Purpose

The purpose of this Charter is to provide an executive overview of the WIC Data System Implementation Project.

Project Description

The Implementation Project will replace the current mainframe-based WIC Data System with a web-based system transferred from another state WIC agency or agencies that will be modified to meet Florida WIC requirements. The system transfer, modification, and implementation will be completed by the system contractor, CIBER Inc. The project will be managed by contract staff hired by Florida WIC.

The Implementation Project will be subject to oversight by the U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS), the DOH IT Project Management Office (PMO), the DOH IT Governance Committee, and Florida Legislative Oversight. Funding requests will be reviewed/approved by the Florida Joint Legislative Budget Commission (LBC).

The planned start of the Implementation Project is September 2011 and it is expected to close in December 2013 and cost about \$8.08 million.

The system contractor will be responsible for ongoing maintenance, enhancement, and second-level support services for the remainder of the five year contract which will end in September 2016.

Goals

The goals of the WIC Data System Implementation Project are to:

- Transfer a web-based system from another state WIC agency or agencies and modify it to meet all Florida WIC functional and non-functional requirements
- Successfully implement the new system within the timeframe of the project schedule, within the costs of the project budget, and with minimal disruption of services to WIC applicants and participants
- Adapt, improve, or develop new Florida WIC business processes to fully utilize the new system functionality and achieve the maximum productivity and cost-savings benefits

Objectives

The objectives of the WIC Data System Implementation Project are:

- In the Planning and Definition phase, establish how the project will work, put key project management artifacts into practice, plan the definition of all of the requirements and deliverables that CIBER will construct, and obtain Florida WIC approval to move to the next phase.

- In the Requirements Confirmation and Design phase, confirm the requirements and the design of system modifications, develop the functional and technical documentation deliverables to guide system modifications, and obtain Florida WIC approval to move to the next phase.
- In the Transfer and Modification phase, transfer, modify, and configure the base system in a state shared resource center, develop the operational plans, user documentation, and technical documentation, complete all preparations for the user acceptance phase, and obtain Florida WIC approval to proceed to the next phase.
- In the User Acceptance phase, complete all preparations for user acceptance testing (UAT), test the full range of requirements, fix all identified defects / deficiencies and retest to the satisfaction of Florida WIC, develop a Pilot Plan, and obtain Florida WIC approval to proceed to the next phase.
- In the Pilot Phase, complete all preparations for the Pilot Test, conduct and evaluate the Pilot at the designated site over a two (2) month period, evaluate the Pilot results, fix all identified defects / deficiencies and retest to the satisfaction of Florida WIC, and obtain Florida WIC approval to proceed to the next phase.
- In the System Rollout phase, train the users, provide technical support, and rollout the system in a one (1) month phased process that will enable the users to successfully adapt and employ the new system with little or no disruption of service to clients, and obtain Florida WIC approval to proceed to the next phase.
- In the Project Closure phase, obtain final versions of the software and configurable items, review the final Implementation Project invoice(s), close the project, and begin the Operations and Maintenance phase.

Expected Outcomes

The successful implementation of the proposed WIC Data System will accomplish the following:

- Provide WIC local agencies with the operational efficiency to meet the demand for program services with minimal increases in staff
- Reduce appointment wait times for new clients to achieve compliance with federal regulations
- Improve client satisfaction by reducing the amount of time clients spend in WIC clinics for certification
- Support all WIC business process areas with needed system functionality to improve productivity in the entire WIC organization
- Provide the basic capability to process WIC EBT transactions to enable a timely transition from issuing benefits via paper checks to issuing electronic benefits.

Milestones and Deliverables

The milestone phases, completion dates, and deliverables to be produced are shown in the attached exhibits to the WIC Data System contract:



WDS-Contract-Exhibit5-Milestones by Phase



WDS-Contract-Exhibit4-Deliverable Cost by Phase

Scope Statement

The following activities in each project phase are in the scope of the Implementation Project:

Project Planning and Definition Phase

- CIBER and Florida WIC will jointly complete the key project management deliverables as described in ITN Section 4.8.4.1. Florida WIC will furnish the templates for these items; the templates will define the content of the project management deliverables. The project management deliverables will provide the control mechanisms to plan, guide, and track the project's progress.
- CIBER will participate in a project kickoff meeting conducted with Florida WIC in Tallahassee and begin the ongoing process of weekly status reporting.
- CIBER will develop a Requirements Confirmation Plan to validate the Florida WIC requirements with the functionality of the transfer system. The foundation of this Plan will be the requirements confirmation sessions that will be conducted with Florida WIC subject matter experts and management. CIBER will also develop a System Modification and Transfer Plan that describes the approach to system transfer, modification, and implementation.
- CIBER will develop the Next Phase document deliverable templates and submit its Phase Completion Checklist with a request for approval to move to the next phase.
- Florida WIC will review and approve all deliverables and decide on moving to the requirements confirmation and design of system modifications phase.

Requirements Confirmation and Design of System Modifications Phase

- CIBER and Florida WIC will jointly complete requirements confirmation sessions with Florida WIC subject matter experts and management. The number and duration of the sessions will be sufficient to cover all of the Florida WIC process areas and the corresponding functional and non-functional requirements. CIBER will lead the sessions, accurately document the proceedings and decisions, and summarize all in an updated Requirements Traceability Matrix.
- Based on the requirements confirmation sessions, CIBER will develop a functional design document and a system transfer and modification specification. The functional design document will describe the functional specifications for all inputs, processes, and

outputs of the system. The system transfer and modification specification will describe the technical specifications for the structure, components, interfaces, data, and hardware to support the system functions, including a walkthrough with key Florida WIC technical staff.

- CIBER will arrange pre-construction security and ADA scans of the system, and test and report the scan results.
- CIBER and Florida WIC will jointly develop plans for data migration, external system interfaces, and security. CIBER will also conduct an initial data migration and report the test results of same.
- CIBER will deliver test plans and test cases for all tests, including those recommended for user acceptance, and an updated requirements traceability matrix. CIBER will update the Training/Implementation Plan drafted by Florida WIC and the Requirements Traceability Matrix based on the deliverables of this phase.
- Florida WIC will procure the equipment for the next phase.
- CIBER and Florida WIC will jointly update the project management deliverables.
- CIBER will complete the phase checklist and successfully demonstrate completion of the phase. Florida WIC will review and approve all deliverables and decide on moving to the next phase.

System Transfer and Modification Phase

- CIBER will transfer and modify the base system, develop the external system interfaces and data migration routines, test and report the test results, and correct any deficiencies.
- CIBER will arrange post-construction security and ADA scans of the system, test and report the scan results, and correct any deficiencies.
- CIBER and Florida WIC will jointly develop the operational plans, the user training materials and documentation.
- CIBER will conduct and report on surveys of the pilot sites and develop the system technical documentation.
- Florida WIC will hire its system support staff.
- CIBER will advise and assist the Shared Resource Center in configuring and installing the four environments and loading all needed software to same.
- Florida WIC will develop the user acceptance test plan and cases with input from CIBER's recommended test cases/scripts and procure the equipment for the next phase.
- CIBER and Florida WIC will jointly update the project management documents.
- CIBER will update the requirements traceability matrix, complete the phase checklist, and demonstrate the readiness of the system for user acceptance testing.

- Florida WIC will review and approve all deliverables and decide on moving to the user acceptance phase.

User Acceptance Testing Phase

- CIBER and Florida WIC will jointly conduct a user acceptance phase kick-off meeting.
- CIBER will conduct a functional walkthrough of the system and train user acceptance participants, technical, and training staff.
- CIBER will assist Florida DOH Information Technology in conducting stress / performance testing.
- Florida WIC will conduct two rounds of UAT, covering the full range of requirements, and provide time in between rounds for CIBER to correct defects / deficiencies, retest, and promote changes to the Test environment.
- CIBER will provide dedicated business and technical support during the testing, including on-site presence and access to an automated testing tool for the Department to document and manage test results.
- Florida WIC and CIBER will develop a pilot plan which will describe how the pilot test will be conducted under live operational conditions.
- CIBER will update the user and technical documentation.
- Florida WIC will procure the equipment for the pilot phase.
- Florida WIC and CIBER will evaluate the user acceptance test results, confirm the readiness of the system for pilot testing, and update the project management documents.
- CIBER will complete the phase checklist and successfully demonstrate completion of the phase. Florida WIC will review and approve all deliverables and decide on moving to the next phase.

System Pilot Phase

- CIBER will assist Florida WIC with the installation and testing of scanners, signature pads and any other hardware needed for the Pilot.
- CIBER will complete help desk function preparations for the Florida WIC staff and its own help desk, including training Florida WIC staff in call and diagnostic procedures, reporting, and knowledge management.
- CIBER will complete the data migration for the Pilot site.
- Florida WIC will conduct the Pilot for two months under live operational conditions. Florida WIC will train the staff participating in the Pilot.

- CIBER will provide business and technical support for the Pilot through second level client services, business process recommendations, and preventative and performance maintenance services.
- CIBER will correct defects / deficiencies, retest, and promote changes to the appropriate environment at agreed upon intervals. ADA and security scans will be included in the test cycles.
- CIBER will complete needed updates to the user and technical documentation.
- Florida WIC and CIBER will evaluate the Pilot test results, confirm the readiness of the system for rollout, and update the project management documents.
- Florida WIC will procure the equipment for the next phase.
- CIBER will complete the phase checklist and successfully demonstrate completion of the phase. Florida WIC will review and approve all deliverables and decide on moving to the next phase.

System Rollout Phase

- CIBER will migrate data to support the phased rollout, provide implementation support through its Help Desk and technical staff, and transition responsibility for support to Florida WIC resources in an agreed upon timeframe after implementation.
- CIBER will correct defects and deficiencies to the satisfaction of Florida WIC and complete a production readiness plan.
- Florida WIC and CIBER will conduct Implementation Review meetings after each major rollout milestone to determine if adjustments in the approach or procedures are required.
- CIBER will complete needed updates to the user and technical documentation.
- CIBER and Florida WIC will conduct a post-implementation review and update the project management documents.
- CIBER will complete the phase checklist and successfully demonstrate completion of the phase. Florida WIC will review and approve all deliverables and decide on moving to the next phase.

Project Closure / Transition to Operations and Maintenance Phase

- CIBER will provide Florida WIC with the final versions of the software, user and technical documentation, and remaining configurable items, including a proposed service level agreement.
- CIBER and Florida WIC will jointly complete the Operations and Maintenance Service Level Agreement.
- CIBER will complete the phase checklist, successfully demonstrate completion of the phase, and review its design, development, and implementation project invoice with Florida WIC.
- Florida WIC will review and approve the remaining final version deliverables, accept the system, approve the final design, development, and implementation project invoice.
- Florida WIC will provide written approval to start the Operations and Maintenance project and provide a status to USDA/FNS.

Out of Scope

The following tasks will not be performed in the scope of this project.

- Develop or meet additional not specified and approved in the final requirements document.
- Design and develop modifications in other related systems in order to complete an interface with the WIC Data System.
- Purchase replacement computer hardware for local agencies.
- Upgrade the capacity or change the configuration of the DOH network.
- Purchase/install helpdesk software.
- Develop a Universal Product Code (UPC) database.
- Automate program review monitoring at Local Agency sites.
- Automate physical inventory counts at authorized vendors using handheld scanner devices.

Assumptions and Constraints

Definition of an Assumption

An assumption is a factor that, for planning purposes, is considered to be true, real, or certain without proof or demonstration. The assumptions listed below refer to how the project will function and the results that will be obtained:

Project Assumptions

- The functionality of the proposed system has been validated through successful operation in multiple state WIC agencies.
- The Florida WIC requirements do not significantly change over the duration of the project.
- There are no new federal or state operational requirements; e.g., regulations, introduced over the duration of the project that carry a significant technology impact.
- Florida WIC will review, approve, and maintain the project schedule for the duration of the project.
- The tasks in the project schedule are organized into phases. The completion of each phase will be subject to the review and acceptance of deliverables by the Florida WIC.
- There are no unforeseen events; e.g., hurricanes or other disasters that cause undue delay or cancel the project.
- The Project Management Plan methodologies provide a clear set of decisions and executable directives to accomplish the project objectives.
- Project scope is effectively managed over the life of the project using the change control process.
- Project deliverables are produced by the system contractor on time with the expected quality.
- Project deliverables are carefully reviewed and accepted on a timely basis by Florida WIC.
- Interfaces with related systems are developed without disruption or delay to the project.
- Florida WIC promptly obtains a Service Level Agreement with a state Shared Resource Center for the operation, support, and maintenance of the system environments.
- The selected state Shared Resource Center is able to successfully establish operating environments that closely emulate the system hardware, software, and storage configurations prescribed by the system contractor.
- The operating environments are purchased, installed, configured, and operational in the selected Shared Resource Center per the Project Schedule.
- The cost of Shared Resource Center service is not significantly more than the previous estimates for system hardware, software, and support.
- The network requirements for the proposed system remain the same for the duration of the project.

- The proposed system meets the DOH IT technology standards and passes security and Americans with Disabilities Act (ADA) scans.
- Florida WIC develops and executes an implementation training plan using an e-Learning approach with State Office and Local Agency staff that produces a quality of learning that adequately prepares users, enables process improvements, and significantly limits implementation issues.
- DOH, DCF, Shared Resource Center, and system contractor technical management and resources fully collaborate with Florida WIC in the project.
- Project communication among all parties is direct, professional, and prompt.
- The system contractor remains financially healthy and does not experience any significant change in ownership and/or key personnel for the duration of the project.
- Any external reviews/approvals that may be required for the implementation occur in a timely manner so there is no delay in project execution.

Definition of a Constraint

A constraint is any applicable restriction or limitation, internal or external to the project that will affect the performance of the project or a project management process.

Project Constraints

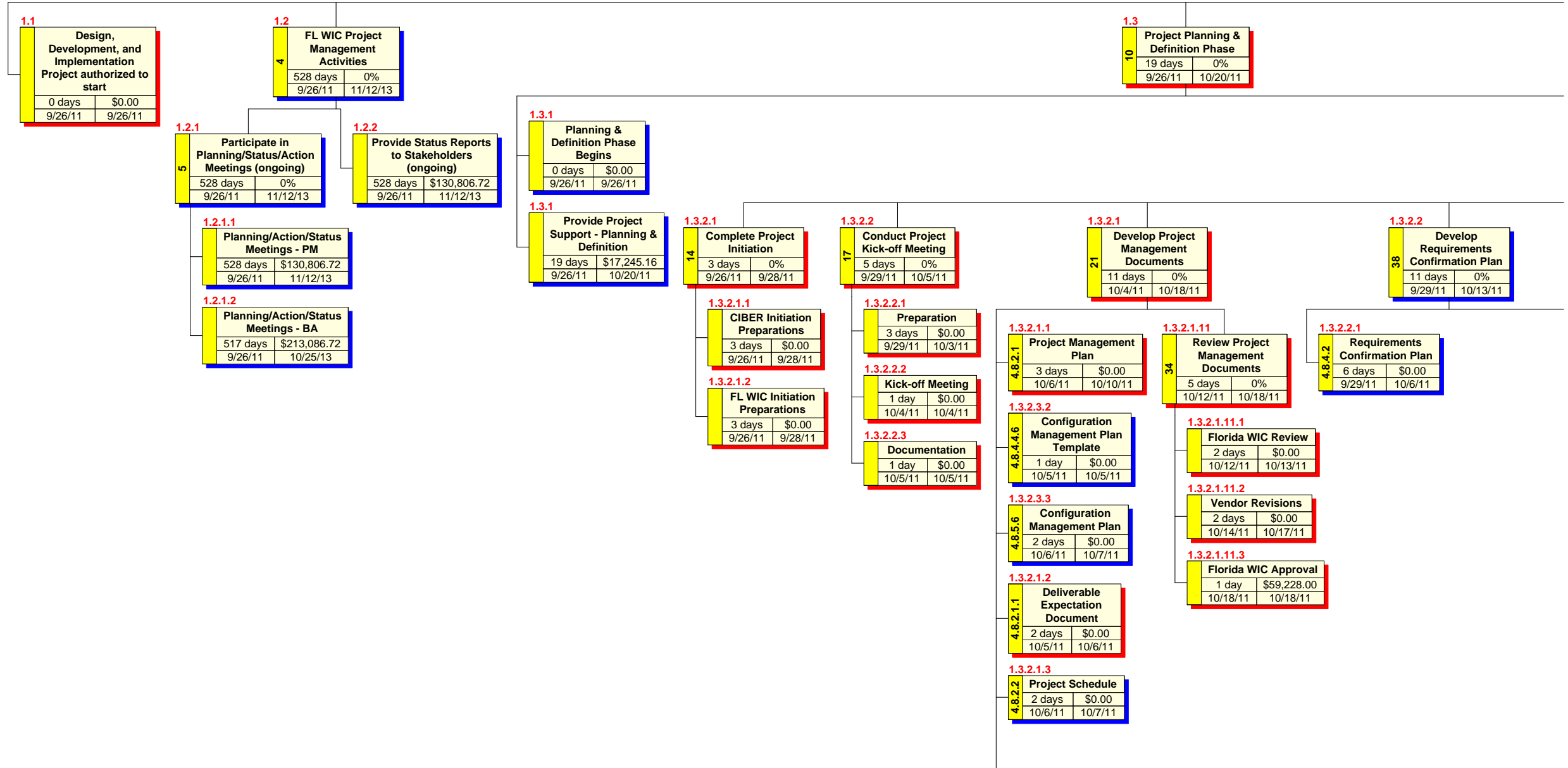
- The System Contractor and Florida WIC project teams shall complete critical path tasks as planned.
- Florida WIC shall provide qualified professional project and technical support staff and retain them for the duration of the project.
- Florida WIC staff shall provide support to the project when needed.
- The System Contractor shall provide qualified professional staff and retain them for the duration of the project
- The System contractor and Florida WIC project teams shall abide by the project management processes and at the level of rigor specified in the Project Management Plan.

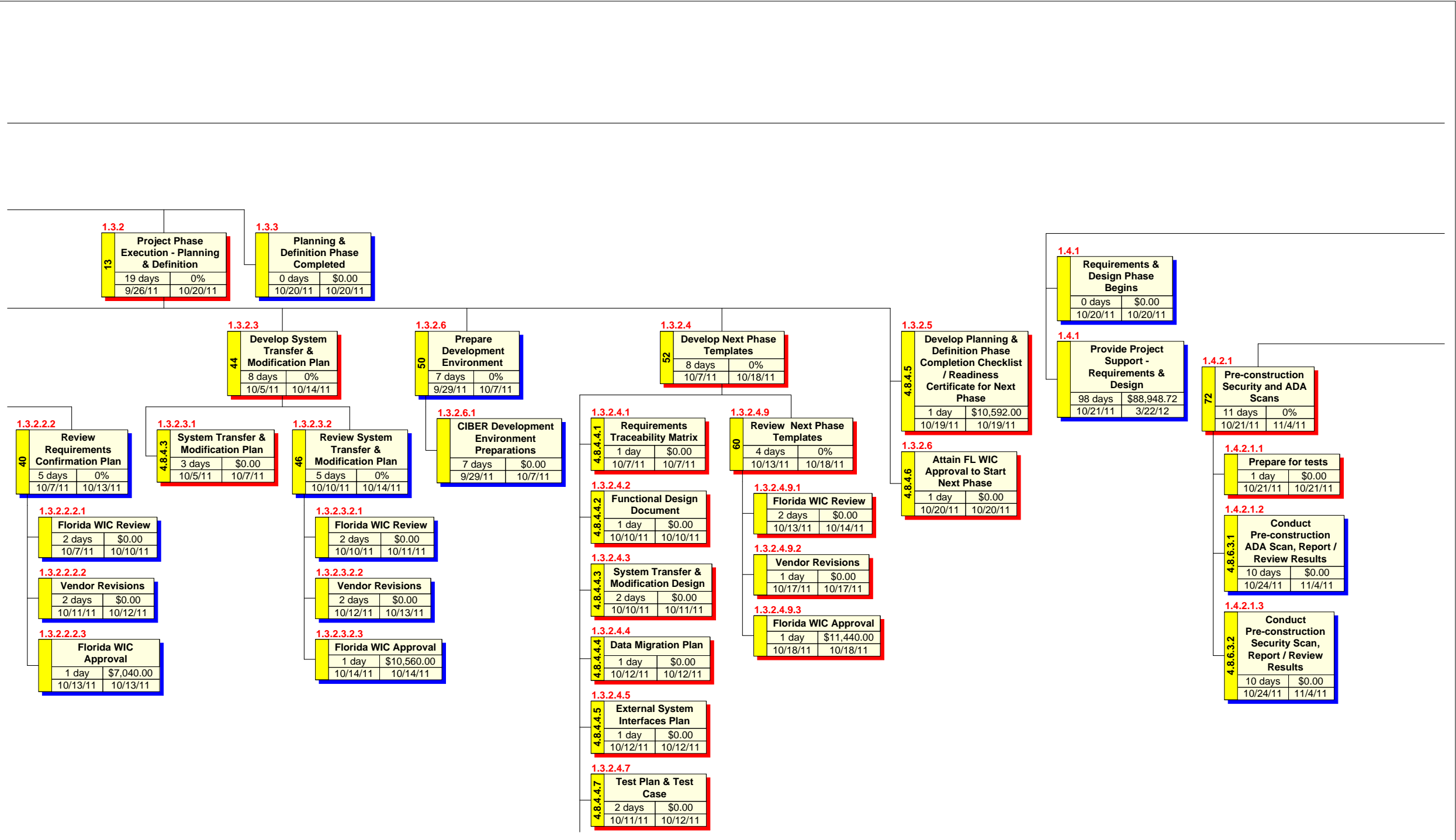
Stakeholders

The primary stakeholders of the project are:

Stakeholders	Authority
USDA, Food & Nutrition Service (FNS)	<ul style="list-style-type: none"> • Oversight responsibility for the Florida WIC Program • Reviews and approves Advance Planning Document Update (APDU)

Stakeholders	Authority
	<ul style="list-style-type: none"> • Reviews and approves Milestone Status Reports
Legislative Oversight (Florida House, Florida Senate)	<ul style="list-style-type: none"> • Reviews and approves Schedule IV-B analysis • Reviews Operational Work Plan (OWP) • Recommends funding status to the Legislative Budget Commission (LBC) • Monitors project status
System Contractor (CIBER, Inc.)	<ul style="list-style-type: none"> • Performs system transfer, modification, system testing, training, documentation, and facilitates roll out.
DOH, Division of Family Health Services	<ul style="list-style-type: none"> • Provides project and executive sponsors • Reviews and approve deliverables and the overall direction of the project • Provides financial support, approves development and implementation of project deliverables
DOH, Division of Information Technology (DOH IT)	<ul style="list-style-type: none"> • Architectural review of technical deliverables • Responsible for data security, data integration, and testing and compliance with security, ADA, and performance requirements
DOH, Division of Information Technology Project Management Office (DOH IT PMO)	<ul style="list-style-type: none"> • Process governance • Reviews and approves project Monthly status and budget reports • Reports status to the Tier 2 Governance Committee
DOH Governance Committee	<ul style="list-style-type: none"> • Oversight responsibility for the project • Reports status to the State Surgeon General
DCF, Division of Information Technology (DCF IT)	<ul style="list-style-type: none"> • Responsible for jointly planning and supporting the data migration from the mainframe to the new system • Jointly developing the interface between the new system and the FLORIDA system, used to determine adjunctive income eligibility
DOH County Health Departments	Provide administrative oversight of 41 of the 43 Local WIC Agencies
The Centers for Disease Control (CDC)	Uses Florida's de-identified data for nutrition surveillance
Shared Resource Center (TBD)	Responsible for hosting the server environments for the system





68	1.4		Requirements Confirmation & Design of System Modifications Phase	
	98 days	0%		
	10/20/11	3/22/12		

71	1.4.2		Project Phase Execution - Requirements & Design	
	98 days	0%		
	10/21/11	3/22/12		

77	1.4.2.1.1		Conduct Requirements Confirmation Sessions	
	31 days	0%		
	10/24/11	12/8/11		

1.4.2.2.2		Requirements Confirmation Meetings Finished	
0 days	\$0.00	12/8/11	12/8/11

103	1.4.2.2.3		Review Requirements Confirmation Sessions Documents	
	8 days	0%		
	12/9/11	12/20/11		

107	1.4.2.2		Functional Design Document	
	40 days	0%		
	12/9/11	2/15/12		

113	1.4.2.3		System Transfer & Modification Design Specification	
	33 days	0%		
	1/25/12	3/9/12		

1.4.2.2.1.1		Conduct Requirements Confirmation Kick-off Meeting	
1 day	\$0.00	10/24/11	10/24/11

92	1.4.2.2.1.15		External Interface Requirements	
	7 days	0%		
	11/30/11	12/8/11		

1.4.2.2.1.16		Data Migration Requirements	
30 days	\$0.00	10/25/11	12/8/11

1.4.2.2.3.1		Florida WIC Review	
5 days	\$0.00	12/9/11	12/15/11

4.8.5.2	1.4.2.2.1		Develop Functional Design Document	
	31 days	\$0.00		
	12/9/11	1/24/12		

109	1.4.2.2.2		Review Functional Design Document	
	16 days	0%		
	1/25/12	2/15/12		

4.8.5.3	1.4.2.3.1		Develop System Transfer & Modification Design Specification	
	20 days	\$0.00		
	1/25/12	2/21/12		

115	1.4.2.3.2		Develop System Transfer & Modification Design Specification	
	13 days	0%		
	2/22/12	3/9/12		

120	1.4.2.2.6.1		Develop Data Migration Plan	
	13 days	0%		
	12/9/11	1/6/12		

1.4.2.2.1.15.1		FLORIDA System (Adjunctive Income Eligibility)	
1 day	\$0.00	11/30/11	11/30/11

1.4.2.2.1.15.2		Bank System (Capital City Bank)	
1 day	\$0.00	12/1/11	12/1/11

1.4.2.2.3.2		Vendor Revisions	
2 days	\$0.00	12/16/11	12/19/11

1.4.2.2.3.3		Florida WIC Approval	
1 day	\$160,672.00	12/20/11	12/20/11

1.4.2.2.2.1		Florida WIC Review	
10 days	\$0.00	1/25/12	2/7/12

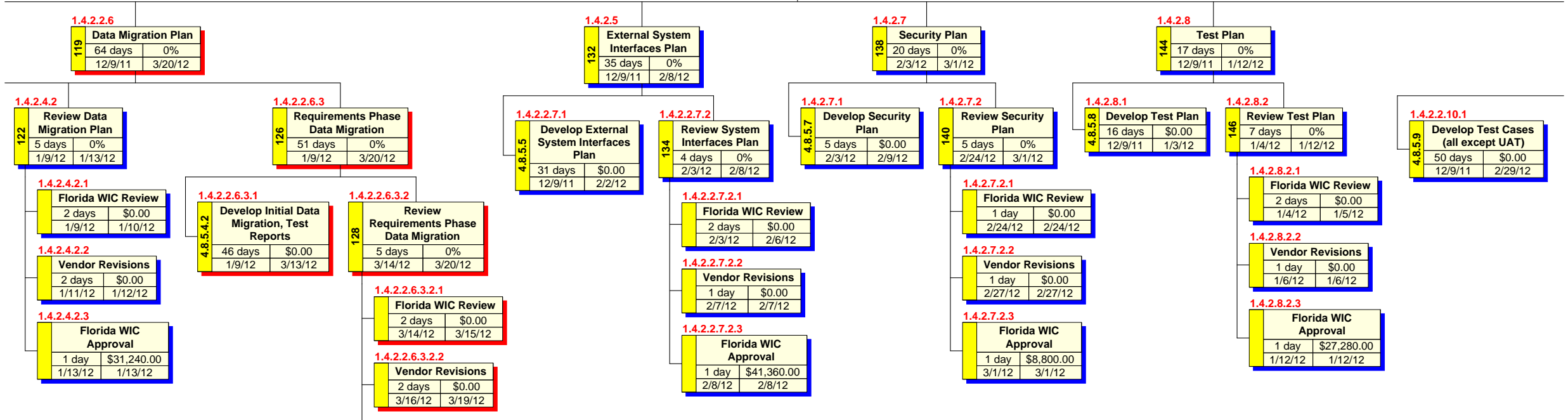
1.4.2.2.2.2		Vendor Revisions	
3 days	\$0.00	2/8/12	2/10/12

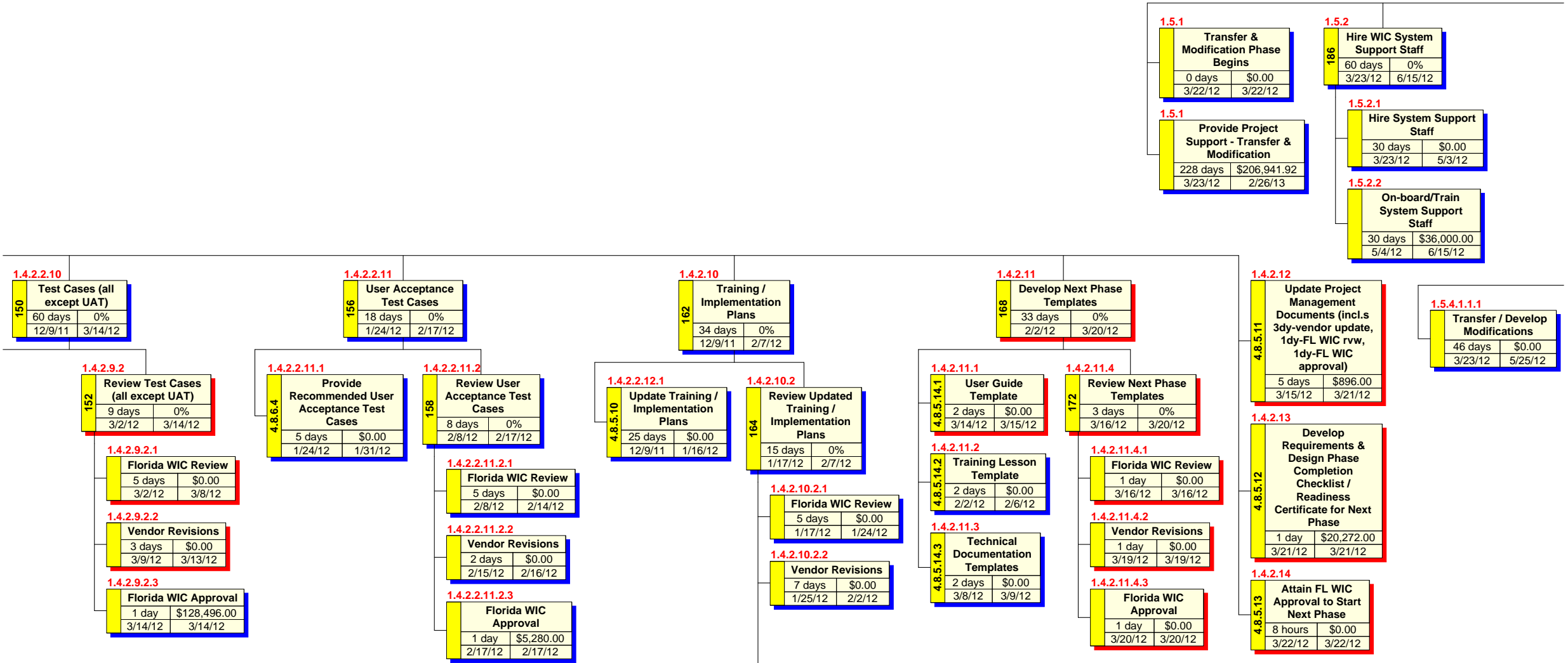
1.4.2.2.2.3		Florida WIC Approval	
2 days	\$149,408.00	2/14/12	2/15/12

1.4.2.3.2.1		Florida WIC Review	
7 days	\$0.00	2/22/12	3/1/12

1.4.2.3.2.2		Vendor Revisions	
4 days	\$0.00	3/2/12	3/7/12

4.8.5.4.1	1.4.2.2.6.1.1		Develop Data Migration Plan	
	19 days	\$0.00		
	12/9/11	1/6/12		





1.5.3		
Procure Equipment for Next Phase		
30 days	0%	
5/4/12	6/15/12	

1.5.3.1		
Purchase Equipment for UAT		
30 days	\$25,500.00	
5/4/12	6/15/12	

1.5.4.1.1		
Interface changes		
52 days	0%	
3/23/12	6/5/12	

1.5.4.1.2		
Scheduler		
86 days	0%	
3/23/12	7/24/12	

1.5.4.1.3		
Vendor Management		
86 days	0%	
5/29/12	9/27/12	

1.5.4.1.4		
Administration Code and Attributes		
31 days	0%	
3/23/12	5/4/12	

1.5.4.1.5		
Administration Security		
26 days	0%	
5/29/12	7/3/12	

1.5.4.1.1.2		
Review Interface Modifications		
6 days	0%	
5/29/12	6/5/12	

1.5.4.1.2.1		
Transfer / Develop Modifications		
80 days	\$0.00	
3/23/12	7/16/12	

1.5.4.1.2.2		
Review Scheduler Modifications		
6 days	0%	
7/17/12	7/24/12	

1.5.4.1.3.1		
Transfer / Develop Modifications		
80 days	\$0.00	
5/29/12	9/19/12	

1.5.4.1.3.2		
Review Vendor Management Modifications		
6 days	0%	
9/20/12	9/27/12	

1.5.4.1.4.1		
Transfer / Develop Modifications		
25 days	\$0.00	
3/23/12	4/26/12	

1.5.4.1.4.2		
Review Admin Code and Attributes		
6 days	0%	
4/27/12	5/4/12	

1.5.4.1.5.1		
Transfer / Develop Modifications		
20 days	\$0.00	
5/29/12	6/25/12	

1.5.4.1.5.2		
Review Security Modifications		
6 days	0%	
6/26/12	7/3/12	

1.5.4.1.6.1		
Transfer / Develop Modifications		
120 days	\$0.00	
3/23/12	9/11/12	

1.5.4.1.1.2.1		
Florida WIC Review		
3 days	\$0.00	
5/29/12	5/31/12	

1.5.4.1.1.2.2		
Vendor Revisions		
2 days	\$0.00	
6/1/12	6/4/12	

1.5.4.1.1.2.3		
Florida WIC Approval		
1 day	\$116,653.56	
6/5/12	6/5/12	

1.5.4.1.2.2.1		
Florida WIC Review		
3 days	\$0.00	
7/17/12	7/19/12	

1.5.4.1.2.2.2		
Vendor Revisions		
2 days	\$0.00	
7/20/12	7/23/12	

1.5.4.1.2.2.3		
Florida WIC Approval		
1 day	\$116,653.56	
7/24/12	7/24/12	

1.5.4.1.3.2.1		
Florida WIC Review		
3 days	\$0.00	
9/20/12	9/24/12	

1.5.4.1.3.2.2		
Vendor Revisions		
2 days	\$0.00	
9/25/12	9/26/12	

1.5.4.1.3.2.3		
Florida WIC Approval		
1 day	\$116,653.56	
9/27/12	9/27/12	

1.5.4.1.4.2.1		
Florida WIC Review		
3 days	\$0.00	
4/27/12	5/1/12	

1.5.4.1.4.2.2		
Vendor Revisions		
2 days	\$0.00	
5/2/12	5/3/12	

1.5.4.1.4.2.3		
Florida WIC Approval		
1 day	\$116,653.56	
5/4/12	5/4/12	

1.5.4.1.5.2.1		
Florida WIC Review		
3 days	\$0.00	
6/26/12	6/28/12	

1.5.4.1.5.2.2		
Vendor Revisions		
2 days	\$0.00	
6/29/12	7/2/12	

1.5.4.1.5.2.3		
Florida WIC Approval		
1 day	\$116,653.56	
7/3/12	7/3/12	

183	1.5 System Transfer & Modification Phase	
	228 days	0%
	3/22/12	2/26/13

192	1.5.4.1 Modifications to the Base System	
	162 days	0%
	3/23/12	11/8/12

223	1.5.4.1.6 Certification and Enrollment	
	126 days	0%
	3/23/12	9/19/12

229	1.5.4.1.7 Transfer/Modify Phase Data Migration	
	67 days	0%
	3/23/12	6/26/12

235	1.5.4.1.8 Reports	
	94 days	0%
	6/26/12	11/6/12

242	1.5.4.1.9 Help Files (includes unit tests & results)	
	121 days	0%
	5/2/12	10/22/12

248	1.5.4.1.10 Disconnected Operations	
	71 days	0%
	7/17/12	10/24/12

225	1.5.4.1.6.2 Review C & E Modifications	
	6 days	0%
	9/12/12	9/19/12

231	1.5.4.1.7.1 Develop / Revise Routines	
	58 days	\$0.00
	3/23/12	6/13/12

231	1.5.4.1.7.2 Review Xfr & Modify Data Migration	
	9 days	0%
	6/14/12	6/26/12

235	1.5.4.1.8.1 Transfer / Develop Modifications - A Group Reports	
	25 days	\$0.00
	9/20/12	10/24/12

238	1.5.4.1.8.3 Review Reports Modifications	
	9 days	0%
	10/25/12	11/6/12

242	1.5.4.1.9.1 Transfer / Develop Modifications	
	112 days	\$0.00
	5/2/12	10/9/12

244	1.5.4.1.9.2 Review Help File Modifications	
	9 days	0%
	10/10/12	10/22/12

248	1.5.4.1.10.1 Transfer / Develop Modifications	
	65 days	\$0.00
	7/17/12	10/16/12

250	1.5.4.1.10.2 Review Disconnected Modifications	
	6 days	0%
	10/17/12	10/24/12

1.5.4.1.6.2.1	Florida WIC Review	
	3 days	\$0.00
	9/12/12	9/14/12

1.5.4.1.6.2.2	Vendor Revisions	
	2 days	\$0.00
	9/17/12	9/18/12

1.5.4.1.6.2.3	Florida WIC Approval	
	1 day	\$116,653.56
	9/19/12	9/19/12

1.5.4.1.7.2.1	Florida WIC Review	
	5 days	\$0.00
	6/14/12	6/20/12

1.5.4.1.7.2.2	Vendor Revisions	
	3 days	\$0.00
	6/21/12	6/25/12

1.5.4.1.7.2.3	Florida WIC Approval	
	1 day	\$116,653.56
	6/26/12	6/26/12

1.5.4.1.8.2	Transfer / Develop Modifications - B Group Reports	
	85 days	\$0.00
	6/26/12	10/24/12

1.5.4.1.8.3.1	Florida WIC Review	
	5 days	\$0.00
	10/25/12	10/31/12

1.5.4.1.8.3.2	Vendor Revisions	
	3 days	\$0.00
	11/1/12	11/5/12

1.5.4.1.8.3.3	Florida WIC Approval	
	1 day	\$116,653.56
	11/6/12	11/6/12

1.5.4.1.9.2.1	Florida WIC Review	
	5 days	\$0.00
	10/10/12	10/16/12

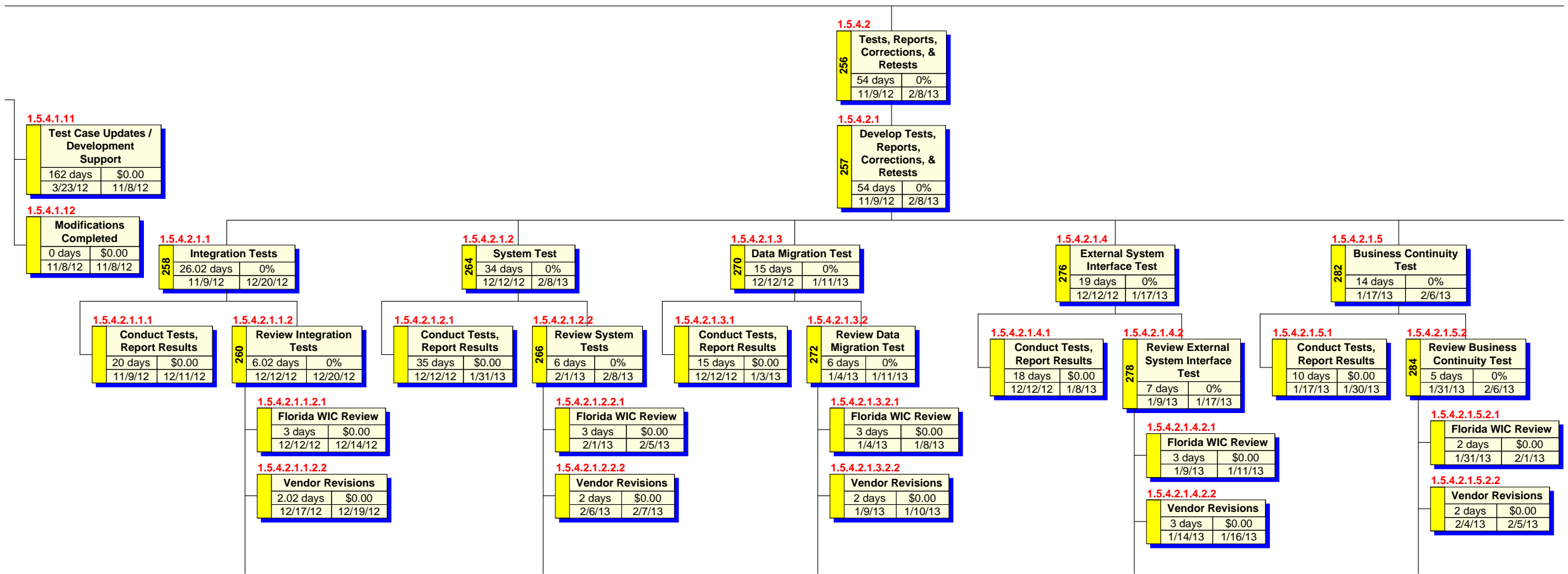
1.5.4.1.9.2.2	Vendor Revisions	
	3 days	\$0.00
	10/17/12	10/19/12

1.5.4.1.9.2.3	Florida WIC Approval	
	1 day	\$116,653.56
	10/22/12	10/22/12

1.5.4.1.10.2.1	Florida WIC Review	
	3 days	\$0.00
	10/17/12	10/19/12

1.5.4.1.10.2.2	Vendor Revisions	
	2 days	\$0.00
	10/22/12	10/23/12

1.5.4.1.10.2.3	Florida WIC Approval	
	1 day	\$116,653.56
	10/24/12	10/24/12



1	WIC Data System - Design, Development, and Implementation Project	
	545.5 days	0%
	9/26/11	12/10/13

1.5.4 191	Project Phase Execution - Transfer & Modification	
	228 days	0%
	3/23/12	2/26/13

1.5.5	Transfer & Modification Phase Completed	
	0 days	\$0.00
	2/26/13	2/26/13

1.5.4.3 289	Post-construction Security & ADA Scans	
	16 days	0%
	1/21/13	2/11/13

1.5.4.4 299	Pilot Site Surveys	
	8 days	0%
	3/23/12	4/3/12

1.5.4.5 305	Operational Plans	
	25 days	0%
	12/12/12	1/28/13

1.5.4.3.1 290	Conduct Post-construction ADA Scan	
	14 days	0%
	1/21/13	2/7/13

1.5.4.3.2 294	Conduct Post-construction Security Scan	
	16 days	0%
	1/21/13	2/11/13

1.5.4.3.3	Post-construction Security & ADA Scans Completed	
	0 days	\$0.00
	2/11/13	2/11/13

1.5.4.4.1	Develop Pilot Site Surveys	
	5 days	\$0.00
	3/23/12	3/29/12

1.5.4.4.2 301	Review Pilot Site Surveys	
	3 days	0%
	3/30/12	4/3/12

1.5.4.5.1	Develop Operational Plans	
	22 days	\$0.00
	12/12/12	1/14/13

1.5.4.5.2 307	Review Operational Plans	
	6 days	0%
	1/21/13	1/28/13

1.5.4.6.1 4.8.6.7.1	Develop User Guide	
	23 days	\$0.00
	3/30/12	5/1/12

1.5.4.6.2 313	Review User Documentation	
	16 days	0%
	5/2/12	5/23/12

1.5.4.2.1.6	Tests, Reports, Corrections, and Retests Completed	
	0 days	\$0.00
	2/8/13	2/8/13

1.5.4.3.1.1	Conduct ADA Scan, Report / Review Results	
	10 days	\$0.00
	1/21/13	2/1/13

1.5.4.3.2.1	Conduct Security Scan, Report / Review Results	
	12 days	\$0.00
	1/21/13	2/5/13

1.5.4.3.1.2	Vendor Revisions	
	3 days	\$0.00
	2/4/13	2/6/13

1.5.4.3.2.2	Vendor Revisions	
	3 days	\$0.00
	2/6/13	2/8/13

1.5.4.3.1.3	Florida WIC Approval	
	1 day	\$7,920.00
	2/7/13	2/7/13

1.5.4.3.2.3	Florida WIC Approval	
	1 day	\$7,920.00
	2/11/13	2/11/13

1.5.4.4.2.1	Florida WIC Review	
	1 day	\$0.00
	3/30/12	3/30/12

1.5.4.4.2.2	Vendor Revisions	
	1 day	\$0.00
	4/2/12	4/2/12

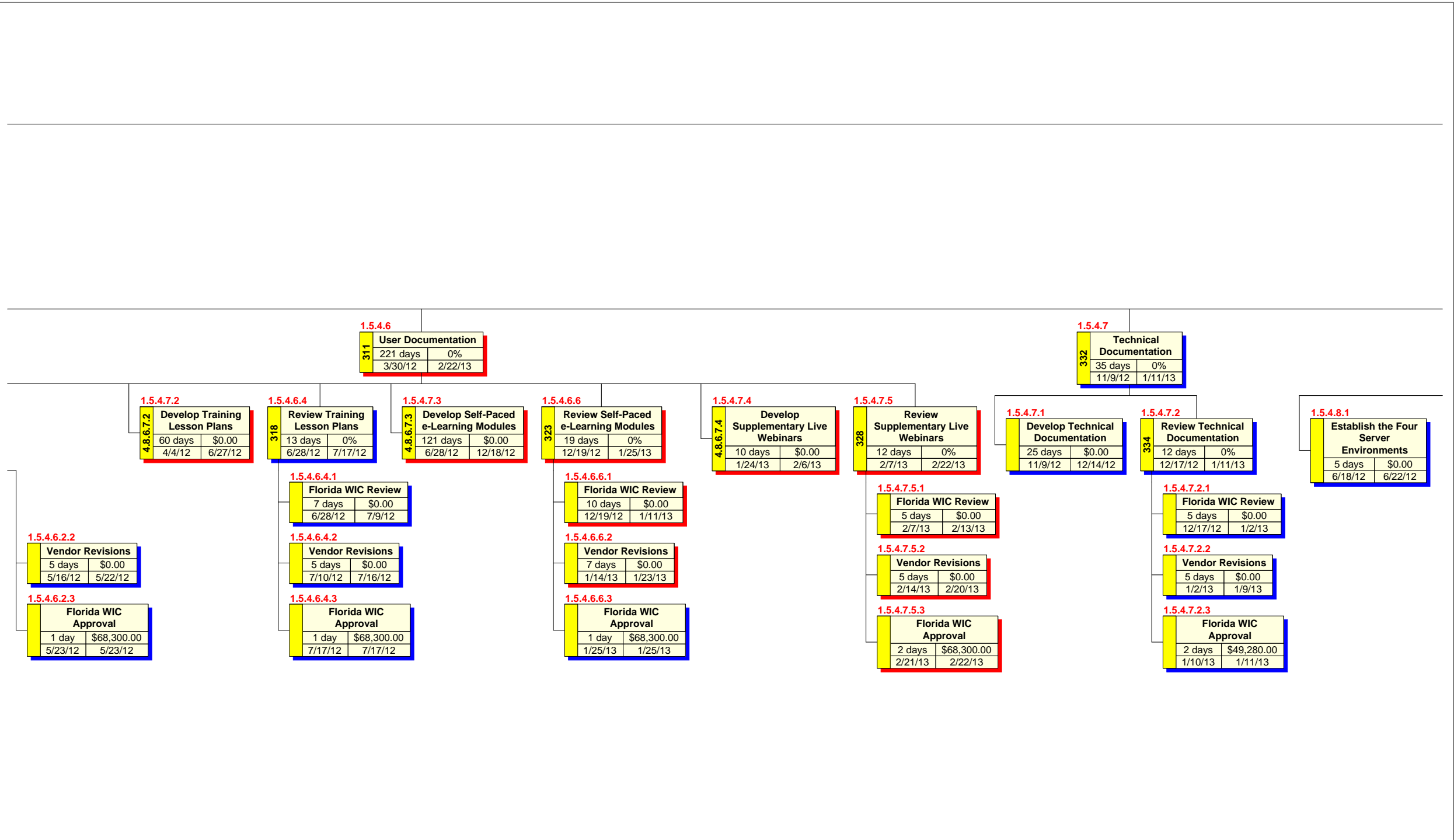
1.5.4.4.2.3	Florida WIC Approval	
	1 day	\$25,784.00
	4/3/12	4/3/12

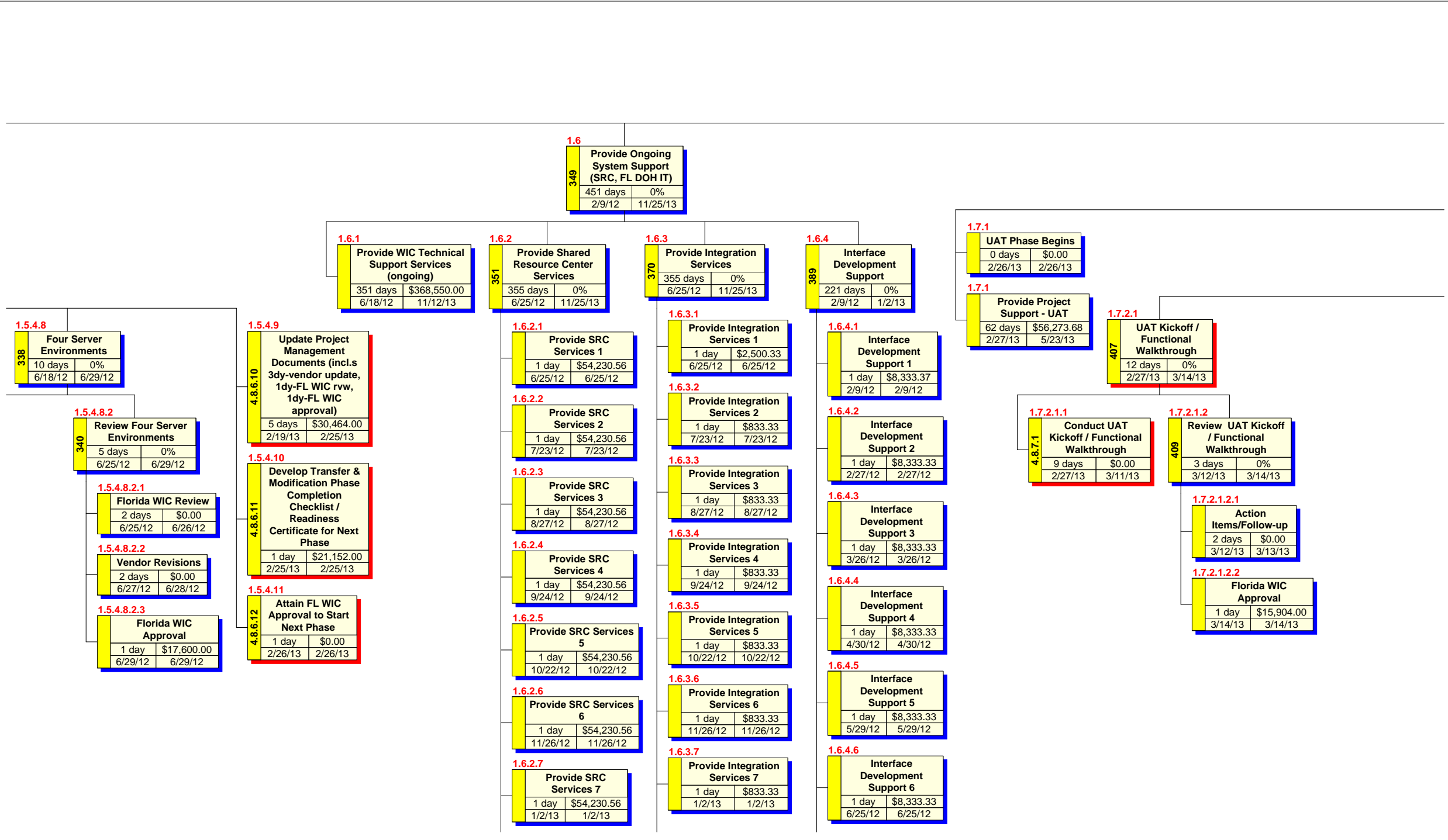
1.5.4.5.2.1	Florida WIC Review	
	3 days	\$0.00
	1/21/13	1/23/13

1.5.4.5.2.2	Vendor Revisions	
	2 days	\$0.00
	1/24/13	1/25/13

1.5.4.5.2.3	Florida WIC Approval	
	1 day	\$39,040.00
	1/28/13	1/28/13

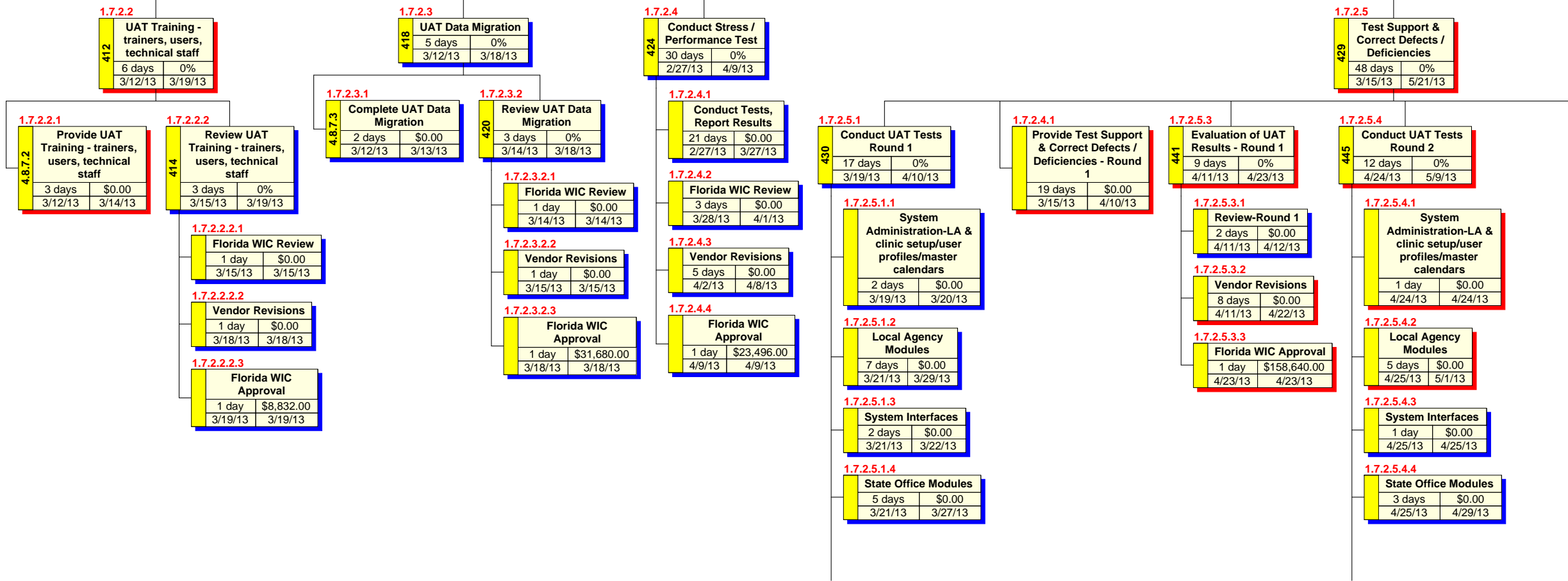
1.5.4.6.2.1	Florida WIC Review	
	10 days	\$0.00
	5/2/12	5/15/12

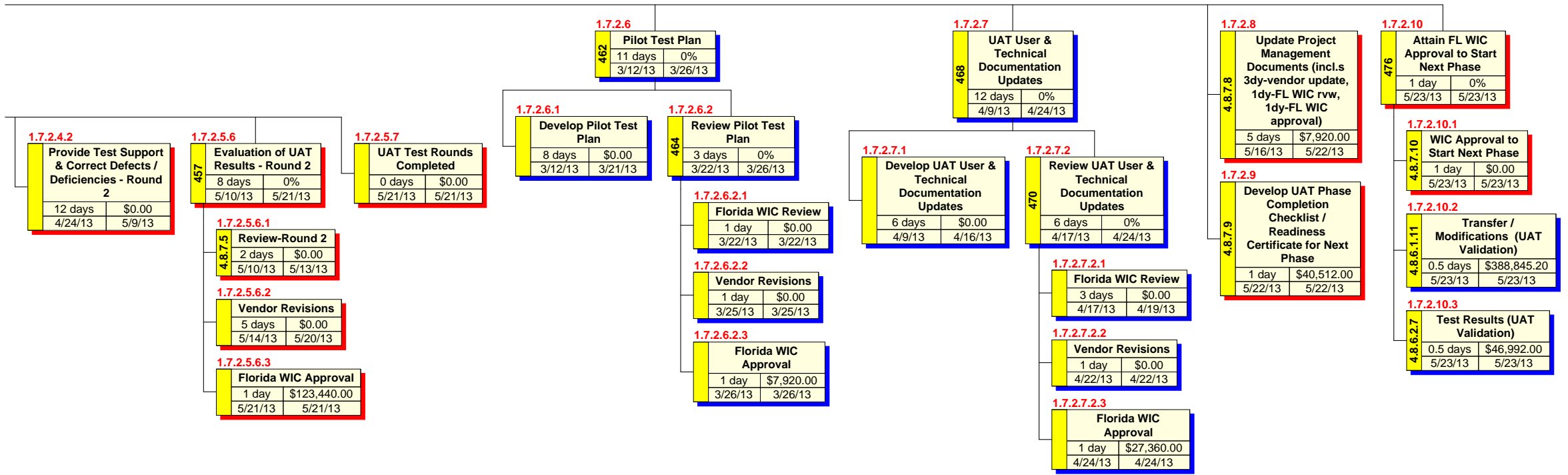


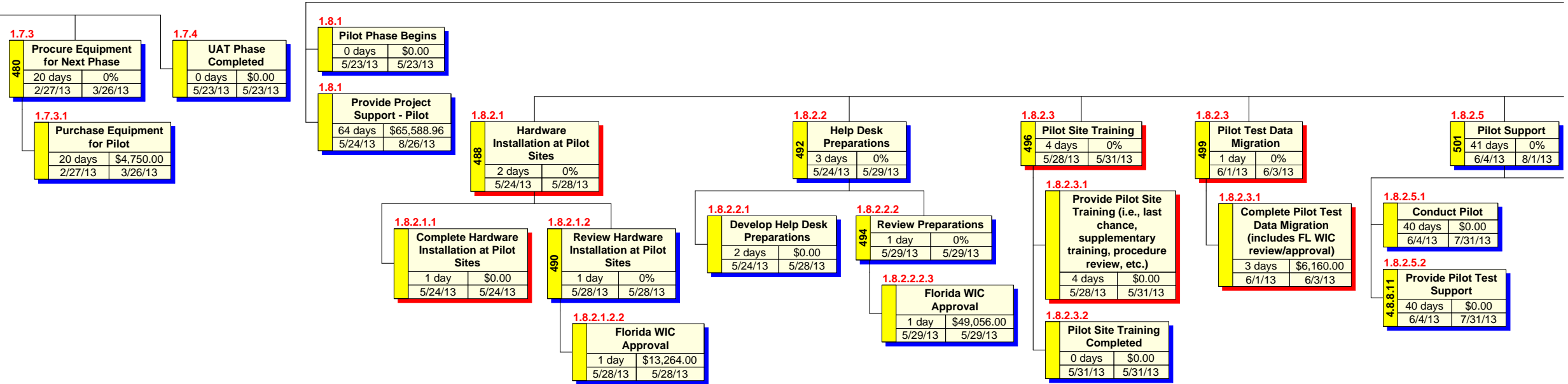


1.7	
403	User Acceptance Testing Phase
62 days	0%
2/26/13	5/23/13

1.7.2	
406	Project Phase Execution - UAT
62 days	0%
2/27/13	5/23/13







1.8			
484	System Pilot Phase	64 days	0%
		5/23/13	8/26/13

1.8.2			
487	Project Phase Execution - Pilot	64 days	0%
		5/24/13	8/26/13

1.8.2.4			
506	Pilot Test Results	5 days	0%
		8/2/13	8/8/13

1.8.2.5			
512	Pilot Test Defect / Deficiency Corrections & Retests	51 days	0%
		6/4/13	8/15/13

1.8.2.6			
518	Pilot Test Security & ADA Scans Completed	6 days	0%
		8/15/13	8/22/13

1.8.2.7			
525	Pilot Test User & Technical Documentation Updates	7 days	0%
		8/9/13	8/19/13

1.8.2.5.3			
504	Review Pilot Support	1 day	0%
		8/1/13	8/1/13

1.8.2.4.1			
	Evaluate Pilot Test Results	2 days	\$0.00
		8/2/13	8/5/13

1.8.2.4.2			
508	Review Pilot Test Results	3 days	0%
		8/6/13	8/8/13

1.8.2.5.1			
	Develop Pilot Test Defect / Deficiency Corrections & Retests	47 days	\$0.00
		6/4/13	8/8/13

1.8.2.5.2			
514	Review Pilot Test Defect / Deficiency Corrections & Retests	5 days	0%
		8/9/13	8/15/13

1.8.2.6.1			
	Complete Pilot Test Security Scan	3 days	\$0.00
		8/15/13	8/19/13

1.8.2.6.2			
521	Review Pilot Test Security & ADA Scans Completed	3 days	0%
		8/20/13	8/22/13

1.8.2.7.1			
	Develop Pilot Test User & Technical Documentation Updates	4 days	\$0.00
		8/9/13	8/14/13

1.8.2.7.2			
527	Review Pilot Test User & Technical Documentation Updates	3 days	0%
		8/15/13	8/19/13

1.8.2.5.3.1			
	Florida WIC Approval	1 day	\$0.00
		8/1/13	8/1/13

1.8.2.4.2.1			
	Florida WIC Review	1 day	\$0.00
		8/6/13	8/6/13

1.8.2.4.2.2			
	Vendor Revisions	1 day	\$0.00
		8/7/13	8/7/13

1.8.2.4.2.3			
	Florida WIC Approval	1 day	\$74,256.00
		8/8/13	8/8/13

1.8.2.5.2.1			
	Florida WIC Review	2 days	\$0.00
		8/9/13	8/12/13

1.8.2.5.2.2			
	Vendor Revisions	2 days	\$0.00
		8/13/13	8/14/13

1.8.2.5.2.3			
	Florida WIC Approval	1 day	\$154,000.00
		8/15/13	8/15/13

1.8.2.8.2			
	Complete Pilot Test ADA Scan	2 days	\$0.00
		8/15/13	8/16/13

1.8.2.6.2.1			
	Florida WIC Review	1 day	\$0.00
		8/20/13	8/20/13

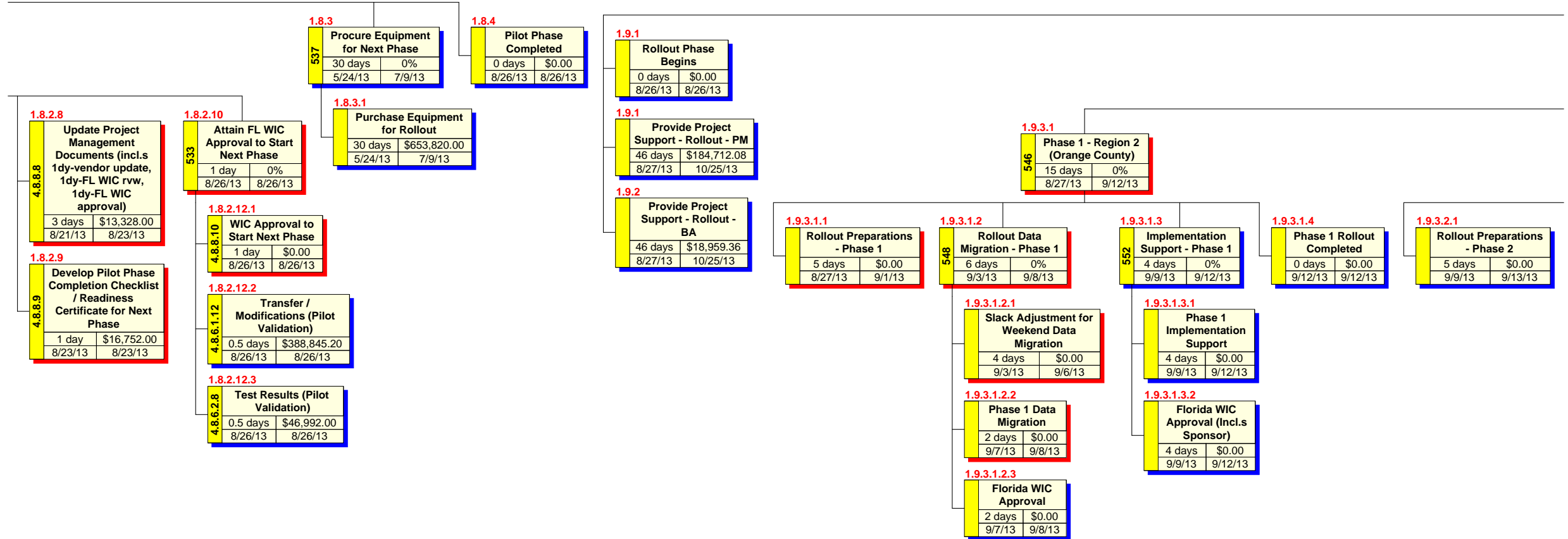
1.8.2.6.2.2			
	Vendor Revisions	1 day	\$0.00
		8/21/13	8/21/13

1.8.2.6.2.3			
	Florida WIC Approval	1 day	\$19,360.00
		8/22/13	8/22/13

1.8.2.7.2.1			
	Florida WIC Review	1 day	\$0.00
		8/15/13	8/15/13

1.8.2.7.2.2			
	Vendor Revisions	1 day	\$0.00
		8/16/13	8/16/13

1.8.2.7.2.3			
	Florida WIC Approval	1 day	\$19,360.00
		8/19/13	8/19/13



1.9 541	System Rollout Phase	
	46 days	0%
	8/26/13	10/25/13

1.9.3 545	Project Phase Execution - Rollout	
	46 days	0%
	8/27/13	10/25/13

1.9.4	Rollout Phase Completed	
	0 days	\$0.00
	10/25/13	10/25/13

1.9.3.2 556	Phase 2 - Regions 5 and 6	
	17 days	0%
	9/9/13	10/1/13

1.9.3.3 565	Phase 3 - Region 3 and 4	
	10 days	0%
	9/18/13	10/1/13

1.9.3.4 574	Rollout Defect / Deficiency Corrections & Retests	
	33 days	0%
	9/9/13	10/23/13

1.9.3.2.2 558	Rollout Data Migration - Phase 2	
	2 days	0%
	9/16/13	9/17/13

1.9.3.2.3 561	Implementation Support - Phase 2	
	10 days	0%
	9/18/13	10/1/13

1.9.3.2.4	Phase 2 Rollout Completed	
	0 days	\$0.00
	10/1/13	10/1/13

1.9.3.3.1	Rollout Preparations - Phase 3	
	4 days	\$0.00
	9/18/13	9/23/13

1.9.3.3.2 567	Rollout Data Migration - Phase 3	
	2 days	0%
	9/24/13	9/25/13

1.9.3.3.3 570	Implementation Support - Phase 3	
	4 days	0%
	9/26/13	10/1/13

1.9.3.3.4	Phase 3 Rollout Completed	
	0 days	\$0.00
	10/1/13	10/1/13

1.9.3.4.1	Develop Rollout Defect / Deficiency Corrections & Retests	
	25 days	\$0.00
	9/9/13	10/11/13

1.9.3.4.2 576	Review Rollout Defect / Deficiency Corrections & Retests	
	8 days	0%
	10/14/13	10/23/13

1.9.3.5.1	Develop Production Readiness Plan	
	3 days	\$0.00
	10/2/13	10/4/13

1.9.3.2.2.1	Phase 2 Data Migration	
	2 days	\$0.00
	9/16/13	9/17/13

1.9.3.2.3.1	Phase 2 Implementation Support	
	5 days	\$0.00
	9/18/13	9/24/13

1.9.3.2.2.2	Florida WIC Approval (Incl.s Sponsor)	
	2 days	\$0.00
	9/16/13	9/17/13

1.9.3.2.3.2	Florida WIC Approval (Incl.s Sponsor)	
	5 days	\$0.00
	9/25/13	10/1/13

1.9.3.3.2.1	Phase 3 Data Migration	
	2 days	\$0.00
	9/24/13	9/25/13

1.9.3.3.2.2	Florida WIC Approval (Incl.s Sponsor)	
	2 days	\$181,096.00
	9/24/13	9/25/13

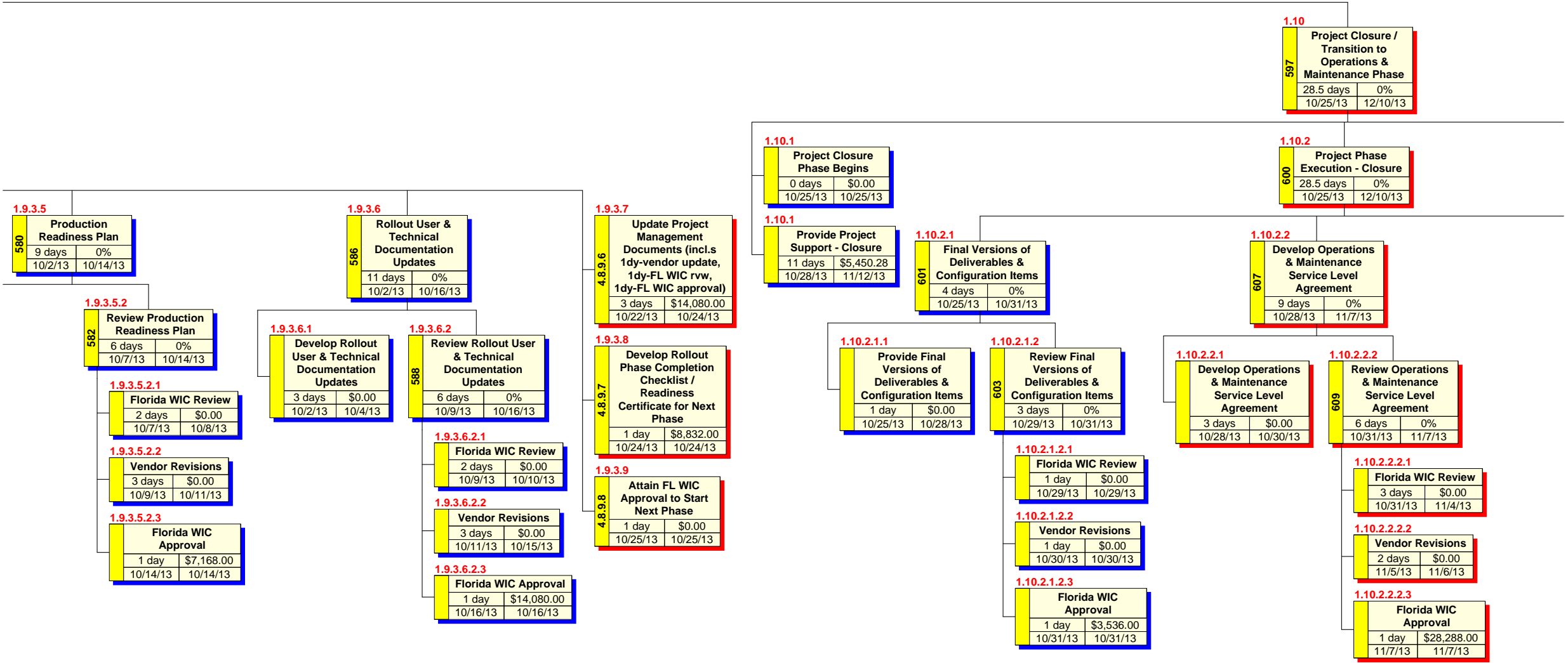
1.9.3.3.3.1	Phase 3 Implementation Support	
	4 days	\$0.00
	9/26/13	10/1/13

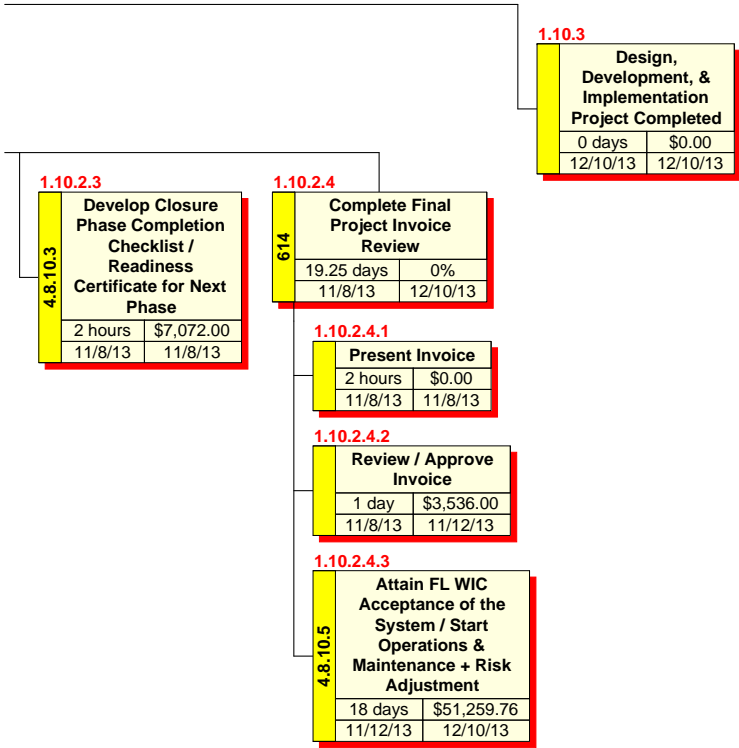
1.9.3.3.3.2	Florida WIC Approval	
	4 days	\$80,960.00
	9/26/13	10/1/13

1.9.3.4.2.1	Florida WIC Review/Test	
	5 days	\$0.00
	10/14/13	10/18/13

1.9.3.4.2.2	Vendor Revisions	
	2 days	\$0.00
	10/21/13	10/22/13

1.9.3.4.2.3	Florida WIC Approval	
	1 day	\$86,240.00
	10/23/13	10/23/13





1.3.2.1.4

4.8.2.3	Spending Plan	
	1 day	\$0.00
	10/10/11	10/10/11

1.3.2.1.5

4.8.2.4	Project Responsibility Matrix	
	1 day	\$0.00
	10/10/11	10/10/11

1.3.2.1.6

4.8.2.5	Risk Management Plan / Database	
	1 day	\$0.00
	10/4/11	10/4/11

1.3.2.1.7

4.8.2.6	Issue Management Plan / Database	
	1 day	\$0.00
	10/5/11	10/5/11

1.3.2.1.8

4.8.2.7	Action Item Database	
	1 day	\$0.00
	10/6/11	10/6/11

1.3.2.1.9

4.8.2.8	Lesson Learned Database	
	1 day	\$0.00
	10/7/11	10/7/11

1.3.2.1.10

4.8.2.9	Weekly Status Report Template	
	1 day	\$0.00
	10/11/11	10/11/11

1.3.2.4.8

4.B.4.4.8	Security Plan	
	2 days	\$0.00
	10/10/11	10/11/11

1.4.2.2.1.4

Food Issuance Requirements	
1 day	\$0.00
10/31/11	10/31/11

1.4.2.2.1.5

Nutrition Education & Health Surveillance Requirements	
2 days	\$0.00
11/1/11	11/2/11

1.4.2.2.1.6

Food Redemption & Reconciliation Requirements	
1 day	\$0.00
11/3/11	11/3/11

1.4.2.2.1.7

Vendor Management Requirements	
2 days	\$0.00
11/4/11	11/7/11

1.4.2.2.1.8

Participation Management Requirements	
1 day	\$0.00
11/8/11	11/8/11

1.4.2.2.1.9

Fiscal Management Requirements	
1 day	\$0.00
11/9/11	11/9/11

1.4.2.2.1.10

Quality Assurance Requirements	
1 day	\$0.00
11/10/11	11/10/11

1.4.2.2.1.11

Inventory Management Requirements	
1 day	\$0.00
11/14/11	11/14/11

1.4.2.2.1.12

System Administration Requirements	
2 days	\$0.00
11/15/11	11/16/11

1.4.2.2.1.13

Management Reporting Requirements	
2 days	\$0.00
11/17/11	11/18/11

1.4.2.2.1.15.3

FL WIC Vendor Portal	
1 day	\$0.00
12/2/11	12/2/11

1.4.2.2.1.15.4

Vendor Systems (UPC Data for EBT Transactions)	
1 day	\$0.00
12/5/11	12/5/11

1.4.2.2.1.15.5

PedNSS/PNSS (CDC / Cloverleaf Integration Broker)	
1 day	\$0.00
12/6/11	12/6/11

1.4.2.2.1.15.6

USDA/FNS (WIC Statistics)	
1 day	\$0.00
12/7/11	12/7/11

1.4.2.2.1.15.7

Autodialer Systems	
1 day	\$0.00
12/8/11	12/8/11

1.4.2.2.1.15.8

External Interface Requirements Confirmed	
0 days	\$0.00
12/8/11	12/8/11

1.4.2.3.2.3

Florida WIC Approval	
2 days	\$93,792.00
3/8/12	3/9/12

1.4.2.2.6.3.2.3

Florida WIC Approval	
1 day	\$31,240.00
3/20/12	3/20/12

1.4.2.10.2.3

Florida WIC Approval	
1 day	\$56,320.00
2/7/12	2/7/12

WDS-Contract-Exhibit3-Schedule-2011 08 16_18_impl

1.5.4.2.1.1.2.3

Florida WIC Approval	
1 day	\$23,496.00
12/19/12	12/20/12

1.5.4.2.1.2.2.3

Florida WIC Approval	
1 day	\$23,496.00
2/8/13	2/8/13

1.5.4.2.1.3.2.3

Florida WIC Approval	
1 day	\$23,496.00
1/11/13	1/11/13

1.5.4.2.1.4.2.3

Florida WIC Approval	
1 day	\$23,496.00
1/17/13	1/17/13

1.5.4.2.1.5.2.3

Florida WIC Approval	
1 day	\$23,496.00
2/6/13	2/6/13

WDS-Contract-Exhibit3-Schedule-2011 08 16_18_impl

<p>1.6.2.8</p> <p>Provide SRC Services 8</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>1/28/13</td> <td>1/28/13</td> </tr> </table>	1 day	\$54,230.56	1/28/13	1/28/13	<p>1.6.3.8</p> <p>Provide Integration Services 8</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>1/28/13</td> <td>1/28/13</td> </tr> </table>	1 day	\$833.33	1/28/13	1/28/13	<p>1.6.4.7</p> <p>Interface Development Support 7</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>7/30/12</td> <td>7/30/12</td> </tr> </table>	1 day	\$8,333.33	7/30/12	7/30/12
1 day	\$54,230.56													
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7/30/12	7/30/12													
<p>1.6.2.9</p> <p>Provide SRC Services 9</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>2/25/13</td> <td>2/25/13</td> </tr> </table>	1 day	\$54,230.56	2/25/13	2/25/13	<p>1.6.3.9</p> <p>Provide Integration Services 9</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>2/25/13</td> <td>2/25/13</td> </tr> </table>	1 day	\$833.33	2/25/13	2/25/13	<p>1.6.4.8</p> <p>Interface Development Support 8</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>8/27/12</td> <td>8/27/12</td> </tr> </table>	1 day	\$8,333.33	8/27/12	8/27/12
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2/25/13	2/25/13													
1 day	\$8,333.33													
8/27/12	8/27/12													
<p>1.6.2.10</p> <p>Provide SRC Services 10</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>3/25/13</td> <td>3/25/13</td> </tr> </table>	1 day	\$54,230.56	3/25/13	3/25/13	<p>1.6.3.10</p> <p>Provide Integration Services 10</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>3/25/13</td> <td>3/25/13</td> </tr> </table>	1 day	\$833.33	3/25/13	3/25/13	<p>1.6.4.9</p> <p>Interface Development Support 9</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>9/24/12</td> <td>9/24/12</td> </tr> </table>	1 day	\$8,333.33	9/24/12	9/24/12
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<p>1.6.2.11</p> <p>Provide SRC Services 11</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>4/22/13</td> <td>4/22/13</td> </tr> </table>	1 day	\$54,230.56	4/22/13	4/22/13	<p>1.6.3.11</p> <p>Provide Integration Services 11</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>4/22/13</td> <td>4/22/13</td> </tr> </table>	1 day	\$833.33	4/22/13	4/22/13	<p>1.6.4.10</p> <p>Interface Development Support 10</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>10/29/12</td> <td>10/29/12</td> </tr> </table>	1 day	\$8,333.33	10/29/12	10/29/12
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<p>1.6.2.12</p> <p>Provide SRC Services 12</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>5/28/13</td> <td>5/28/13</td> </tr> </table>	1 day	\$54,230.56	5/28/13	5/28/13	<p>1.6.3.12</p> <p>Provide Integration Services 12</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>5/28/13</td> <td>5/28/13</td> </tr> </table>	1 day	\$833.33	5/28/13	5/28/13	<p>1.6.4.11</p> <p>Interface Development Support 11</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>11/26/12</td> <td>11/26/12</td> </tr> </table>	1 day	\$8,333.33	11/26/12	11/26/12
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<p>1.6.2.13</p> <p>Provide SRC Services 13</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>6/24/13</td> <td>6/24/13</td> </tr> </table>	1 day	\$54,230.56	6/24/13	6/24/13	<p>1.6.3.13</p> <p>Provide Integration Services 13</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>6/24/13</td> <td>6/24/13</td> </tr> </table>	1 day	\$833.33	6/24/13	6/24/13	<p>1.6.4.12</p> <p>Interface Development Support 12</p> <table border="1"> <tr> <td>1 day</td> <td>\$8,333.33</td> </tr> <tr> <td>1/2/13</td> <td>1/2/13</td> </tr> </table>	1 day	\$8,333.33	1/2/13	1/2/13
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1/2/13	1/2/13													
<p>1.6.2.14</p> <p>Provide SRC Services 14</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>7/22/13</td> <td>7/22/13</td> </tr> </table>	1 day	\$54,230.56	7/22/13	7/22/13	<p>1.6.3.14</p> <p>Provide Integration Services 14</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>7/22/13</td> <td>7/22/13</td> </tr> </table>	1 day	\$833.33	7/22/13	7/22/13					
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<p>1.6.2.15</p> <p>Provide SRC Services 15</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>8/26/13</td> <td>8/26/13</td> </tr> </table>	1 day	\$54,230.56	8/26/13	8/26/13	<p>1.6.3.15</p> <p>Provide Integration Services 15</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>8/26/13</td> <td>8/26/13</td> </tr> </table>	1 day	\$833.33	8/26/13	8/26/13					
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<p>1.6.2.16</p> <p>Provide SRC Services 16</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>9/23/13</td> <td>9/23/13</td> </tr> </table>	1 day	\$54,230.56	9/23/13	9/23/13	<p>1.6.3.16</p> <p>Provide Integration Services 16</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>9/23/13</td> <td>9/23/13</td> </tr> </table>	1 day	\$833.33	9/23/13	9/23/13					
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<p>1.6.2.17</p> <p>Provide SRC Services 17</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>10/28/13</td> <td>10/28/13</td> </tr> </table>	1 day	\$54,230.56	10/28/13	10/28/13	<p>1.6.3.17</p> <p>Provide Integration Services 17</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>10/28/13</td> <td>10/28/13</td> </tr> </table>	1 day	\$833.33	10/28/13	10/28/13					
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<p>1.6.2.18</p> <p>Provide SRC Services 18</p> <table border="1"> <tr> <td>1 day</td> <td>\$54,230.56</td> </tr> <tr> <td>11/25/13</td> <td>11/25/13</td> </tr> </table>	1 day	\$54,230.56	11/25/13	11/25/13	<p>1.6.3.18</p> <p>Provide Integration Services 18</p> <table border="1"> <tr> <td>1 day</td> <td>\$833.33</td> </tr> <tr> <td>11/25/13</td> <td>11/25/13</td> </tr> </table>	1 day	\$833.33	11/25/13	11/25/13					
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1.7.2.5.1.5

ADA Modules		
3 days	\$0.00	
4/1/13	4/3/13	

1.7.2.5.1.6

Reports		
5 days	\$0.00	
4/4/13	4/10/13	

1.7.2.5.1.7

System Administration & Period End Processes		
2 days	\$0.00	
4/4/13	4/5/13	

1.7.2.5.1.8

Documentation		
3 days	\$0.00	
4/4/13	4/8/13	

1.7.2.5.1.9

Round 1 Tests Completed		
0 days	\$0.00	
4/10/13	4/10/13	

1.7.2.5.4.5

ADA Modules		
2 days	\$0.00	
5/2/13	5/3/13	

1.7.2.5.4.6

Reports		
3 days	\$0.00	
5/6/13	5/8/13	

1.7.2.5.4.7

System Administration & Period End Processes		
1 day	\$0.00	
5/6/13	5/6/13	

1.7.2.5.4.8

Business Continuity		
2 days	\$0.00	
5/7/13	5/8/13	

1.7.2.5.4.9

Stress / Performance		
3 days	\$0.00	
5/7/13	5/9/13	

1.7.2.5.4.10

Round 2 Tests Completed		
0 days	\$0.00	
5/9/13	5/9/13	

1.4.2.2.1.14

System Attributes (Non-functional) Requirements, including user interface requirements	
5 days	\$0.00
11/21/11	11/29/11

EXHIBIT 4 Deliverable Cost By Phase



Phase: **Planning and Definition**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.3.2.2.1	4.8.4.2	Requirements Confirmation Plan	10/13/2011	SFY11-12	\$7,040
1.3.2.3.1	4.8.4.3	System Transfer & Modification Plan	10/14/2011	SFY11-12	\$10,560
1.3.2.1.5	4.8.2.4	Project Responsibility Matrix	10/18/2011	SFY11-12	\$920
1.3.2.1.4	4.8.2.3	Spending Plan	10/18/2011	SFY11-12	\$920
1.3.2.1.3	4.8.2.2	Project Schedule	10/18/2011	SFY11-12	\$1,840
1.3.2.1.2	4.8.2.1.1	Deliverable Expectation Document	10/18/2011	SFY11-12	\$1,760
1.3.2.3.3	4.8.5.6	Configuration Management Plan	10/18/2011	SFY11-12	\$10,560
1.3.2.3.2	4.8.4.4.6	Configuration Management Plan Template	10/18/2011	SFY11-12	\$880
1.3.2.1.1	4.8.2.1	Project Management Plan	10/18/2011	SFY11-12	\$37,948
1.3.2.1.7	4.8.2.6	Issue Management Plan / Database	10/18/2011	SFY11-12	\$880
1.3.2.1.8	4.8.2.7	Action Item Database	10/18/2011	SFY11-12	\$880
1.3.2.1.9	4.8.2.8	Lesson Learned Database	10/18/2011	SFY11-12	\$880
1.3.2.1.10	4.8.2.9	Weekly Status Report Template	10/18/2011	SFY11-12	\$880
1.3.2.1.6	4.8.2.5	Risk Management Plan / Database	10/18/2011	SFY11-12	\$880
1.3.2.4.2	4.8.4.4.2	Functional Design Document	10/18/2011	SFY11-12	\$880
1.3.2.4.3	4.8.4.4.3	System Transfer & Modification Design	10/18/2011	SFY11-12	\$1,760
1.3.2.4.4	4.8.4.4.4	Data Migration Plan	10/18/2011	SFY11-12	\$1,760
1.3.2.4.5	4.8.4.4.5	External System Interfaces Plan	10/18/2011	SFY11-12	\$880
1.3.2.4.7	4.8.4.4.7	Test Plan & Test Case	10/18/2011	SFY11-12	\$3,520
1.3.2.4.8	4.8.4.4.8	Security Plan	10/18/2011	SFY11-12	\$1,760
1.3.2.4.1	4.8.4.4.1	Requirements Traceability Matrix	10/18/2011	SFY11-12	\$880
1.3.2.5	4.8.4.5	Develop Planning & Definition Phase Completion Checklist / Readiness Certificate for Next Phase	10/19/2011	SFY11-12	\$10,592

Planning and Definition Total: \$98,860

Phase: **Design**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.4.2.1.1	4.8.5.1	Conduct Requirements Confirmation Sessions	12/20/2011	SFY11-12	\$160,672
1.4.2.8.1	4.8.5.8	Develop Test Plan	1/12/2012	SFY11-12	\$27,280

1.4.2.2.6.	4.8.5.4.1	Develop Data Migration Plan	1/13/2012	SFY11-12	\$31,240
1.4.2.2.12	4.8.5.10	Update Training / Implementation Plans	2/7/2012	SFY11-12	\$56,320
1.4.2.2.7.	4.8.5.5	Develop External System Interfaces Plan	2/8/2012	SFY11-12	\$41,360
1.4.2.2.1	4.8.5.2	Develop Functional Design Document	2/15/2012	SFY11-12	\$149,408
1.4.2.2.11	4.8.6.4	Provide Recommended User Acceptance Test Cases	2/17/2012	SFY11-12	\$5,280
1.4.2.7.1	4.8.5.7	Develop Security Plan	3/1/2012	SFY11-12	\$8,800
1.4.2.3.1	4.8.5.3	Develop System Transfer & Modification Design Specification	3/9/2012	SFY11-12	\$93,792
1.4.2.2.10	4.8.5.9	Develop Test Cases (all except UAT)	3/14/2012	SFY11-12	\$128,496
1.4.2.2.6.	4.8.5.4.2	Develop Initial Data Migration, Test Reports	3/20/2012	SFY11-12	\$31,240
1.4.2.13	4.8.5.12	Develop Requirements & Design Phase Completion Checklist / Readiness Certificate for Next Phase	3/21/2012	SFY11-12	\$20,272
1.4.2.12	4.8.5.11	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC approval)	3/21/2012	SFY11-12	\$896

Design Total: \$755,056

Phase: Transfer and Modification

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.5.4.4	4.8.6.5	Pilot Site Surveys	4/3/2012	SFY11-12	\$25,784
1.5.4.1.4	4.8.6.1.4	Administration Code and Attributes	5/4/2012	SFY11-12	\$116,654
1.5.4.6.1	4.8.6.7.1	Develop User Guide	5/23/2012	SFY11-12	\$68,300
1.5.4.1.1	4.8.6.1.1	Interface changes	6/5/2012	SFY11-12	\$116,654
1.5.4.1.7	4.8.6.1.7	Transfer/Modify Phase Data Migration	6/26/2012	SFY11-12	\$116,654
1.5.4.8	4.8.6.9	Four Server Environments	6/29/2012	SFY11-12	\$17,600
1.5.4.1.5	4.8.6.1.5	Administration Security	7/3/2012	SFY12-13	\$116,654
1.5.4.7.2	4.8.6.7.2	Develop Training Lesson Plans	7/17/2012	SFY12-13	\$68,300
1.5.4.1.2	4.8.6.1.2	Scheduler	7/24/2012	SFY12-13	\$116,654
1.5.4.1.6	4.8.6.1.6	Certification and Enrollment	9/19/2012	SFY12-13	\$116,654
1.5.4.1.3	4.8.6.1.3	Vendor Management	9/27/2012	SFY12-13	\$116,654
1.5.4.1.9	4.8.6.1.9	Help Files (includes unit tests & results)	10/22/2012	SFY12-13	\$116,654
1.5.4.1.10	4.8.6.1.10	Disconnected Operations	10/24/2012	SFY12-13	\$116,654
1.5.4.1.8	4.8.6.1.8	Reports	11/6/2012	SFY12-13	\$116,654
1.5.4.2.1.	4.8.6.2.1	Integration Tests	12/20/2012	SFY12-13	\$23,496
1.5.4.2.1.	4.8.6.2.4	Data Migration Test	1/11/2013	SFY12-13	\$23,496
1.5.4.7	4.8.6.8	Technical Documentation	1/11/2013	SFY12-13	\$49,280

1.5.4.2.1.	4.8.6.2.3	External System Interface Test	1/17/2013	SFY12-13	\$23,496
1.5.4.7.3	4.8.6.7.3	Develop Self-Paced e-Learning Modules	1/25/2013	SFY12-13	\$68,300
1.5.4.5	4.8.6.6	Operational Plans	1/28/2013	SFY12-13	\$39,040
1.5.4.2.1.	4.8.6.2.6	Business Continuity Test	2/6/2013	SFY12-13	\$23,496
1.5.4.3.1	4.8.6.3.3	Conduct Post-construction ADA Scan	2/7/2013	SFY12-13	\$7,920
1.5.4.2.1.	4.8.6.2.2	System Test	2/8/2013	SFY12-13	\$23,496
1.5.4.3.2	4.8.6.3.4	Conduct Post-construction Security Scan	2/11/2013	SFY12-13	\$7,920
1.5.4.7.4	4.8.6.7.4	Develop Supplementary Live Webinars	2/22/2013	SFY12-13	\$68,300
1.5.4.10	4.8.6.11	Develop Transfer & Modification Phase Completion Checklist / Readiness Certificate for Next Phase	2/25/2013	SFY12-13	\$21,152
1.5.4.9	4.8.6.10	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rw, 1dy-FL WIC approval)	2/25/2013	SFY12-13	\$30,464

Transfer and Modification Total: \$1,756,376

Phase: **User Acceptance Testing**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.7.2.1.1	4.8.7.1	Conduct UAT Kickoff / Functional Walkthrough	3/14/2013	SFY12-13	\$15,904
1.7.2.3.1	4.8.7.3	Complete UAT Data Migration	3/18/2013	SFY12-13	\$31,680
1.7.2.2.1	4.8.7.2	Provide UAT Training - trainers, users, technical staff	3/19/2013	SFY12-13	\$8,832
1.7.2.6	4.8.7.6	Pilot Test Plan	3/26/2013	SFY12-13	\$7,920
1.7.2.4	4.8.6.2.5	Conduct Stress / Performance Test	4/9/2013	SFY12-13	\$23,496
1.7.2.5.3	4.8.7.4.1	Evaluation of UAT Results - Round 1	4/23/2013	SFY12-13	\$158,640
1.7.2.7	4.8.7.7	UAT User & Technical Documentation Updates	4/24/2013	SFY12-13	\$27,360
1.7.2.5.6	4.8.7.4.2	Evaluation of UAT Results - Round 2	5/21/2013	SFY12-13	\$105,760
1.7.2.5.6.	4.8.7.5	Review-Round 2	5/21/2013	SFY12-13	\$17,680
1.7.2.9	4.8.7.9	Develop UAT Phase Completion Checklist / Readiness Certificate for Next Phase	5/22/2013	SFY12-13	\$40,512
1.7.2.8	4.8.7.8	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rw, 1dy-FL WIC approval)	5/22/2013	SFY12-13	\$7,920
1.7.2.10.3	4.8.6.2.7	Test Results (UAT Validation)	5/23/2013	SFY12-13	\$46,992
1.7.2.10.2	4.8.6.1.11	Transfer / Modifications (UAT Validation)	5/23/2013	SFY12-13	\$388,845

User Acceptance Testing Total: \$881,541

Phase: **Pilot Testing**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.8.2.1	4.8.8.1	Hardware Installation at Pilot Sites	5/28/2013	SFY12-13	\$13,264
1.8.2.2	4.8.8.2	Help Desk Preparations	5/29/2013	SFY12-13	\$49,056

1.8.2.3	4.8.8.3	Pilot Test Data Migration	6/3/2013	SFY12-13	\$6,160
1.8.2.4	4.8.8.4	Pilot Test Results	8/8/2013	SFY13-14	\$74,256
1.8.2.5	4.8.8.5	Pilot Test Defect / Deficiency Corrections & Retests	8/15/2013	SFY13-14	\$154,000
1.8.2.7	4.8.8.7	Pilot Test User & Technical Documentation Updates	8/19/2013	SFY13-14	\$19,360
1.8.2.6	4.8.8.6	Pilot Test Security & ADA Scans Completed	8/22/2013	SFY13-14	\$19,360
1.8.2.8	4.8.8.8	Update Project Management Documents (incl.s 1dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC approval)	8/23/2013	SFY13-14	\$13,328
1.8.2.9	4.8.8.9	Develop Pilot Phase Completion Checklist / Readiness Certificate for Next Phase	8/23/2013	SFY13-14	\$16,752
1.8.2.12.3	4.8.6.2.8	Test Results (Pilot Validation)	8/26/2013	SFY13-14	\$46,992
1.8.2.12.2	4.8.6.1.12	Transfer / Modifications (Pilot Validation)	8/26/2013	SFY13-14	\$388,845

Pilot Testing Total: **\$801,373**

Phase: **System Rollout**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.9.3.3.2	4.8.9.1	Rollout Data Migration - Phase 3	9/25/2013	SFY13-14	\$181,096
1.9.3.3.3	4.8.9.2	Implementation Support - Phase 3	10/1/2013	SFY13-14	\$80,960
1.9.3.5	4.8.9.4	Production Readiness Plan	10/14/2013	SFY13-14	\$7,168
1.9.3.6	4.8.9.5	Rollout User & Technical Documentation Updates	10/16/2013	SFY13-14	\$14,080
1.9.3.4	4.8.9.3	Rollout Defect / Deficiency Corrections & Retests	10/23/2013	SFY13-14	\$86,240
1.9.3.7	4.8.9.6	Update Project Management Documents (incl.s 1dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC approval)	10/24/2013	SFY13-14	\$14,080
1.9.3.8	4.8.9.7	Develop Rollout Phase Completion Checklist / Readiness Certificate for Next Phase	10/24/2013	SFY13-14	\$8,832

System Rollout Total: **\$392,456**

Phase: **Closure and Transition to O&M**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
1.10.2.1	4.8.10.1	Final Versions of Deliverables & Configuration Items	10/31/2013	SFY13-14	\$3,536
1.10.2.2	4.8.10.2	Develop Operations & Maintenance Service Level Agreement	11/7/2013	SFY13-14	\$28,288
1.10.2.3	4.8.10.3	Develop Closure Phase Completion Checklist / Readiness Certificate for Next Phase	11/8/2013	SFY13-14	\$7,072
1.10.2.4	4.8.10.4	Complete Final Project Invoice Review	11/12/2013	SFY13-14	\$3,536

Closure and Transition to O&M Total: **\$42,432**

Phase: **Operations and Maintenance Phase**

WBS	Deliverable Number	Task	Finish Date	Fiscal Year	Cost
2.2.1.1	4.8.11.1	Second-Level Client Services & Technical Support 1	12/11/2013	SFY13-14	\$16,097

2.2.2.1	4.8.11.2	Application Maintenance Services 1	12/11/2013	SFY13-14	\$16,097
2.2.3.1	4.8.11.3	Application Enhancement Services 1	12/11/2013	SFY13-14	\$40,900
2.2.1.2	4.8.11.1	Second-Level Client Services & Technical Support 2	1/6/2014	SFY13-14	\$16,097
2.2.3.2	4.8.11.3	Application Enhancement Services 2	1/6/2014	SFY13-14	\$40,900
2.2.2.2	4.8.11.2	Application Maintenance Services 2	1/6/2014	SFY13-14	\$16,097
2.2.1.3	4.8.11.1	Second-Level Client Services & Technical Support 3	2/3/2014	SFY13-14	\$16,097
2.2.3.3	4.8.11.3	Application Enhancement Services 3	2/3/2014	SFY13-14	\$40,900
2.2.2.3	4.8.11.2	Application Maintenance Services 3	2/3/2014	SFY13-14	\$16,097
2.2.1.4	4.8.11.1	Second-Level Client Services & Technical Support 4	3/3/2014	SFY13-14	\$16,097
2.2.3.4	4.8.11.3	Application Enhancement Services 4	3/3/2014	SFY13-14	\$40,900
2.2.2.4	4.8.11.2	Application Maintenance Services 4	3/3/2014	SFY13-14	\$16,097
2.2.2.5	4.8.11.2	Application Maintenance Services 5	4/7/2014	SFY13-14	\$16,097
2.2.1.5	4.8.11.1	Second-Level Client Services & Technical Support 5	4/7/2014	SFY13-14	\$16,097
2.2.3.5	4.8.11.3	Application Enhancement Services 5	4/7/2014	SFY13-14	\$40,900
2.2.3.6	4.8.11.3	Application Enhancement Services 6	5/5/2014	SFY13-14	\$40,900
2.2.2.6	4.8.11.2	Application Maintenance Services 6	5/5/2014	SFY13-14	\$16,097
2.2.1.6	4.8.11.1	Second-Level Client Services & Technical Support 6	5/5/2014	SFY13-14	\$16,097
2.2.1.7	4.8.11.1	Second-Level Client Services & Technical Support 7	6/2/2014	SFY13-14	\$16,097
2.2.3.7	4.8.11.3	Application Enhancement Services 7	6/2/2014	SFY13-14	\$40,900
2.2.2.7	4.8.11.2	Application Maintenance Services 7	6/2/2014	SFY13-14	\$16,097
2.2.2.8	4.8.11.2	Application Maintenance Services 8	7/7/2014	SFY14-15	\$16,097
2.2.1.8	4.8.11.1	Second-Level Client Services & Technical Support 8	7/7/2014	SFY14-15	\$16,097
2.2.3.8	4.8.11.3	Application Enhancement Services 8	7/7/2014	SFY14-15	\$40,900
2.2.3.10	4.8.11.3	Application Enhancement Services 9	8/4/2014	SFY14-15	\$40,900
2.2.2.10	4.8.11.2	Application Maintenance Services 9	8/4/2014	SFY14-15	\$16,097
2.2.1.10	4.8.11.1	Second-Level Client Services & Technical Support 9	8/4/2014	SFY14-15	\$16,097
2.2.3.11	4.8.11.3	Application Enhancement Services 10	9/2/2014	SFY14-15	\$40,900
2.2.2.11	4.8.11.2	Application Maintenance Services 10	9/2/2014	SFY14-15	\$16,097
2.2.1.11	4.8.11.1	Second-Level Client Services & Technical Support 10	9/2/2014	SFY14-15	\$16,097
2.2.2.12	4.8.11.2	Application Maintenance Services 11	10/6/2014	SFY14-15	\$16,097
2.2.1.12	4.8.11.1	Second-Level Client Services & Technical Support 11	10/6/2014	SFY14-15	\$16,097
2.2.3.12	4.8.11.3	Application Enhancement Services 11	10/6/2014	SFY14-15	\$40,900

2.2.1.13	4.8.11.1	Second-Level Client Services & Technical Support 12	11/3/2014	SFY14-15	\$16,097
2.2.3.13	4.8.11.3	Application Enhancement Services 12	11/3/2014	SFY14-15	\$40,900
2.2.2.13	4.8.11.2	Application Maintenance Services 12	11/3/2014	SFY14-15	\$16,097
2.2.2.14	4.8.11.2	Application Maintenance Services 13	12/1/2014	SFY14-15	\$16,097
2.2.1.14	4.8.11.1	Second-Level Client Services & Technical Support 13	12/1/2014	SFY14-15	\$16,097
2.2.3.14	4.8.11.3	Application Enhancement Services 13	12/1/2014	SFY14-15	\$40,900
2.2.3.15	4.8.11.3	Application Enhancement Services 14	1/5/2015	SFY14-15	\$40,900
2.2.2.15	4.8.11.2	Application Maintenance Services 14	1/5/2015	SFY14-15	\$16,097
2.2.1.15	4.8.11.1	Second-Level Client Services & Technical Support 14	1/5/2015	SFY14-15	\$16,097
2.2.2.16	4.8.11.2	Application Maintenance Services 15	2/2/2015	SFY14-15	\$16,097
2.2.3.16	4.8.11.3	Application Enhancement Services 15	2/2/2015	SFY14-15	\$40,900
2.2.1.16	4.8.11.1	Second-Level Client Services & Technical Support 15	2/2/2015	SFY14-15	\$16,097
2.2.1.17	4.8.11.1	Second-Level Client Services & Technical Support 16	3/2/2015	SFY14-15	\$16,097
2.2.2.17	4.8.11.2	Application Maintenance Services 16	3/2/2015	SFY14-15	\$16,097
2.2.3.17	4.8.11.3	Application Enhancement Services 16	3/2/2015	SFY14-15	\$40,900
2.2.3.18	4.8.11.3	Application Enhancement Services 17	4/6/2015	SFY14-15	\$40,900
2.2.1.18	4.8.11.1	Second-Level Client Services & Technical Support 17	4/6/2015	SFY14-15	\$16,097
2.2.2.18	4.8.11.2	Application Maintenance Services 17	4/6/2015	SFY14-15	\$16,097
2.2.3.19	4.8.11.3	Application Enhancement Services 18	5/4/2015	SFY14-15	\$40,900
2.2.1.19	4.8.11.1	Second-Level Client Services & Technical Support 18	5/4/2015	SFY14-15	\$16,097
2.2.2.19	4.8.11.2	Application Maintenance Services 18	5/4/2015	SFY14-15	\$16,097
2.2.3.20	4.8.11.3	Application Enhancement Services 19	6/1/2015	SFY14-15	\$40,900
2.2.1.20	4.8.11.1	Second-Level Client Services & Technical Support 19	6/1/2015	SFY14-15	\$16,097
2.2.2.20	4.8.11.2	Application Maintenance Services 19	6/1/2015	SFY14-15	\$16,097
2.2.3.21	4.8.11.3	Application Enhancement Services 20	7/6/2015	SFY15-16	\$40,900
2.2.2.21	4.8.11.2	Application Maintenance Services 20	7/6/2015	SFY15-16	\$16,097
2.2.1.21	4.8.11.1	Second-Level Client Services & Technical Support 20	7/6/2015	SFY15-16	\$16,097
2.2.1.23	4.8.11.1	Second-Level Client Services & Technical Support 21	8/3/2015	SFY15-16	\$16,097
2.2.3.23	4.8.11.3	Application Enhancement Services 21	8/3/2015	SFY15-16	\$40,900
2.2.2.23	4.8.11.2	Application Maintenance Services 21	8/3/2015	SFY15-16	\$16,097
2.2.2.24	4.8.11.2	Application Maintenance Services 22	9/8/2015	SFY15-16	\$16,097
2.2.1.24	4.8.11.1	Second-Level Client Services & Technical Support 22	9/8/2015	SFY15-16	\$16,097

2.2.3.24	4.8.11.3	Application Enhancement Services 22	9/8/2015	SFY15-16	\$40,900
2.2.3.25	4.8.11.3	Application Enhancement Services 23	10/5/2015	SFY15-16	\$40,900
2.2.2.25	4.8.11.2	Application Maintenance Services 23	10/5/2015	SFY15-16	\$16,097
2.2.1.25	4.8.11.1	Second-Level Client Services & Technical Support 23	10/5/2015	SFY15-16	\$16,097
2.2.3.26	4.8.11.3	Application Enhancement Services 24	11/2/2015	SFY15-16	\$40,900
2.2.2.26	4.8.11.2	Application Maintenance Services 24	11/2/2015	SFY15-16	\$16,097
2.2.1.26	4.8.11.1	Second-Level Client Services & Technical Support 24	11/2/2015	SFY15-16	\$16,097
2.2.3.27	4.8.11.3	Application Enhancement Services 25	12/7/2015	SFY15-16	\$40,900
2.2.1.27	4.8.11.1	Second-Level Client Services & Technical Support 25	12/7/2015	SFY15-16	\$16,097
2.2.2.27	4.8.11.2	Application Maintenance Services 25	12/7/2015	SFY15-16	\$16,097
2.2.3.28	4.8.11.3	Application Enhancement Services 26	1/4/2016	SFY15-16	\$40,900
2.2.1.28	4.8.11.1	Second-Level Client Services & Technical Support 26	1/4/2016	SFY15-16	\$16,097
2.2.2.28	4.8.11.2	Application Maintenance Services 26	1/4/2016	SFY15-16	\$16,097
2.2.3.29	4.8.11.3	Application Enhancement Services 27	2/1/2016	SFY15-16	\$40,900
2.2.2.29	4.8.11.2	Application Maintenance Services 27	2/1/2016	SFY15-16	\$16,097
2.2.1.29	4.8.11.1	Second-Level Client Services & Technical Support 27	2/1/2016	SFY15-16	\$16,097
2.2.3.30	4.8.11.3	Application Enhancement Services 28	3/7/2016	SFY15-16	\$40,900
2.2.2.30	4.8.11.2	Application Maintenance Services 28	3/7/2016	SFY15-16	\$16,097
2.2.1.30	4.8.11.1	Second-Level Client Services & Technical Support 28	3/7/2016	SFY15-16	\$16,097
2.2.2.31	4.8.11.2	Application Maintenance Services 29	4/4/2016	SFY15-16	\$16,097
2.2.1.31	4.8.11.1	Second-Level Client Services & Technical Support 29	4/4/2016	SFY15-16	\$16,097
2.2.3.31	4.8.11.3	Application Enhancement Services 29	4/4/2016	SFY15-16	\$40,900
2.2.3.32	4.8.11.3	Application Enhancement Services 30	5/2/2016	SFY15-16	\$40,900
2.2.2.32	4.8.11.2	Application Maintenance Services 30	5/2/2016	SFY15-16	\$16,097
2.2.1.32	4.8.11.1	Second-Level Client Services & Technical Support 30	5/2/2016	SFY15-16	\$16,097
2.2.1.33	4.8.11.1	Second-Level Client Services & Technical Support 31	6/6/2016	SFY15-16	\$16,097
2.2.3.33	4.8.11.3	Application Enhancement Services 31	6/6/2016	SFY15-16	\$40,900
2.2.2.33	4.8.11.2	Application Maintenance Services 31	6/6/2016	SFY15-16	\$16,097
2.2.2.35	4.8.11.2	Application Maintenance Services 32	7/5/2016	SFY16-17	\$16,097
2.2.1.35	4.8.11.1	Second-Level Client Services & Technical Support 32	7/5/2016	SFY16-17	\$16,097
2.2.3.35	4.8.11.3	Application Enhancement Services 32	7/5/2016	SFY16-17	\$40,900
2.2.2.36	4.8.11.2	Application Maintenance Services 33	8/1/2016	SFY16-17	\$16,097

2.2.1.36	4.8.11.1	Second-Level Client Services & Technical Support 33	8/1/2016	SFY16-17	\$16,097
2.2.3.36	4.8.11.3	Application Enhancement Services 33	8/1/2016	SFY16-17	\$40,900
2.2.3.37	4.8.11.3	Application Enhancement Services 34	9/5/2016	SFY16-17	\$40,900
2.2.2.37	4.8.11.2	Application Maintenance Services 34	9/5/2016	SFY16-17	\$16,097
2.2.1.37	4.8.11.1	Second-Level Client Services & Technical Support 34	9/5/2016	SFY16-17	\$16,097

Operations and Maintenance Phase Total: \$2,485,184

Note: Cost includes ADA compliance.

Project Total: \$7,213,278

EXHIBIT 5 Milestones by Phase



Phase: Planning and Definition

WBS	Task	Date	Fiscal Year
1.1	Design, Development, and Implementation Project authorized to start	9/26/2011	SFY11-12
1.3.1	Planning & Definition Phase Begins	9/26/2011	SFY11-12
1.3.3	Planning & Definition Phase Completed	10/20/2011	SFY11-12

Phase: Design

WBS	Task	Date	Fiscal Year
1.4.1	Requirements & Design Phase Begins	10/20/2011	SFY11-12
1.4.2.2.2	Requirements Confirmation Meetings Finished	12/8/2011	SFY11-12
1.4.2.2.1.15.8	External Interface Requirements Confirmed	12/8/2011	SFY11-12
1.4.4	Requirements & Design Phase Completed	3/22/2012	SFY11-12

Phase: Transfer and Modification

WBS	Task	Date	Fiscal Year
1.5.1	Transfer & Modification Phase Begins	3/22/2012	SFY11-12
1.5.4.1.12	Modifications Completed	11/8/2012	SFY12-13
1.5.4.2.1.6	Tests, Reports, Corrections, and Retests Completed	2/8/2013	SFY12-13
1.5.4.3.3	Post-construction Security & ADA Scans Completed	2/11/2013	SFY12-13
1.5.5	Transfer & Modification Phase Completed	2/26/2013	SFY12-13

Phase: User Acceptance Testing

WBS	Task	Date	Fiscal Year
1.7.1	UAT Phase Begins	2/26/2013	SFY12-13
1.7.2.5.1.9	Round 1 Tests Completed	4/10/2013	SFY12-13
1.7.2.5.4.10	Round 2 Tests Completed	5/9/2013	SFY12-13
1.7.2.5.7	UAT Test Rounds Completed	5/21/2013	SFY12-13
1.7.4	UAT Phase Completed	5/23/2013	SFY12-13

Phase: Pilot Testing

WBS	Task	Date	Fiscal Year
1.8.1	Pilot Phase Begins	5/23/2013	SFY12-13
1.8.2.3.2	Pilot Site Training Completed	5/31/2013	SFY12-13
1.8.4	Pilot Phase Completed	8/26/2013	SFY13-14

Phase: System Rollout

WBS	Task	Date	Fiscal Year
1.9.1	Rollout Phase Begins	8/26/2013	SFY13-14
1.9.3.1.4	Phase 1 Rollout Completed	9/12/2013	SFY13-14
1.9.3.2.4	Phase 2 Rollout Completed	10/1/2013	SFY13-14
1.9.3.3.4	Phase 3 Rollout Completed	10/1/2013	SFY13-14
1.9.4	Rollout Phase Completed	10/25/2013	SFY13-14

Phase: Closure and Transition to O&M

WBS	Task	Date	Fiscal Year
1.10.1	Project Closure Phase Begins	10/25/2013	SFY13-14
1.10.3	Design, Development, & Implementation Project Completed	12/10/2013	SFY13-14

Phase: Operations and Maintenance Phase

WBS	Task	Date	Fiscal Year
2.1	Operations and Maintenance Project authorized to start	12/10/2013	SFY13-14
2.2.1.8	Second-Level Client Services & Technical Support Completed - SFY 2013-2014	6/30/2014	SFY13-14
2.2.2.8	Application Maintenance Services Completed - SFY 2013-2014	6/30/2014	SFY13-14
2.2.3.8	Application Enhancement Releases Completed - SFY 2013-2014	6/30/2014	SFY13-14
2.2.1.21	Second-Level Client Services & Technical Support Completed - SFY 2014-2015	6/30/2015	SFY14-15
2.2.3.21	Application Enhancement Releases Completed - SFY 2014-2015	6/30/2015	SFY14-15
2.2.2.21	Application Maintenance Services Completed - SFY 2014-2015	6/30/2015	SFY14-15
2.2.3.35	Application Enhancement Releases Completed - SFY 2015-2016	6/30/2016	SFY15-16
2.2.2.35	Application Maintenance Services Completed - SFY 2015-2016	6/30/2016	SFY15-16

2.2.1.35	Second-Level Client Services & Technical Support Completed - SFY 2015-2016	6/30/2016	SFY15-16
2.2.2.38	Application Maintenance Services Completed - SFY 2016-2017	9/5/2016	SFY16-17
2.2.3.38	Application Enhancement Releases Completed - SFY 2016-2017	9/5/2016	SFY16-17
2.2.1.38	Second-Level Client Services & Technical Support Completed - SFY 2016-2017	9/5/2016	SFY16-17
2.3	Operations and Maintenance Project Completed	9/23/2016	SFY16-17

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
1	1	WIC Data System - Design, Development, and Implementation Project		545.5 days	Sep 26 '11	Dec 10 '13		\$8,084,091.10		
2	1.1	Design, Development, and Implementation Project authorized to start		0 days	Sep 26 '11	Sep 26 '11		\$0.00		12,8,6,7,15,16,11
3										
4	1.2	FL WIC Project Management Activities		528 days	Sep 26 '11	Nov 12 '13		\$474,700.16		
5	1.2.1	Participate in Planning/Status/Action Meetings (ongoing)		528 days	Sep 26 '11	Nov 12 '13		\$343,893.44		
6	1.2.1.1	Planning/Action/Status Meetings - PM		528 days	Sep 26 '11	Nov 12 '13	WIC PM,WIC PM-adj	\$130,806.72	2	618
7	1.2.1.2	Planning/Action/Status Meetings - BA		517 days	Sep 26 '11	Oct 25 '13	WIC BA,WIC BA-adj	\$213,086.72	2	618
8	1.2.2	Provide Status Reports to Stakeholders (ongoing)		528 days	Sep 26 '11	Nov 12 '13	WIC PM	\$130,806.72	2	618
9										
10	1.3	Project Planning & Definition Phase	4.8.4	19 days	Sep 26 '11	Oct 20 '11		\$116,105.16		
11	1.3.1	Planning & Definition Phase Begins		0 days	Sep 26 '11	Sep 26 '11		\$0.00	2	12
12	1.3.1	Provide Project Support - Planning & Definition		19 days	Sep 26 '11	Oct 20 '11	WIC PM,WIC BA	\$17,245.16	2,11	66
13	1.3.2	Project Phase Execution - Planning & Definition		19 days	Sep 26 '11	Oct 20 '11		\$98,860.00		
14	1.3.2.1	Complete Project Initiation		3 days	Sep 26 '11	Sep 28 '11		\$0.00		
15	1.3.2.1.1	CIBER Initiation Preparations		3 days	Sep 26 '11	Sep 28 '11	C PM,C TechLd,C LdBA,C Dev1,C PD,C	\$0.00	2	18,39,51
16	1.3.2.1.2	FL WIC Initiation Preparations		3 days	Sep 26 '11	Sep 28 '11	WIC Review	\$0.00	2	18
17	1.3.2.2	Conduct Project Kick-off Meeting		5 days	Sep 29 '11	Oct 5 '11		\$0.00		
18	1.3.2.2.1	Preparation		3 days	Sep 29 '11	Oct 3 '11	C PM	\$0.00	15,16	19,29
19	1.3.2.2.2	Kick-off Meeting		1 day	Oct 4 '11	Oct 4 '11	C PM,WIC SME,Sponsor,C TechLd,C Lc	\$0.00	18	20,25,45,23,24
20	1.3.2.2.3	Documentation		1 day	Oct 5 '11	Oct 5 '11	C PM	\$0.00	19	22,26
21	1.3.2.1	Develop Project Management Documents		11 days	Oct 4 '11	Oct 18 '11		\$59,228.00		
22	1.3.2.1.1	Project Management Plan	4.8.2.1	3 days	Oct 6 '11	Oct 10 '11	C PM	\$0.00	20	35,33
23	1.3.2.3.2	Configuration Management Plan Template	4.8.4.4.6	1 day	Oct 5 '11	Oct 5 '11	C TechLd	\$0.00	19	35,24
24	1.3.2.3.3	Configuration Management Plan	4.8.5.6	2 days	Oct 6 '11	Oct 7 '11	C TechLd	\$0.00	19,23	35
25	1.3.2.1.2	Deliverable Expectation Document	4.8.2.1.1	2 days	Oct 5 '11	Oct 6 '11	C LdBA	\$0.00	19	35,53
26	1.3.2.1.3	Project Schedule	4.8.2.2	2 days	Oct 6 '11	Oct 7 '11	C LdBA	\$0.00	20	35,27,28
27	1.3.2.1.4	Spending Plan	4.8.2.3	1 day	Oct 10 '11	Oct 10 '11	C PD	\$0.00	26	35
28	1.3.2.1.5	Project Responsibility Matrix	4.8.2.4	1 day	Oct 10 '11	Oct 10 '11	C LdBA	\$0.00	26	35
29	1.3.2.1.6	Risk Management Plan / Database	4.8.2.5	1 day	Oct 4 '11	Oct 4 '11	C DBA	\$0.00	18	35,30
30	1.3.2.1.7	Issue Management Plan / Database	4.8.2.6	1 day	Oct 5 '11	Oct 5 '11	C DBA	\$0.00	29	31,35
31	1.3.2.1.8	Action Item Database	4.8.2.7	1 day	Oct 6 '11	Oct 6 '11	C DBA	\$0.00	30	35,32
32	1.3.2.1.9	Lesson Learned Database	4.8.2.8	1 day	Oct 7 '11	Oct 7 '11	C DBA	\$0.00	31	35,33
33	1.3.2.1.10	Weekly Status Report Template	4.8.2.9	1 day	Oct 11 '11	Oct 11 '11	C PM	\$0.00	32,22	35,56
34	1.3.2.1.11	Review Project Management Documents		5 days	Oct 12 '11	Oct 18 '11		\$59,228.00		
35	1.3.2.1.11.1	Florida WIC Review		2 days	Oct 12 '11	Oct 13 '11	WIC Review	\$0.00	22,25,26,27,28,29,31,32,33,23,	36
36	1.3.2.1.11.2	Vendor Revisions		2 days	Oct 14 '11	Oct 17 '11	C PM,C TechLd,C LdBA,C PD	\$0.00	35	37
37	1.3.2.1.11.3	Florida WIC Approval		1 day	Oct 18 '11	Oct 18 '11	4.8.2.1,4.8.2.1.1,4.8.2.2,4.8.2.3,4.8.2.4,4	\$59,228.00	36	64
38	1.3.2.2	Develop Requirements Confirmation Plan		11 days	Sep 29 '11	Oct 13 '11		\$7,040.00		
39	1.3.2.2.1	Requirements Confirmation Plan	4.8.4.2	6 days	Sep 29 '11	Oct 6 '11	C BA1	\$0.00	15	41
40	1.3.2.2.2	Review Requirements Confirmation Plan		5 days	Oct 7 '11	Oct 13 '11		\$7,040.00		
41	1.3.2.2.2.1	Florida WIC Review		2 days	Oct 7 '11	Oct 10 '11	WIC Review	\$0.00	39	42
42	1.3.2.2.2.2	Vendor Revisions		2 days	Oct 11 '11	Oct 12 '11	C BA1	\$0.00	41	43
43	1.3.2.2.2.3	Florida WIC Approval		1 day	Oct 13 '11	Oct 13 '11	4.8.4.2,Sponsor	\$7,040.00	42	64

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
44	1.3.2.3	Develop System Transfer & Modification Plan		8 days	Oct 5 '11	Oct 14 '11		\$10,560.00		
45	1.3.2.3.1	System Transfer & Modification Plan	4.8.4.3	3 days	Oct 5 '11	Oct 7 '11	C Dev1	\$0.00	19	47,55
46	1.3.2.3.2	Review System Transfer & Modification Plan		5 days	Oct 10 '11	Oct 14 '11		\$10,560.00		
47	1.3.2.3.2.1	Florida WIC Review		2 days	Oct 10 '11	Oct 11 '11	WIC Review	\$0.00	45	48
48	1.3.2.3.2.2	Vendor Revisions		2 days	Oct 12 '11	Oct 13 '11	C Dev1	\$0.00	47	49
49	1.3.2.3.2.3	Florida WIC Approval		1 day	Oct 14 '11	Oct 14 '11	4.8.4.3,Sponsor	\$10,560.00	48	64
50	1.3.2.6	Prepare Development Environment		7 days	Sep 29 '11	Oct 7 '11		\$0.00		
51	1.3.2.6.1	CIBER Development Environment Preparations		7 days	Sep 29 '11	Oct 7 '11	C SysAd	\$0.00	15	64,59
52	1.3.2.4	Develop Next Phase Templates		8 days	Oct 7 '11	Oct 18 '11		\$11,440.00		
53	1.3.2.4.1	Requirements Traceability Matrix	4.8.4.4.1	1 day	Oct 7 '11	Oct 7 '11	C BA1	\$0.00	25	61,54
54	1.3.2.4.2	Functional Design Document	4.8.4.4.2	1 day	Oct 10 '11	Oct 10 '11	C BA1	\$0.00	53	61,58
55	1.3.2.4.3	System Transfer & Modification Design	4.8.4.4.3	2 days	Oct 10 '11	Oct 11 '11	C Dev1	\$0.00	45	61,57
56	1.3.2.4.4	Data Migration Plan	4.8.4.4.4	1 day	Oct 12 '11	Oct 12 '11	C DBA	\$0.00	33	61
57	1.3.2.4.5	External System Interfaces Plan	4.8.4.4.5	1 day	Oct 12 '11	Oct 12 '11	C TechLd	\$0.00	55	61
58	1.3.2.4.7	Test Plan & Test Case	4.8.4.4.7	2 days	Oct 11 '11	Oct 12 '11	C LdBA	\$0.00	54	61
59	1.3.2.4.8	Security Plan	4.8.4.4.8	2 days	Oct 10 '11	Oct 11 '11	C TechLd	\$0.00	51	61
60	1.3.2.4.9	Review Next Phase Templates		4 days	Oct 13 '11	Oct 18 '11		\$11,440.00		
61	1.3.2.4.9.1	Florida WIC Review		2 days	Oct 13 '11	Oct 14 '11	WIC Review	\$0.00	53,54,55,56,57,58,59	62
62	1.3.2.4.9.2	Vendor Revisions		1 day	Oct 17 '11	Oct 17 '11	C Dev1,C BA1	\$0.00	61	63
63	1.3.2.4.9.3	Florida WIC Approval		1 day	Oct 18 '11	Oct 18 '11	4.8.4.4.1,4.8.4.4.2,4.8.4.4.3,4.8.4.4.4,4.8.4.4.5	\$11,440.00	62	64
64	1.3.2.5	Develop Planning & Definition Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.4.5	1 day	Oct 19 '11	Oct 19 '11	C PM,C TechLd,C LdBA,C Dev1,C PD,C	\$10,592.00	37,43,49,63,51	65
65	1.3.2.6	Attain FL WIC Approval to Start Next Phase	4.8.4.6	1 day	Oct 20 '11	Oct 20 '11	C PM,C TechLd,C LdBA,C Dev1,C PD,C	\$0.00	64	70,180,66,73,69
66	1.3.3	Planning & Definition Phase Completed		0 days	Oct 20 '11	Oct 20 '11	WIC Executive	\$0.00	65,12	618
67										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
68	1.4	Requirements Confirmation & Design of System Modifications Phase	4.8.5	98 days	Oct 20 '11	Mar 22 '12		\$848,484.72		
69	1.4.1	Requirements & Design Phase Begins		0 days	Oct 20 '11	Oct 20 '11		\$0.00	65	70
70	1.4.1	Provide Project Support - Requirements & Design		98 days	Oct 21 '11	Mar 22 '12	WIC PM,WIC BA	\$88,948.72	65,69	181
71	1.4.2	Project Phase Execution - Requirements & Design		98 days	Oct 21 '11	Mar 22 '12		\$755,056.00		
72	1.4.2.1	Pre-construction Security and ADA Scans	4.8.6.3	11 days	Oct 21 '11	Nov 4 '11		\$0.00		
73	1.4.2.1.1	Prepare for tests		1 day	Oct 21 '11	Oct 21 '11	C Dev1	\$0.00	65	78,74,75
74	1.4.2.1.2	Conduct Pre-construction ADA Scan, Report / Review Results	4.8.6.3.1	10 days	Oct 24 '11	Nov 4 '11	DOHSec,4.8.6.3.1,4.8.6.3.2	\$0.00	73	177
75	1.4.2.1.3	Conduct Pre-construction Security Scan, Report / Review Results	4.8.6.3.2	10 days	Oct 24 '11	Nov 4 '11	C Dev1,DOHADA	\$0.00	73	177
76	1.4.2.1	Requirements Confirmation Sessions		97 days	Oct 24 '11	Mar 22 '12		\$755,056.00		
77	1.4.2.1.1	Conduct Requirements Confirmation Sessions	4.8.5.1	31 days	Oct 24 '11	Dec 8 '11		\$0.00		
78	1.4.2.2.1.1	Conduct Requirements Confirmation Kick-off Meeting		1 day	Oct 24 '11	Oct 24 '11	C PM,C TechLd,C LdBA,C DBA,C BA1,\	\$0.00	73	79,101
79	1.4.2.2.1.2	Appointment Scheduling Requirements		2 days	Oct 25 '11	Oct 26 '11	C PM,C TechLd,C LdBA,C BA1,WIC SM	\$0.00	78	80
80	1.4.2.2.1.3	Certification Requirements		2 days	Oct 27 '11	Oct 28 '11	C PM,C TechLd,C LdBA,C BA1,WIC SM	\$0.00	79	81
81	1.4.2.2.1.4	Food Issuance Requirements		1 day	Oct 31 '11	Oct 31 '11	C PM,C TechLd,C LdBA,C BA1,WIC SM	\$0.00	80	82
82	1.4.2.2.1.5	Nutrition Education & Health Surveillance Requirements		2 days	Nov 1 '11	Nov 2 '11	C PM,C TechLd,C LdBA,C BA1,WIC SM	\$0.00	81	83
83	1.4.2.2.1.6	Food Redemption & Reconciliation Requirements		1 day	Nov 3 '11	Nov 3 '11	C PM,C TechLd,C LdBA,C BA1,WIC SM	\$0.00	82	84
84	1.4.2.2.1.7	Vendor Management Requirements		2 days	Nov 4 '11	Nov 7 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	83	85
85	1.4.2.2.1.8	Participation Management Requirements		1 day	Nov 8 '11	Nov 8 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	84	86
86	1.4.2.2.1.9	Fiscal Management Requirements		1 day	Nov 9 '11	Nov 9 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	85	87
87	1.4.2.2.1.10	Quality Assurance Requirements		1 day	Nov 10 '11	Nov 10 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	86	88
88	1.4.2.2.1.11	Inventory Management Requirements		1 day	Nov 14 '11	Nov 14 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	87	89
89	1.4.2.2.1.12	System Administration Requirements		2 days	Nov 15 '11	Nov 16 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	88	90
90	1.4.2.2.1.13	Management Reporting Requirements		2 days	Nov 17 '11	Nov 18 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	89	91
91	1.4.2.2.1.14	System Attributes (Non-functional) Requirements, including user interface requirements		5 days	Nov 21 '11	Nov 29 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	90	93
92	1.4.2.2.1.15	External Interface Requirements		7 days	Nov 30 '11	Dec 8 '11		\$0.00		
93	1.4.2.2.1.15.1	FLORIDA System (Adjunctive Income Eligibility)		1 day	Nov 30 '11	Nov 30 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	91	94
94	1.4.2.2.1.15.2	Bank System (Capital City Bank)		1 day	Dec 1 '11	Dec 1 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	93	95
95	1.4.2.2.1.15.3	FL WIC Vendor Portal		1 day	Dec 2 '11	Dec 2 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	94	96
96	1.4.2.2.1.15.4	Vendor Systems (UPC Data for EBT Transactions)		1 day	Dec 5 '11	Dec 5 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	95	97
97	1.4.2.2.1.15.5	PedNSS/PNSS (CDC / Cloverleaf Integration Broker)		1 day	Dec 6 '11	Dec 6 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	96	98
98	1.4.2.2.1.15.6	USDA/FNS (WIC Statistics)		1 day	Dec 7 '11	Dec 7 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	97	99
99	1.4.2.2.1.15.7	Autodialer Systems		1 day	Dec 8 '11	Dec 8 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	98	100
100	1.4.2.2.1.15.8	External Interface Requirements Confirmed		0 days	Dec 8 '11	Dec 8 '11	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	99	133,102
101	1.4.2.2.1.16	Data Migration Requirements		30 days	Oct 25 '11	Dec 8 '11	C DBA,WIC DCF 1	\$0.00	78	121,102
102	1.4.2.2.2	Requirements Confirmation Meetings Finished		0 days	Dec 8 '11	Dec 8 '11		\$0.00	100,101	108,104,170,171,151,145,163
103	1.4.2.2.3	Review Requirements Confirmation Sessions Documents		8 days	Dec 9 '11	Dec 20 '11		\$160,672.00		
104	1.4.2.2.3.1	Florida WIC Review		5 days	Dec 9 '11	Dec 15 '11	WIC Review	\$0.00	102	105
105	1.4.2.2.3.2	Vendor Revisions		2 days	Dec 16 '11	Dec 19 '11	C TechLd	\$0.00	104	106
106	1.4.2.2.3.3	Florida WIC Approval		1 day	Dec 20 '11	Dec 20 '11	Sponsor,4.8.5.1	\$160,672.00	105	177
107	1.4.2.2	Functional Design Document		40 days	Dec 9 '11	Feb 15 '12		\$149,408.00		
108	1.4.2.2.1	Develop Functional Design Document	4.8.5.2	31 days	Dec 9 '11	Jan 24 '12	C PM,C LdBA	\$0.00	102	110,114,157
109	1.4.2.2.2	Review Functional Design Document		16 days	Jan 25 '12	Feb 15 '12		\$149,408.00		
110	1.4.2.2.2.1	Florida WIC Review		10 days	Jan 25 '12	Feb 7 '12	WIC Review	\$0.00	108	111

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
111	1.4.2.2.2.2	Vendor Revisions		3 days	Feb 8 '12	Feb 10 '12	C LdBA	\$0.00	110	112FS+1 day
112	1.4.2.2.2.3	Florida WIC Approval		2 days	Feb 14 '12	Feb 15 '12	Sponsor,4.8.5.2	\$149,408.00	111FS+1 day	177
113	1.4.2.3	System Transfer & Modification Design Specification		33 days	Jan 25 '12	Mar 9 '12		\$93,792.00		
114	1.4.2.3.1	Develop System Transfer & Modification Design Specification	4.8.5.3	20 days	Jan 25 '12	Feb 21 '12	C TechLd	\$0.00	108	116
115	1.4.2.3.2	Develop System Transfer & Modification Design Specification		13 days	Feb 22 '12	Mar 9 '12		\$93,792.00		
116	1.4.2.3.2.1	Florida WIC Review		7 days	Feb 22 '12	Mar 1 '12	C PM,C TechLd,C LdBA,C BA1,C Dev1,	\$0.00	114	117,153
117	1.4.2.3.2.2	Vendor Revisions		4 days	Mar 2 '12	Mar 7 '12	C PM,C TechLd,C LdBA,C BA1,C Dev1	\$0.00	116	118,171
118	1.4.2.3.2.3	Florida WIC Approval		2 days	Mar 8 '12	Mar 9 '12	Sponsor,4.8.5.3	\$93,792.00	117	177
119	1.4.2.2.6	Data Migration Plan	4.8.5.4	64 days	Dec 9 '11	Mar 20 '12		\$62,480.00		
120	1.4.2.2.6.1	Develop Data Migration Plan		13 days	Dec 9 '11	Jan 6 '12		\$0.00		
121	1.4.2.2.6.1.1	Develop Data Migration Plan	4.8.5.4.1	19 days	Dec 9 '11	Jan 6 '12	C DBA	\$0.00	101	127,123
122	1.4.2.4.2	Review Data Migration Plan		5 days	Jan 9 '12	Jan 13 '12		\$31,240.00		
123	1.4.2.4.2.1	Florida WIC Review		2 days	Jan 9 '12	Jan 10 '12	WIC Review	\$0.00	121	124
124	1.4.2.4.2.2	Vendor Revisions		2 days	Jan 11 '12	Jan 12 '12	C DBA	\$0.00	123	125
125	1.4.2.4.2.3	Florida WIC Approval		1 day	Jan 13 '12	Jan 13 '12	Sponsor,4.8.5.4.1	\$31,240.00	124	177
126	1.4.2.2.6.3	Requirements Phase Data Migration		51 days	Jan 9 '12	Mar 20 '12		\$31,240.00		
127	1.4.2.2.6.3.1	Develop Initial Data Migration, Test Reports	4.8.5.4.2	46 days	Jan 9 '12	Mar 13 '12	C DBA	\$0.00	121	129
128	1.4.2.2.6.3.2	Review Requirements Phase Data Migration		5 days	Mar 14 '12	Mar 20 '12		\$31,240.00		
129	1.4.2.2.6.3.2.1	Florida WIC Review		2 days	Mar 14 '12	Mar 15 '12	C DBA,WIC Review	\$0.00	127	130
130	1.4.2.2.6.3.2.2	Vendor Revisions		2 days	Mar 16 '12	Mar 19 '12	C DBA	\$0.00	129	131
131	1.4.2.2.6.3.2.3	Florida WIC Approval		1 day	Mar 20 '12	Mar 20 '12	Sponsor,4.8.5.4.2	\$31,240.00	130	177
132	1.4.2.5	External System Interfaces Plan		35 days	Dec 9 '11	Feb 8 '12		\$41,360.00		
133	1.4.2.2.7.1	Develop External System Interfaces Plan	4.8.5.5	31 days	Dec 9 '11	Feb 2 '12	C Dev1	\$0.00	100	135,139
134	1.4.2.2.7.2	Review System Interfaces Plan		4 days	Feb 3 '12	Feb 8 '12		\$41,360.00		
135	1.4.2.2.7.2.1	Florida WIC Review		2 days	Feb 3 '12	Feb 6 '12	WIC Review	\$0.00	133	136
136	1.4.2.2.7.2.2	Vendor Revisions		1 day	Feb 7 '12	Feb 7 '12	C Dev1	\$0.00	135	137
137	1.4.2.2.7.2.3	Florida WIC Approval		1 day	Feb 8 '12	Feb 8 '12	4.8.5.5,Sponsor	\$41,360.00	136	177,390
138	1.4.2.7	Security Plan		20 days	Feb 3 '12	Mar 1 '12		\$8,800.00		
139	1.4.2.7.1	Develop Security Plan	4.8.5.7	5 days	Feb 3 '12	Feb 9 '12	C Dev1	\$0.00	133	141FS+10 days
140	1.4.2.7.2	Review Security Plan		5 days	Feb 24 '12	Mar 1 '12		\$8,800.00		
141	1.4.2.7.2.1	Florida WIC Review		1 day	Feb 24 '12	Feb 24 '12	WIC Review	\$0.00	139FS+10 days	142
142	1.4.2.7.2.2	Vendor Revisions		1 day	Feb 27 '12	Feb 27 '12	C Dev1	\$0.00	141	143FS+2 days
143	1.4.2.7.2.3	Florida WIC Approval		1 day	Mar 1 '12	Mar 1 '12	4.8.5.7,Sponsor	\$8,800.00	142FS+2 days	177
144	1.4.2.8	Test Plan		17 days	Dec 9 '11	Jan 12 '12		\$27,280.00		
145	1.4.2.8.1	Develop Test Plan	4.8.5.8	16 days	Dec 9 '11	Jan 3 '12	C QAMgr	\$0.00	102	147
146	1.4.2.8.2	Review Test Plan		7 days	Jan 4 '12	Jan 12 '12		\$27,280.00		
147	1.4.2.8.2.1	Florida WIC Review		2 days	Jan 4 '12	Jan 5 '12	C QAMgr,WIC Review	\$0.00	145	148
148	1.4.2.8.2.2	Vendor Revisions		1 day	Jan 6 '12	Jan 6 '12	C QAMgr	\$0.00	147	149FS+3 days
149	1.4.2.8.2.3	Florida WIC Approval		1 day	Jan 12 '12	Jan 12 '12	4.8.5.8,Sponsor	\$27,280.00	148FS+3 days	177
150	1.4.2.2.10	Test Cases (all except UAT)		60 days	Dec 9 '11	Mar 14 '12		\$128,496.00		
151	1.4.2.2.10.1	Develop Test Cases (all except UAT)	4.8.5.9	50 days	Dec 9 '11	Feb 29 '12	C BA1	\$0.00	102	153
152	1.4.2.9.2	Review Test Cases (all except UAT)		9 days	Mar 2 '12	Mar 14 '12		\$128,496.00		
153	1.4.2.9.2.1	Florida WIC Review		5 days	Mar 2 '12	Mar 8 '12	WIC Review	\$0.00	151,116	154

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
154	1.4.2.9.2.2	Vendor Revisions		3 days	Mar 9 '12	Mar 13 '12	C QAMgr	\$0.00	153	155,169
155	1.4.2.9.2.3	Florida WIC Approval		1 day	Mar 14 '12	Mar 14 '12	4.8.5.9,Sponsor	\$128,496.00	154	177
156	1.4.2.2.11	User Acceptance Test Cases		18 days	Jan 24 '12	Feb 17 '12		\$5,280.00		
157	1.4.2.2.11.1	Provide Recommended User Acceptance Test Cases	4.8.6.4	5 days	Jan 24 '12	Jan 31 '12	C PM	\$0.00	108	159FS+5 days
158	1.4.2.2.11.2	Review User Acceptance Test Cases		8 days	Feb 8 '12	Feb 17 '12		\$5,280.00		
159	1.4.2.2.11.2.1	Florida WIC Review		5 days	Feb 8 '12	Feb 14 '12	C PM,WIC Review	\$0.00	157FS+5 days	160
160	1.4.2.2.11.2.2	Vendor Revisions		2 days	Feb 15 '12	Feb 16 '12	C PM	\$0.00	159	161
161	1.4.2.2.11.2.3	Florida WIC Approval		1 day	Feb 17 '12	Feb 17 '12	4.8.6.4,Sponsor	\$5,280.00	160	177
162	1.4.2.10	Training / Implementation Plans		34 days	Dec 9 '11	Feb 7 '12		\$56,320.00		
163	1.4.2.2.12.1	Update Training / Implementation Plans	4.8.5.10	25 days	Dec 9 '11	Jan 16 '12	C TrgSpec	\$0.00	102	165
164	1.4.2.10.2	Review Updated Training / Implementation Plans		15 days	Jan 17 '12	Feb 7 '12		\$56,320.00		
165	1.4.2.10.2.1	Florida WIC Review		5 days	Jan 17 '12	Jan 24 '12	C TrgSpec,WIC Review	\$0.00	163	166
166	1.4.2.10.2.2	Vendor Revisions		7 days	Jan 25 '12	Feb 2 '12	C TrgSpec	\$0.00	165	167FS+2 days,170
167	1.4.2.10.2.3	Florida WIC Approval		1 day	Feb 7 '12	Feb 7 '12	4.8.5.10,Sponsor	\$56,320.00	166FS+2 days	177
168	1.4.2.11	Develop Next Phase Templates		33 days	Feb 2 '12	Mar 20 '12		\$0.00		
169	1.4.2.11.1	User Guide Template	4.8.5.14.1	2 days	Mar 14 '12	Mar 15 '12	C BA1	\$0.00	154	173
170	1.4.2.11.2	Training Lesson Template	4.8.5.14.2	2 days	Feb 2 '12	Feb 6 '12	C TrgSpec	\$0.00	102,166	173
171	1.4.2.11.3	Technical Documentation Templates	4.8.5.14.3	2 days	Mar 8 '12	Mar 9 '12	C TechLd	\$0.00	102,117	173
172	1.4.2.11.4	Review Next Phase Templates		3 days	Mar 16 '12	Mar 20 '12		\$0.00		
173	1.4.2.11.4.1	Florida WIC Review		1 day	Mar 16 '12	Mar 16 '12	WIC Review	\$0.00	171,169,170	174
174	1.4.2.11.4.2	Vendor Revisions		1 day	Mar 19 '12	Mar 19 '12	C TechLd,C BA1,C QAMgr	\$0.00	173	175
175	1.4.2.11.4.3	Florida WIC Approval		1 day	Mar 20 '12	Mar 20 '12	Sponsor	\$0.00	174	177
176	1.4.2.12	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC	4.8.5.11	5 days	Mar 15 '12	Mar 21 '12	C PM,C TechLd,C LdBA,C BA1,C QAMgr	\$896.00	177FF	178
177	1.4.2.13	Develop Requirements & Design Phase Completion Checklist / Readiness Certificate for Next Ph	4.8.5.12	1 day	Mar 21 '12	Mar 21 '12	C PM,4.8.5.12	\$20,272.00	106,112,137,118,143,149,155,1	178,176FF
178	1.4.2.14	Attain FL WIC Approval to Start Next Phase	4.8.5.13	8 hrs	Mar 22 '12	Mar 22 '12	WIC Executive	\$0.00	177,176	1,194,230,254,200,224,212,184
179	1.4.3	Procure Equipment for Next Phase		30 days	Oct 21 '11	Dec 6 '11		\$4,480.00		
180	1.4.3.1	Purchase Equipment for System Transfer & Modification		30 days	Oct 21 '11	Dec 6 '11	Laptops,Scan,SigPad,Sponsor	\$4,480.00	65	181
181	1.4.4	Requirements & Design Phase Completed		0 days	Mar 22 '12	Mar 22 '12		\$0.00	180,178,70	618
182										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
183	1.5	System Transfer & Modification Phase	4.8.6	228 days	Mar 22 '12	Feb 26 '13		\$2,024,817.52		
184	1.5.1	Transfer & Modification Phase Begins		0 days	Mar 22 '12	Mar 22 '12		\$0.00	178	185
185	1.5.1	Provide Project Support - Transfer & Modification		228 days	Mar 23 '12	Feb 26 '13	WIC PM,WIC BA	\$206,941.92	178,184	347
186	1.5.2	Hire WIC System Support Staff		60 days	Mar 23 '12	Jun 15 '12		\$36,000.00		
187	1.5.2.1	Hire System Support Staff		30 days	Mar 23 '12	May 3 '12	Sponsor	\$0.00	178	188
188	1.5.2.2	On-board/Train System Support Staff		30 days	May 4 '12	Jun 15 '12	SRC DBA,SRC SysSup,WIC DBA-adj,W	\$36,000.00	187	339,350
189	1.5.3	Procure Equipment for Next Phase		30 days	May 4 '12	Jun 15 '12		\$25,500.00		
190	1.5.3.1	Purchase Equipment for UAT		30 days	May 4 '12	Jun 15 '12	Laptops,Scan,SigPad,TestSW,Sponsor	\$25,500.00	178FS+30 days	339,350,341
191	1.5.4	Project Phase Execution - Transfer & Modification		228 days	Mar 23 '12	Feb 26 '13		\$1,756,375.60		
192	1.5.4.1	Modifications to the Base System	4.8.6.1	162 days	Mar 23 '12	Nov 8 '12		\$1,166,535.60		
193	1.5.4.1.1	Interface changes	4.8.6.1.1	52 days	Mar 23 '12	Jun 5 '12		\$116,653.56		
194	1.5.4.1.1.1	Transfer / Develop Modifications		46 days	Mar 23 '12	May 25 '12	C TechLd,C Dev 2	\$0.00	178	218,206,196
195	1.5.4.1.1.2	Review Interface Modifications		6 days	May 29 '12	Jun 5 '12		\$116,653.56		
196	1.5.4.1.1.2.1	Florida WIC Review		3 days	May 29 '12	May 31 '12	WIC Review	\$0.00	194	197
197	1.5.4.1.1.2.2	Vendor Revisions		2 days	Jun 1 '12	Jun 4 '12	VTeam	\$0.00	196	198
198	1.5.4.1.1.2.3	Florida WIC Approval		1 day	Jun 5 '12	Jun 5 '12	Sponsor,4.8.6.1.1	\$116,653.56	197	255
199	1.5.4.1.2	Scheduler	4.8.6.1.2	86 days	Mar 23 '12	Jul 24 '12		\$116,653.56		
200	1.5.4.1.2.1	Transfer / Develop Modifications		80 days	Mar 23 '12	Jul 16 '12	C Dev 3	\$0.00	178	249,202
201	1.5.4.1.2.2	Review Scheduler Modifications		6 days	Jul 17 '12	Jul 24 '12		\$116,653.56		
202	1.5.4.1.2.2.1	Florida WIC Review		3 days	Jul 17 '12	Jul 19 '12	WIC Review	\$0.00	200	203
203	1.5.4.1.2.2.2	Vendor Revisions		2 days	Jul 20 '12	Jul 23 '12	VTeam	\$0.00	202	204
204	1.5.4.1.2.2.3	Florida WIC Approval		1 day	Jul 24 '12	Jul 24 '12	Sponsor,4.8.6.1.2	\$116,653.56	203	255
205	1.5.4.1.3	Vendor Management	4.8.6.1.3	86 days	May 29 '12	Sep 27 '12		\$116,653.56		
206	1.5.4.1.3.1	Transfer / Develop Modifications		80 days	May 29 '12	Sep 19 '12	C Dev 2,C Dev 4	\$0.00	194	236,208
207	1.5.4.1.3.2	Review Vendor Management Modifications		6 days	Sep 20 '12	Sep 27 '12		\$116,653.56		
208	1.5.4.1.3.2.1	Florida WIC Review		3 days	Sep 20 '12	Sep 24 '12	WIC Review	\$0.00	206	209
209	1.5.4.1.3.2.2	Vendor Revisions		2 days	Sep 25 '12	Sep 26 '12	VTeam	\$0.00	208	210
210	1.5.4.1.3.2.3	Florida WIC Approval		1 day	Sep 27 '12	Sep 27 '12	Sponsor,4.8.6.1.3	\$116,653.56	209	255
211	1.5.4.1.4	Administration Code and Attributes	4.8.6.1.4	31 days	Mar 23 '12	May 4 '12		\$116,653.56		
212	1.5.4.1.4.1	Transfer / Develop Modifications		25 days	Mar 23 '12	Apr 26 '12	C Dev 4	\$0.00	178	214
213	1.5.4.1.4.2	Review Admin Code and Attributes		6 days	Apr 27 '12	May 4 '12		\$116,653.56		
214	1.5.4.1.4.2.1	Florida WIC Review		3 days	Apr 27 '12	May 1 '12	WIC Review	\$0.00	212	215
215	1.5.4.1.4.2.2	Vendor Revisions		2 days	May 2 '12	May 3 '12	VTeam	\$0.00	214	216
216	1.5.4.1.4.2.3	Florida WIC Approval		1 day	May 4 '12	May 4 '12	Sponsor,4.8.6.1.4	\$116,653.56	215	255
217	1.5.4.1.5	Administration Security	4.8.6.1.5	26 days	May 29 '12	Jul 3 '12		\$116,653.56		
218	1.5.4.1.5.1	Transfer / Develop Modifications		20 days	May 29 '12	Jun 25 '12	C TechLd	\$0.00	194	237,220
219	1.5.4.1.5.2	Review Security Modifications		6 days	Jun 26 '12	Jul 3 '12		\$116,653.56		
220	1.5.4.1.5.2.1	Florida WIC Review		3 days	Jun 26 '12	Jun 28 '12	WIC Review	\$0.00	218	221
221	1.5.4.1.5.2.2	Vendor Revisions		2 days	Jun 29 '12	Jul 2 '12	VTeam	\$0.00	220	222
222	1.5.4.1.5.2.3	Florida WIC Approval		1 day	Jul 3 '12	Jul 3 '12	Sponsor,4.8.6.1.5	\$116,653.56	221	255
223	1.5.4.1.6	Certification and Enrollment	4.8.6.1.6	126 days	Mar 23 '12	Sep 19 '12		\$116,653.56		
224	1.5.4.1.6.1	Transfer / Develop Modifications		120 days	Mar 23 '12	Sep 11 '12	C Dev1,C Dev 5	\$0.00	178	226
225	1.5.4.1.6.2	Review C & E Modifications		6 days	Sep 12 '12	Sep 19 '12		\$116,653.56		

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
226	1.5.4.1.6.2.1	Florida WIC Review		3 days	Sep 12 '12	Sep 14 '12	WIC Review	\$0.00	224	227
227	1.5.4.1.6.2.2	Vendor Revisions		2 days	Sep 17 '12	Sep 18 '12	VTeam	\$0.00	226	228
228	1.5.4.1.6.2.3	Florida WIC Approval		1 day	Sep 19 '12	Sep 19 '12	Sponsor,4.8.6.1.6	\$116,653.56	227	255
229	1.5.4.1.7	Transfer/Modify Phase Data Migration	4.8.6.1.7	67 days	Mar 23 '12	Jun 26 '12		\$116,653.56		
230	1.5.4.1.7.1	Develop / Revise Routines		58 days	Mar 23 '12	Jun 13 '12	C DBA	\$0.00	178	232
231	1.5.4.1.7.2	Review Xfr & Modify Data Migration		9 days	Jun 14 '12	Jun 26 '12		\$116,653.56		
232	1.5.4.1.7.2.1	Florida WIC Review		5 days	Jun 14 '12	Jun 20 '12	WIC Review	\$0.00	230	233
233	1.5.4.1.7.2.2	Vendor Revisions		3 days	Jun 21 '12	Jun 25 '12	C DBA	\$0.00	232	234,237
234	1.5.4.1.7.2.3	Florida WIC Approval		1 day	Jun 26 '12	Jun 26 '12	Sponsor,4.8.6.1.7	\$116,653.56	233	255
235	1.5.4.1.8	Reports	4.8.6.1.8	94 days	Jun 26 '12	Nov 6 '12		\$116,653.56		
236	1.5.4.1.8.1	Transfer / Develop Modifications - A Group Reports		25 days	Sep 20 '12	Oct 24 '12	C Dev 2,C Dev 4,C Dev 5,C Dev1	\$0.00	206	239
237	1.5.4.1.8.2	Transfer / Develop Modifications - B Group Reports		85 days	Jun 26 '12	Oct 24 '12	C TechLd,C DBA	\$0.00	218,233	239
238	1.5.4.1.8.3	Review Reports Modifications		9 days	Oct 25 '12	Nov 6 '12		\$116,653.56		
239	1.5.4.1.8.3.1	Florida WIC Review		5 days	Oct 25 '12	Oct 31 '12	WIC Review	\$0.00	236,237	240
240	1.5.4.1.8.3.2	Vendor Revisions		3 days	Nov 1 '12	Nov 5 '12	VTeam	\$0.00	239	241
241	1.5.4.1.8.3.3	Florida WIC Approval		1 day	Nov 6 '12	Nov 6 '12	Sponsor,4.8.6.1.8	\$116,653.56	240	255
242	1.5.4.1.9	Help Files (includes unit tests & results)	4.8.6.1.9	121 days	May 2 '12	Oct 22 '12		\$116,653.56		
243	1.5.4.1.9.1	Transfer / Develop Modifications		112 days	May 2 '12	Oct 9 '12	C BA1	\$0.00	312	245
244	1.5.4.1.9.2	Review Help File Modifications		9 days	Oct 10 '12	Oct 22 '12		\$116,653.56		
245	1.5.4.1.9.2.1	Florida WIC Review		5 days	Oct 10 '12	Oct 16 '12	WIC Review	\$0.00	243	246
246	1.5.4.1.9.2.2	Vendor Revisions		3 days	Oct 17 '12	Oct 19 '12	C BA1	\$0.00	245	247
247	1.5.4.1.9.2.3	Florida WIC Approval		1 day	Oct 22 '12	Oct 22 '12	Sponsor,4.8.6.1.9	\$116,653.56	246	255
248	1.5.4.1.10	Disconnected Operations	4.8.6.1.10	71 days	Jul 17 '12	Oct 24 '12		\$116,653.56		
249	1.5.4.1.10.1	Transfer / Develop Modifications		65 days	Jul 17 '12	Oct 16 '12	C Dev 3	\$0.00	200	251
250	1.5.4.1.10.2	Review Disconnected Modifications		6 days	Oct 17 '12	Oct 24 '12		\$116,653.56		
251	1.5.4.1.10.2.1	Florida WIC Review		3 days	Oct 17 '12	Oct 19 '12	WIC Review	\$0.00	249	252
252	1.5.4.1.10.2.2	Vendor Revisions		2 days	Oct 22 '12	Oct 23 '12	C Dev 3	\$0.00	251	253
253	1.5.4.1.10.2.3	Florida WIC Approval		1 day	Oct 24 '12	Oct 24 '12	Sponsor,4.8.6.1.10	\$116,653.56	252	255
254	1.5.4.1.11	Test Case Updates / Development Support		162 days	Mar 23 '12	Nov 8 '12	C QAMgr,C LdBA,C PM	\$0.00	178	255
255	1.5.4.1.12	Modifications Completed		0 days	Nov 8 '12	Nov 8 '12		\$0.00	198,204,216,228,234,222,247,2	345,259,333
256	1.5.4.2	Tests, Reports, Corrections, & Retests		54 days	Nov 9 '12	Feb 8 '13		\$117,480.00		
257	1.5.4.2.1	Develop Tests, Reports, Corrections, & Retests	4.8.6.2	54 days	Nov 9 '12	Feb 8 '13		\$117,480.00		
258	1.5.4.2.1.1	Integration Tests	4.8.6.2.1	26.02 days	Nov 9 '12	Dec 20 '12		\$23,496.00		
259	1.5.4.2.1.1.1	Conduct Tests, Report Results		20 days	Nov 9 '12	Dec 11 '12	C TechLd,C Dev1,C Dev 2,C Dev 3,C P	\$0.00	255	265,271,277,306,261
260	1.5.4.2.1.1.2	Review Integration Tests		6.02 days	Dec 12 '12	Dec 20 '12		\$23,496.00		
261	1.5.4.2.1.1.2.1	Florida WIC Review		3 days	Dec 12 '12	Dec 14 '12	WIC Review	\$0.00	259	262
262	1.5.4.2.1.1.2.2	Vendor Revisions		2.02 days	Dec 17 '12	Dec 19 '12	VTeam	\$0.00	261	263
263	1.5.4.2.1.1.2.3	Florida WIC Approval		1 day	Dec 19 '12	Dec 20 '12	Sponsor,4.8.6.2.1	\$23,496.00	262	288
264	1.5.4.2.1.2	System Test	4.8.6.2.2	34 days	Dec 12 '12	Feb 8 '13		\$23,496.00		
265	1.5.4.2.1.2.1	Conduct Tests, Report Results		35 days	Dec 12 '12	Jan 31 '13	C TechLd,C Dev 2,C Dev 3,C PM,C LdB	\$0.00	259	267
266	1.5.4.2.1.2.2	Review System Tests		6 days	Feb 1 '13	Feb 8 '13		\$23,496.00		
267	1.5.4.2.1.2.2.1	Florida WIC Review		3 days	Feb 1 '13	Feb 5 '13	WIC Review	\$0.00	265	268
268	1.5.4.2.1.2.2.2	Vendor Revisions		2 days	Feb 6 '13	Feb 7 '13	C TechLd,C Dev 2,C Dev 3,C PM,C LdB	\$0.00	267	269

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
269	1.5.4.2.1.2.2.3	Florida WIC Approval		1 day	Feb 8 '13	Feb 8 '13	Sponsor,4.8.6.2.2	\$23,496.00	268	288
270	1.5.4.2.1.3	Data Migration Test	4.8.6.2.4	15 days	Dec 12 '12	Jan 11 '13		\$23,496.00		
271	1.5.4.2.1.3.1	Conduct Tests, Report Results		15 days	Dec 12 '12	Jan 3 '13	C DBA	\$0.00	259	273
272	1.5.4.2.1.3.2	Review Data Migration Test		6 days	Jan 4 '13	Jan 11 '13		\$23,496.00		
273	1.5.4.2.1.3.2.1	Florida WIC Review		3 days	Jan 4 '13	Jan 8 '13	WIC Review	\$0.00	271	274
274	1.5.4.2.1.3.2.2	Vendor Revisions		2 days	Jan 9 '13	Jan 10 '13	VTeam	\$0.00	273	275
275	1.5.4.2.1.3.2.3	Florida WIC Approval		1 day	Jan 11 '13	Jan 11 '13	Sponsor,4.8.6.2.4	\$23,496.00	274	288,295,291
276	1.5.4.2.1.4	External System Interface Test	4.8.6.2.3	19 days	Dec 12 '12	Jan 17 '13		\$23,496.00		
277	1.5.4.2.1.4.1	Conduct Tests, Report Results		18 days	Dec 12 '12	Jan 8 '13	C Dev1,C BA1	\$0.00	259	279
278	1.5.4.2.1.4.2	Review External System Interface Test		7 days	Jan 9 '13	Jan 17 '13		\$23,496.00		
279	1.5.4.2.1.4.2.1	Florida WIC Review		3 days	Jan 9 '13	Jan 11 '13	WIC Review	\$0.00	277	280
280	1.5.4.2.1.4.2.2	Vendor Revisions		3 days	Jan 14 '13	Jan 16 '13	C Dev1,C BA1	\$0.00	279	281,283
281	1.5.4.2.1.4.2.3	Florida WIC Approval		1 day	Jan 17 '13	Jan 17 '13	Sponsor,4.8.6.2.3	\$23,496.00	280	288,291,295
282	1.5.4.2.1.5	Business Continuity Test	4.8.6.2.6	14 days	Jan 17 '13	Feb 6 '13		\$23,496.00		
283	1.5.4.2.1.5.1	Conduct Tests, Report Results		10 days	Jan 17 '13	Jan 30 '13	C SysAd,C Dev1,C BA1,C DBA,SRCS	\$0.00	280	285
284	1.5.4.2.1.5.2	Review Business Continuity Test		5 days	Jan 31 '13	Feb 6 '13		\$23,496.00		
285	1.5.4.2.1.5.2.1	Florida WIC Review		2 days	Jan 31 '13	Feb 1 '13	WIC Review	\$0.00	283	286
286	1.5.4.2.1.5.2.2	Vendor Revisions		2 days	Feb 4 '13	Feb 5 '13	C SysAd,C BA1,C DBA	\$0.00	285	287
287	1.5.4.2.1.5.2.3	Florida WIC Approval		1 day	Feb 6 '13	Feb 6 '13	Sponsor,4.8.6.2.6	\$23,496.00	286	288
288	1.5.4.2.1.6	Tests, Reports, Corrections, and Retests Completed		0 days	Feb 8 '13	Feb 8 '13		\$0.00	269,275,281,287,263	345
289	1.5.4.3	Post-construction Security & ADA Scans	4.8.6.3	16 days	Jan 21 '13	Feb 11 '13		\$15,840.00		
290	1.5.4.3.1	Conduct Post-construction ADA Scan	4.8.6.3.3	14 days	Jan 21 '13	Feb 7 '13		\$7,920.00		
291	1.5.4.3.1.1	Conduct ADA Scan, Report / Review Results		10 days	Jan 21 '13	Feb 1 '13	DOHADA	\$0.00	281,275	292
292	1.5.4.3.1.2	Vendor Revisions		3 days	Feb 4 '13	Feb 6 '13	C TechLd,C QA 1,C Dev 3	\$0.00	291	293
293	1.5.4.3.1.3	Florida WIC Approval		1 day	Feb 7 '13	Feb 7 '13	Sponsor,4.8.6.3.3	\$7,920.00	292	298
294	1.5.4.3.2	Conduct Post-construction Security Scan	4.8.6.3.4	16 days	Jan 21 '13	Feb 11 '13		\$7,920.00		
295	1.5.4.3.2.1	Conduct Security Scan, Report / Review Results		12 days	Jan 21 '13	Feb 5 '13	DOHSec	\$0.00	275,281	296
296	1.5.4.3.2.2	Vendor Revisions		3 days	Feb 6 '13	Feb 8 '13	C Dev1,C QA 2	\$0.00	295	297
297	1.5.4.3.2.3	Florida WIC Approval		1 day	Feb 11 '13	Feb 11 '13	Sponsor,4.8.6.3.4	\$7,920.00	296	298
298	1.5.4.3.3	Post-construction Security & ADA Scans Completed		0 days	Feb 11 '13	Feb 11 '13		\$0.00	293,297	345
299	1.5.4.4	Pilot Site Surveys	4.8.6.5	8 days	Mar 23 '12	Apr 3 '12		\$25,784.00		
300	1.5.4.4.1	Develop Pilot Site Surveys		5 days	Mar 23 '12	Mar 29 '12	C BA1	\$0.00	178	302,312,317FS+3 days
301	1.5.4.4.2	Review Pilot Site Surveys		3 days	Mar 30 '12	Apr 3 '12		\$25,784.00		
302	1.5.4.4.2.1	Florida WIC Review		1 day	Mar 30 '12	Mar 30 '12	WIC Review	\$0.00	300	303
303	1.5.4.4.2.2	Vendor Revisions		1 day	Apr 2 '12	Apr 2 '12	C BA1	\$0.00	302	304
304	1.5.4.4.2.3	Florida WIC Approval		1 day	Apr 3 '12	Apr 3 '12	Sponsor,4.8.6.5	\$25,784.00	303	345
305	1.5.4.5	Operational Plans	4.8.6.6	25 days	Dec 12 '12	Jan 28 '13		\$39,040.00		
306	1.5.4.5.1	Develop Operational Plans		22 days	Dec 12 '12	Jan 14 '13	C Dev1	\$0.00	259	308FS+3 days
307	1.5.4.5.2	Review Operational Plans		6 days	Jan 21 '13	Jan 28 '13		\$39,040.00		
308	1.5.4.5.2.1	Florida WIC Review		3 days	Jan 21 '13	Jan 23 '13	WIC Review	\$0.00	306FS+3 days	309
309	1.5.4.5.2.2	Vendor Revisions		2 days	Jan 24 '13	Jan 25 '13	C Dev1	\$0.00	308	310
310	1.5.4.5.2.3	Florida WIC Approval		1 day	Jan 28 '13	Jan 28 '13	Sponsor,4.8.6.6	\$39,040.00	309	345
311	1.5.4.6	User Documentation	4.8.6.7	221 days	Mar 30 '12	Feb 22 '13		\$273,200.00		

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
312	1.5.4.6.1	Develop User Guide	4.8.6.7.1	23 days	Mar 30 '12	May 1 '12	C BA1	\$0.00	300	314,243
313	1.5.4.6.2	Review User Documentation		16 days	May 2 '12	May 23 '12		\$68,300.00		
314	1.5.4.6.2.1	Florida WIC Review		10 days	May 2 '12	May 15 '12	WIC Review	\$0.00	312	315
315	1.5.4.6.2.2	Vendor Revisions		5 days	May 16 '12	May 22 '12	C BA1	\$0.00	314	316
316	1.5.4.6.2.3	Florida WIC Approval		1 day	May 23 '12	May 23 '12	Sponsor,4.8.6.7.1	\$68,300.00	315	345
317	1.5.4.7.2	Develop Training Lesson Plans	4.8.6.7.2	60 days	Apr 4 '12	Jun 27 '12	C TrgSpec	\$0.00	300FS+3 days	319,322
318	1.5.4.6.4	Review Training Lesson Plans		13 days	Jun 28 '12	Jul 17 '12		\$68,300.00		
319	1.5.4.6.4.1	Florida WIC Review		7 days	Jun 28 '12	Jul 9 '12	WIC Review	\$0.00	317	320
320	1.5.4.6.4.2	Vendor Revisions		5 days	Jul 10 '12	Jul 16 '12	C TrgSpec	\$0.00	319	321
321	1.5.4.6.4.3	Florida WIC Approval		1 day	Jul 17 '12	Jul 17 '12	Sponsor,4.8.6.7.2	\$68,300.00	320	345
322	1.5.4.7.3	Develop Self-Paced e-Learning Modules	4.8.6.7.3	121 days	Jun 28 '12	Dec 18 '12	C TrgSpec	\$0.00	317	324
323	1.5.4.6.6	Review Self-Paced e-Learning Modules		19 days	Dec 19 '12	Jan 25 '13		\$68,300.00		
324	1.5.4.6.6.1	Florida WIC Review		10 days	Dec 19 '12	Jan 11 '13	WIC Review	\$0.00	322	325
325	1.5.4.6.6.2	Vendor Revisions		7 days	Jan 14 '13	Jan 23 '13	C TrgSpec	\$0.00	324	326FS+1 day,327
326	1.5.4.6.6.3	Florida WIC Approval		1 day	Jan 25 '13	Jan 25 '13	Sponsor,4.8.6.7.3	\$68,300.00	325FS+1 day	345
327	1.5.4.7.4	Develop Supplementary Live Webinars	4.8.6.7.4	10 days	Jan 24 '13	Feb 6 '13	C TrgSpec,C BA1	\$0.00	325	329
328	1.5.4.7.5	Review Supplementary Live Webinars		12 days	Feb 7 '13	Feb 22 '13		\$68,300.00		
329	1.5.4.7.5.1	Florida WIC Review		5 days	Feb 7 '13	Feb 13 '13	WIC Review	\$0.00	327	330
330	1.5.4.7.5.2	Vendor Revisions		5 days	Feb 14 '13	Feb 20 '13	C TrgSpec	\$0.00	329	331
331	1.5.4.7.5.3	Florida WIC Approval		2 days	Feb 21 '13	Feb 22 '13	Sponsor,4.8.6.7.4	\$68,300.00	330	345
332	1.5.4.7	Technical Documentation	4.8.6.8	35 days	Nov 9 '12	Jan 11 '13		\$49,280.00		
333	1.5.4.7.1	Develop Technical Documentation		25 days	Nov 9 '12	Dec 14 '12	C Dev 5	\$0.00	255	335
334	1.5.4.7.2	Review Technical Documentation		12 days	Dec 17 '12	Jan 11 '13		\$49,280.00		
335	1.5.4.7.2.1	Florida WIC Review		5 days	Dec 17 '12	Jan 2 '13	C Dev 5,WIC Review	\$0.00	333	336
336	1.5.4.7.2.2	Vendor Revisions		5 days	Jan 2 '13	Jan 9 '13	C Dev 5	\$0.00	335	337
337	1.5.4.7.2.3	Florida WIC Approval		2 days	Jan 10 '13	Jan 11 '13	Sponsor,4.8.6.8	\$49,280.00	336	345
338	1.5.4.8	Four Server Environments	4.8.6.9	10 days	Jun 18 '12	Jun 29 '12		\$17,600.00		
339	1.5.4.8.1	Establish the Four Server Environments		5 days	Jun 18 '12	Jun 22 '12	C SysAd	\$0.00	188,190	352,371,341
340	1.5.4.8.2	Review Four Server Environments		5 days	Jun 25 '12	Jun 29 '12		\$17,600.00		
341	1.5.4.8.2.1	Florida WIC Review		2 days	Jun 25 '12	Jun 26 '12	WIC Review	\$0.00	190,339	342
342	1.5.4.8.2.2	Vendor Revisions		2 days	Jun 27 '12	Jun 28 '12	C SysAd	\$0.00	341	343
343	1.5.4.8.2.3	Florida WIC Approval		1 day	Jun 29 '12	Jun 29 '12	Sponsor,4.8.6.9	\$17,600.00	342	345
344	1.5.4.9	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rww, 1dy-FL WIC appr)	4.8.6.10	5 days	Feb 19 '13	Feb 25 '13	C PM,4.8.6.10,Sponsor	\$30,464.00	345FF	346
345	1.5.4.10	Develop Transfer & Modification Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.6.11	1 day	Feb 25 '13	Feb 25 '13	C LdBA,4.8.6.11	\$21,152.00	304,331,337,343,310,255,288,2	346,344FF
346	1.5.4.11	Attain FL WIC Approval to Start Next Phase	4.8.6.12	1 day	Feb 26 '13	Feb 26 '13	WIC Executive	\$0.00	345,344	408,481,405,347,425,404
347	1.5.5	Transfer & Modification Phase Completed		0 days	Feb 26 '13	Feb 26 '13		\$0.00	185,346	618
348										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
349	1.6	Provide Ongoing System Support (SRC, FL DOH IT)		451 days	Feb 9 '12	Nov 25 '13		\$1,461,367.02		
350	1.6.1	Provide WIC Technical Support Services (ongoing)		351 days	Jun 18 '12	Nov 12 '13	SRC DBA,SRC SysSup	\$368,550.00	188,190	618
351	1.6.2	Provide Shared Resource Center Services		355 days	Jun 25 '12	Nov 25 '13		\$976,150.08		
352	1.6.2.1	Provide SRC Services 1		1 day	Jun 25 '12	Jun 25 '12	SRCSvcs	\$54,230.56	339	353
353	1.6.2.2	Provide SRC Services 2		1 day	Jul 23 '12	Jul 23 '12	SRCSvcs	\$54,230.56	352	354
354	1.6.2.3	Provide SRC Services 3		1 day	Aug 27 '12	Aug 27 '12	SRCSvcs	\$54,230.56	353	355
355	1.6.2.4	Provide SRC Services 4		1 day	Sep 24 '12	Sep 24 '12	SRCSvcs	\$54,230.56	354	356
356	1.6.2.5	Provide SRC Services 5		1 day	Oct 22 '12	Oct 22 '12	SRCSvcs	\$54,230.56	355	357
357	1.6.2.6	Provide SRC Services 6		1 day	Nov 26 '12	Nov 26 '12	SRCSvcs	\$54,230.56	356	358
358	1.6.2.7	Provide SRC Services 7		1 day	Jan 2 '13	Jan 2 '13	SRCSvcs	\$54,230.56	357	359
359	1.6.2.8	Provide SRC Services 8		1 day	Jan 28 '13	Jan 28 '13	SRCSvcs	\$54,230.56	358	360
360	1.6.2.9	Provide SRC Services 9		1 day	Feb 25 '13	Feb 25 '13	SRCSvcs	\$54,230.56	359	361
361	1.6.2.10	Provide SRC Services 10		1 day	Mar 25 '13	Mar 25 '13	SRCSvcs	\$54,230.56	360	362
362	1.6.2.11	Provide SRC Services 11		1 day	Apr 22 '13	Apr 22 '13	SRCSvcs	\$54,230.56	361	363
363	1.6.2.12	Provide SRC Services 12		1 day	May 28 '13	May 28 '13	SRCSvcs	\$54,230.56	362	364
364	1.6.2.13	Provide SRC Services 13		1 day	Jun 24 '13	Jun 24 '13	SRCSvcs	\$54,230.56	363	365
365	1.6.2.14	Provide SRC Services 14		1 day	Jul 22 '13	Jul 22 '13	SRCSvcs	\$54,230.56	364	366
366	1.6.2.15	Provide SRC Services 15		1 day	Aug 26 '13	Aug 26 '13	SRCSvcs	\$54,230.56	365	367
367	1.6.2.16	Provide SRC Services 16		1 day	Sep 23 '13	Sep 23 '13	SRCSvcs	\$54,230.56	366	368
368	1.6.2.17	Provide SRC Services 17		1 day	Oct 28 '13	Oct 28 '13	SRCSvcs	\$54,230.56	367	369
369	1.6.2.18	Provide SRC Services 18		1 day	Nov 25 '13	Nov 25 '13	SRCSvcs	\$54,230.56	368	618
370	1.6.3	Provide Integration Services		355 days	Jun 25 '12	Nov 25 '13		\$16,666.94		
371	1.6.3.1	Provide Integration Services 1		1 day	Jun 25 '12	Jun 25 '12	IntegSvcs,IntegSvcs-adj	\$2,500.33	339	372
372	1.6.3.2	Provide Integration Services 2		1 day	Jul 23 '12	Jul 23 '12	IntegSvcs	\$833.33	371	373
373	1.6.3.3	Provide Integration Services 3		1 day	Aug 27 '12	Aug 27 '12	IntegSvcs	\$833.33	372	374
374	1.6.3.4	Provide Integration Services 4		1 day	Sep 24 '12	Sep 24 '12	IntegSvcs	\$833.33	373	375
375	1.6.3.5	Provide Integration Services 5		1 day	Oct 22 '12	Oct 22 '12	IntegSvcs	\$833.33	374	376
376	1.6.3.6	Provide Integration Services 6		1 day	Nov 26 '12	Nov 26 '12	IntegSvcs	\$833.33	375	377
377	1.6.3.7	Provide Integration Services 7		1 day	Jan 2 '13	Jan 2 '13	IntegSvcs	\$833.33	376	378
378	1.6.3.8	Provide Integration Services 8		1 day	Jan 28 '13	Jan 28 '13	IntegSvcs	\$833.33	377	379
379	1.6.3.9	Provide Integration Services 9		1 day	Feb 25 '13	Feb 25 '13	IntegSvcs	\$833.33	378	380
380	1.6.3.10	Provide Integration Services 10		1 day	Mar 25 '13	Mar 25 '13	IntegSvcs	\$833.33	379	381
381	1.6.3.11	Provide Integration Services 11		1 day	Apr 22 '13	Apr 22 '13	IntegSvcs	\$833.33	380	382
382	1.6.3.12	Provide Integration Services 12		1 day	May 28 '13	May 28 '13	IntegSvcs	\$833.33	381	383
383	1.6.3.13	Provide Integration Services 13		1 day	Jun 24 '13	Jun 24 '13	IntegSvcs	\$833.33	382	384
384	1.6.3.14	Provide Integration Services 14		1 day	Jul 22 '13	Jul 22 '13	IntegSvcs	\$833.33	383	385
385	1.6.3.15	Provide Integration Services 15		1 day	Aug 26 '13	Aug 26 '13	IntegSvcs	\$833.33	384	386
386	1.6.3.16	Provide Integration Services 16		1 day	Sep 23 '13	Sep 23 '13	IntegSvcs	\$833.33	385	387
387	1.6.3.17	Provide Integration Services 17		1 day	Oct 28 '13	Oct 28 '13	IntegSvcs	\$833.33	386	618,388
388	1.6.3.18	Provide Integration Services 18		1 day	Nov 25 '13	Nov 25 '13	IntegSvcs	\$833.33	387	618
389	1.6.4	Interface Development Support		221 days	Feb 9 '12	Jan 2 '13		\$100,000.00		
390	1.6.4.1	Interface Development Support 1		1 day	Feb 9 '12	Feb 9 '12	IntegDev,IntegDev-adj	\$8,333.37	137	391
391	1.6.4.2	Interface Development Support 2		1 day	Feb 27 '12	Feb 27 '12	IntegDev	\$8,333.33	390	392

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
392	1.6.4.3	Interface Development Support 3		1 day	Mar 26 '12	Mar 26 '12	IntegDev	\$8,333.33	391	393
393	1.6.4.4	Interface Development Support 4		1 day	Apr 30 '12	Apr 30 '12	IntegDev	\$8,333.33	392	394
394	1.6.4.5	Interface Development Support 5		1 day	May 29 '12	May 29 '12	IntegDev	\$8,333.33	393	395
395	1.6.4.6	Interface Development Support 6		1 day	Jun 25 '12	Jun 25 '12	IntegDev	\$8,333.33	394	396
396	1.6.4.7	Interface Development Support 7		1 day	Jul 30 '12	Jul 30 '12	IntegDev	\$8,333.33	395	397
397	1.6.4.8	Interface Development Support 8		1 day	Aug 27 '12	Aug 27 '12	IntegDev	\$8,333.33	396	398
398	1.6.4.9	Interface Development Support 9		1 day	Sep 24 '12	Sep 24 '12	IntegDev	\$8,333.33	397	399
399	1.6.4.10	Interface Development Support 10		1 day	Oct 29 '12	Oct 29 '12	IntegDev	\$8,333.33	398	400
400	1.6.4.11	Interface Development Support 11		1 day	Nov 26 '12	Nov 26 '12	IntegDev	\$8,333.33	399	401
401	1.6.4.12	Interface Development Support 12		1 day	Jan 2 '13	Jan 2 '13	IntegDev	\$8,333.33	400	618
402										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
403	1.7	User Acceptance Testing Phase	4.8.7	62 days	Feb 26 '13	May 23 '13		\$942,564.88		
404	1.7.1	UAT Phase Begins		0 days	Feb 26 '13	Feb 26 '13		\$0.00	346	405
405	1.7.1	Provide Project Support - UAT		62 days	Feb 27 '13	May 23 '13	WIC PM,WIC BA	\$56,273.68	346,404	482
406	1.7.2	Project Phase Execution - UAT		62 days	Feb 27 '13	May 23 '13		\$881,541.20		
407	1.7.2.1	UAT Kickoff / Functional Walkthrough		12 days	Feb 27 '13	Mar 14 '13		\$15,904.00		
408	1.7.2.1.1	Conduct UAT Kickoff / Functional Walkthrough	4.8.7.1	9 days	Feb 27 '13	Mar 11 '13	C PM,C TechLd,C QAMgr,C LdBA,C BA	\$0.00	346	410,419,463,413
409	1.7.2.1.2	Review UAT Kickoff / Functional Walkthrough		3 days	Mar 12 '13	Mar 14 '13		\$15,904.00		
410	1.7.2.1.2.1	Action Items/Follow-up		2 days	Mar 12 '13	Mar 13 '13	C TechLd,C QAMgr,C LdBA,C BA1,C Df	\$0.00	408	411
411	1.7.2.1.2.2	Florida WIC Approval		1 day	Mar 14 '13	Mar 14 '13	Sponsor,4.8.7.1	\$15,904.00	410	475
412	1.7.2.2	UAT Training - trainers, users, technical staff		6 days	Mar 12 '13	Mar 19 '13		\$8,832.00		
413	1.7.2.2.1	Provide UAT Training - trainers, users, technical staff	4.8.7.2	3 days	Mar 12 '13	Mar 14 '13	C TrgSpec,C LdBA,WIC SME	\$0.00	408	415,440,431
414	1.7.2.2.2	Review UAT Training - trainers, users, technical staff		3 days	Mar 15 '13	Mar 19 '13		\$8,832.00		
415	1.7.2.2.2.1	Florida WIC Review		1 day	Mar 15 '13	Mar 15 '13	WIC Review	\$0.00	413	416
416	1.7.2.2.2.2	Vendor Revisions		1 day	Mar 18 '13	Mar 18 '13	VTeam	\$0.00	415	417
417	1.7.2.2.2.3	Florida WIC Approval		1 day	Mar 19 '13	Mar 19 '13	Sponsor,4.8.7.2	\$8,832.00	416	475
418	1.7.2.3	UAT Data Migration		5 days	Mar 12 '13	Mar 18 '13		\$31,680.00		
419	1.7.2.3.1	Complete UAT Data Migration	4.8.7.3	2 days	Mar 12 '13	Mar 13 '13	C DBA	\$0.00	408	421,440
420	1.7.2.3.2	Review UAT Data Migration		3 days	Mar 14 '13	Mar 18 '13		\$31,680.00		
421	1.7.2.3.2.1	Florida WIC Review		1 day	Mar 14 '13	Mar 14 '13	WIC Review	\$0.00	419	422,465
422	1.7.2.3.2.2	Vendor Revisions		1 day	Mar 15 '13	Mar 15 '13	C DBA	\$0.00	421	423
423	1.7.2.3.2.3	Florida WIC Approval		1 day	Mar 18 '13	Mar 18 '13	Sponsor,4.8.7.3	\$31,680.00	422	475,431
424	1.7.2.4	Conduct Stress / Performance Test	4.8.6.2.5	30 days	Feb 27 '13	Apr 9 '13		\$23,496.00		
425	1.7.2.4.1	Conduct Tests, Report Results		21 days	Feb 27 '13	Mar 27 '13	C Dev1,DOHTest	\$0.00	346	426
426	1.7.2.4.2	Florida WIC Review		3 days	Mar 28 '13	Apr 1 '13	WIC Review	\$0.00	425	427
427	1.7.2.4.3	Vendor Revisions		5 days	Apr 2 '13	Apr 8 '13	C Dev1	\$0.00	426	428
428	1.7.2.4.4	Florida WIC Approval		1 day	Apr 9 '13	Apr 9 '13	Sponsor,4.8.6.2.5	\$23,496.00	427	475
429	1.7.2.5	Test Support & Correct Defects / Deficiencies		48 days	Mar 15 '13	May 21 '13		\$282,080.00		
430	1.7.2.5.1	Conduct UAT Tests Round 1		17 days	Mar 19 '13	Apr 10 '13		\$0.00		
431	1.7.2.5.1.1	System Administration-LA & clinic setup/user profiles/master calendars		2 days	Mar 19 '13	Mar 20 '13	WIC Review	\$0.00	413,423	432,433,434
432	1.7.2.5.1.2	Local Agency Modules		7 days	Mar 21 '13	Mar 29 '13	WIC Review	\$0.00	431	435
433	1.7.2.5.1.3	System Interfaces		2 days	Mar 21 '13	Mar 22 '13	WIC Review	\$0.00	431	435
434	1.7.2.5.1.4	State Office Modules		5 days	Mar 21 '13	Mar 27 '13	WIC Review	\$0.00	431	439
435	1.7.2.5.1.5	ADA Modules		3 days	Apr 1 '13	Apr 3 '13	WIC Review	\$0.00	432,433	436,437,438
436	1.7.2.5.1.6	Reports		5 days	Apr 4 '13	Apr 10 '13	WIC Review	\$0.00	435	439
437	1.7.2.5.1.7	System Administration & Period End Processes		2 days	Apr 4 '13	Apr 5 '13	WIC Review	\$0.00	435	439
438	1.7.2.5.1.8	Documentation		3 days	Apr 4 '13	Apr 8 '13	WIC Review	\$0.00	435	439,469
439	1.7.2.5.1.9	Round 1 Tests Completed		0 days	Apr 10 '13	Apr 10 '13	WIC Review	\$0.00	434,438,436,437	442
440	1.7.2.4.1	Provide Test Support & Correct Defects / Deficiencies - Round 1		19 days	Mar 15 '13	Apr 10 '13	C PM,C TechLd,C QAMgr,C LdBA,C BA	\$0.00	419,413	442,443
441	1.7.2.5.3	Evaluation of UAT Results - Round 1	4.8.7.4.1	9 days	Apr 11 '13	Apr 23 '13		\$158,640.00		
442	1.7.2.5.3.1	Review-Round 1		2 days	Apr 11 '13	Apr 12 '13	C PM,C TechLd,C QAMgr,C LdBA,C BA	\$0.00	439,440	444
443	1.7.2.5.3.2	Vendor Revisions		8 days	Apr 11 '13	Apr 22 '13	C PM,C TechLd,C QAMgr,C LdBA,C BA	\$0.00	440	444
444	1.7.2.5.3.3	Florida WIC Approval		1 day	Apr 23 '13	Apr 23 '13	Sponsor,4.8.7.4.1	\$158,640.00	443,442	456,446
445	1.7.2.5.4	Conduct UAT Tests Round 2		12 days	Apr 24 '13	May 9 '13		\$0.00		

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
446	1.7.2.5.4.1	System Administration-LA & clinic setup/user profiles/master calendars		1 day	Apr 24 '13	Apr 24 '13	WIC Review	\$0.00	444	447,448,449
447	1.7.2.5.4.2	Local Agency Modules		5 days	Apr 25 '13	May 1 '13	WIC Review	\$0.00	446	450
448	1.7.2.5.4.3	System Interfaces		1 day	Apr 25 '13	Apr 25 '13	WIC Review	\$0.00	446	450
449	1.7.2.5.4.4	State Office Modules		3 days	Apr 25 '13	Apr 29 '13	WIC Review	\$0.00	446	455
450	1.7.2.5.4.5	ADA Modules		2 days	May 2 '13	May 3 '13	WIC Review	\$0.00	447,448	451,452
451	1.7.2.5.4.6	Reports		3 days	May 6 '13	May 8 '13	WIC Review	\$0.00	450	455
452	1.7.2.5.4.7	System Administration & Period End Processes		1 day	May 6 '13	May 6 '13	WIC Review	\$0.00	450	453,454
453	1.7.2.5.4.8	Business Continuity		2 days	May 7 '13	May 8 '13	WIC Review,SRStaff	\$0.00	452	455
454	1.7.2.5.4.9	Stress / Performance		3 days	May 7 '13	May 9 '13	WIC Review,DOHTest	\$0.00	452	455
455	1.7.2.5.4.10	Round 2 Tests Completed		0 days	May 9 '13	May 9 '13		\$0.00	454,453,451,449	458
456	1.7.2.4.2	Provide Test Support & Correct Defects / Deficiencies - Round 2		12 days	Apr 24 '13	May 9 '13	C TechLd,C QAMgr,C LdBA,C BA1,C Df	\$0.00	444	458,459
457	1.7.2.5.6	Evaluation of UAT Results - Round 2	4.8.7.4.2	8 days	May 10 '13	May 21 '13		\$123,440.00		
458	1.7.2.5.6.1	Review-Round 2	4.8.7.5	2 days	May 10 '13	May 13 '13	C TechLd,C QAMgr,C LdBA,C BA1,C Df	\$0.00	455,456	459
459	1.7.2.5.6.2	Vendor Revisions		5 days	May 14 '13	May 20 '13	C TechLd,C QAMgr,C LdBA,C BA1,C Df	\$0.00	456,458	460
460	1.7.2.5.6.3	Florida WIC Approval		1 day	May 21 '13	May 21 '13	Sponsor,4.8.7.4.2,4.8.7.5	\$123,440.00	459	461
461	1.7.2.5.7	UAT Test Rounds Completed		0 days	May 21 '13	May 21 '13		\$0.00	460	475
462	1.7.2.6	Pilot Test Plan	4.8.7.6	11 days	Mar 12 '13	Mar 26 '13		\$7,920.00		
463	1.7.2.6.1	Develop Pilot Test Plan		8 days	Mar 12 '13	Mar 21 '13	C PM	\$0.00	408	465
464	1.7.2.6.2	Review Pilot Test Plan		3 days	Mar 22 '13	Mar 26 '13		\$7,920.00		
465	1.7.2.6.2.1	Florida WIC Review		1 day	Mar 22 '13	Mar 22 '13	WIC Review	\$0.00	463,421	466
466	1.7.2.6.2.2	Vendor Revisions		1 day	Mar 25 '13	Mar 25 '13	C PM	\$0.00	465	467
467	1.7.2.6.2.3	Florida WIC Approval		1 day	Mar 26 '13	Mar 26 '13	Sponsor,4.8.7.6	\$7,920.00	466	475
468	1.7.2.7	UAT User & Technical Documentation Updates	4.8.7.7	12 days	Apr 9 '13	Apr 24 '13		\$27,360.00		
469	1.7.2.7.1	Develop UAT User & Technical Documentation Updates		6 days	Apr 9 '13	Apr 16 '13	C PM	\$0.00	438	471
470	1.7.2.7.2	Review UAT User & Technical Documentation Updates		6 days	Apr 17 '13	Apr 24 '13		\$27,360.00		
471	1.7.2.7.2.1	Florida WIC Review		3 days	Apr 17 '13	Apr 19 '13	WIC Review	\$0.00	469	472
472	1.7.2.7.2.2	Vendor Revisions		1 day	Apr 22 '13	Apr 22 '13	C PM	\$0.00	471	473FS+1 day
473	1.7.2.7.2.3	Florida WIC Approval		1 day	Apr 24 '13	Apr 24 '13	Sponsor,4.8.7.7	\$27,360.00	472FS+1 day	475
474	1.7.2.8	Update Project Management Documents (incl.s 3dy-vendor update, 1dy-FL WIC rrw, 1dy-FL WIC appr	4.8.7.8	5 days	May 16 '13	May 22 '13	C PM,4.8.7.8,WIC Review	\$7,920.00	475FF	477,478,479
475	1.7.2.9	Develop UAT Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.7.9	1 day	May 22 '13	May 22 '13	C PM,4.8.7.9	\$40,512.00	411,417,423,467,473,461,428	474FF
476	1.7.2.10	Attain FL WIC Approval to Start Next Phase		1 day	May 23 '13	May 23 '13		\$435,837.20		
477	1.7.2.10.1	WIC Approval to Start Next Phase	4.8.7.10	1 day	May 23 '13	May 23 '13	WIC Executive,4.8.7.10	\$0.00	474	486,489,538,482,485
478	1.7.2.10.2	Transfer / Modifications (UAT Validation)	4.8.6.1.11	0.5 days	May 23 '13	May 23 '13	WIC Executive,4.8.6.1.11	\$388,845.20	474	482
479	1.7.2.10.3	Test Results (UAT Validation)	4.8.6.2.7	0.5 days	May 23 '13	May 23 '13	WIC Executive,4.8.6.2.7	\$46,992.00	474	482
480	1.7.3	Procure Equipment for Next Phase		20 days	Feb 27 '13	Mar 26 '13		\$4,750.00		
481	1.7.3.1	Purchase Equipment for Pilot		20 days	Feb 27 '13	Mar 26 '13	SigPad,Sponsor	\$4,750.00	346	482
482	1.7.4	UAT Phase Completed		0 days	May 23 '13	May 23 '13		\$0.00	481,405,477,478,479	493
483										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
484	1.8	System Pilot Phase	4.8.8	64 days	May 23 '13	Aug 26 '13		\$1,520,782.16		
485	1.8.1	Pilot Phase Begins		0 days	May 23 '13	May 23 '13		\$0.00	477	486
486	1.8.1	Provide Project Support - Pilot		64 days	May 24 '13	Aug 26 '13	WIC BA,WIC PM,W	\$65,588.96	477,485	539
487	1.8.2	Project Phase Execution - Pilot		64 days	May 24 '13	Aug 26 '13		\$801,373.20		
488	1.8.2.1	Hardware Installation at Pilot Sites	4.8.8.1	2 days	May 24 '13	May 28 '13		\$13,264.00		
489	1.8.2.1.1	Complete Hardware Installation at Pilot Sites		1 day	May 24 '13	May 24 '13	C TechLd,C LdBA	\$0.00	477	491,497
490	1.8.2.1.2	Review Hardware Installation at Pilot Sites		1 day	May 28 '13	May 28 '13		\$13,264.00		
491	1.8.2.1.2.2	Florida WIC Approval		1 day	May 28 '13	May 28 '13	4.8.8.1,Sponsor	\$13,264.00	489	532
492	1.8.2.2	Help Desk Preparations	4.8.8.2	3 days	May 24 '13	May 29 '13		\$49,056.00		
493	1.8.2.2.1	Develop Help Desk Preparations		2 days	May 24 '13	May 28 '13	C BA1,C Dev1	\$0.00	482	495,502
494	1.8.2.2.2	Review Preparations		1 day	May 29 '13	May 29 '13		\$49,056.00		
495	1.8.2.2.2.3	Florida WIC Approval		1 day	May 29 '13	May 29 '13	WIC Review,Sponsor,4.8.8.2	\$49,056.00	493	532
496	1.8.2.3	Pilot Site Training		4 days	May 28 '13	May 31 '13		\$0.00		
497	1.8.2.3.1	Provide Pilot Site Training (i.e., last chance, supplementary training, procedure review, etc.)		4 days	May 28 '13	May 31 '13	C TrgSpec,C LdBA,WIC Trnrs	\$0.00	489	502,498,500
498	1.8.2.3.2	Pilot Site Training Completed		0 days	May 31 '13	May 31 '13		\$0.00	497	502
499	1.8.2.3	Pilot Test Data Migration	4.8.8.3	1 day	Jun 1 '13	Jun 3 '13		\$6,160.00		
500	1.8.2.3.1	Complete Pilot Test Data Migration (includes FL WIC review/approval)		3 days	Jun 1 '13	Jun 3 '13	C Wkend,WIC Wkend,4.8.8.3	\$6,160.00	497	502,503,513
501	1.8.2.5	Pilot Support		41 days	Jun 4 '13	Aug 1 '13		\$0.00		
502	1.8.2.5.1	Conduct Pilot		40 days	Jun 4 '13	Jul 31 '13	WIC PSite	\$0.00	493,497,498,500	505
503	1.8.2.5.2	Provide Pilot Test Support	4.8.8.11	40 days	Jun 4 '13	Jul 31 '13	C PM,C BA1,C LdBA	\$0.00	500	505
504	1.8.2.5.3	Review Pilot Support		1 day	Aug 1 '13	Aug 1 '13		\$0.00		
505	1.8.2.5.3.1	Florida WIC Approval		1 day	Aug 1 '13	Aug 1 '13	Sponsor	\$0.00	503,502	507
506	1.8.2.4	Pilot Test Results	4.8.8.4	5 days	Aug 2 '13	Aug 8 '13		\$74,256.00		
507	1.8.2.4.1	Evaluate Pilot Test Results		2 days	Aug 2 '13	Aug 5 '13	C PM,C BA1,C TrgSpec,C LdBA	\$0.00	505	509
508	1.8.2.4.2	Review Pilot Test Results		3 days	Aug 6 '13	Aug 8 '13		\$74,256.00		
509	1.8.2.4.2.1	Florida WIC Review		1 day	Aug 6 '13	Aug 6 '13	WIC Review	\$0.00	507	510
510	1.8.2.4.2.2	Vendor Revisions		1 day	Aug 7 '13	Aug 7 '13	C PM,C TechLd,C DBA,C Dev1,C BA1,C	\$0.00	509	511
511	1.8.2.4.2.3	Florida WIC Approval		1 day	Aug 8 '13	Aug 8 '13	Sponsor,4.8.8.4	\$74,256.00	510	532
512	1.8.2.5	Pilot Test Defect / Deficiency Corrections & Retests	4.8.8.5	51 days	Jun 4 '13	Aug 15 '13		\$154,000.00		
513	1.8.2.5.1	Develop Pilot Test Defect / Deficiency Corrections & Retests		47 days	Jun 4 '13	Aug 8 '13	C TechLd,C DBA,C Dev1	\$0.00	500	515,526
514	1.8.2.5.2	Review Pilot Test Defect / Deficiency Corrections & Retests		5 days	Aug 9 '13	Aug 15 '13		\$154,000.00		
515	1.8.2.5.2.1	Florida WIC Review		2 days	Aug 9 '13	Aug 12 '13	WIC Review	\$0.00	513	516
516	1.8.2.5.2.2	Vendor Revisions		2 days	Aug 13 '13	Aug 14 '13	C PM,C TechLd,C DBA,C Dev1,C BA1,C	\$0.00	515	517,519,520
517	1.8.2.5.2.3	Florida WIC Approval		1 day	Aug 15 '13	Aug 15 '13	Sponsor,4.8.8.5	\$154,000.00	516	532
518	1.8.2.6	Pilot Test Security & ADA Scans Completed	4.8.8.6	6 days	Aug 15 '13	Aug 22 '13		\$19,360.00		
519	1.8.2.6.1	Complete Pilot Test Security Scan		3 days	Aug 15 '13	Aug 19 '13	DOHSec	\$0.00	516	522
520	1.8.2.6.2	Complete Pilot Test ADA Scan		2 days	Aug 15 '13	Aug 16 '13	DOHADA	\$0.00	516	522
521	1.8.2.6.2	Review Pilot Test Security & ADA Scans Completed		3 days	Aug 20 '13	Aug 22 '13		\$19,360.00		
522	1.8.2.6.2.1	Florida WIC Review		1 day	Aug 20 '13	Aug 20 '13	WIC Review	\$0.00	519,520	523
523	1.8.2.6.2.2	Vendor Revisions		1 day	Aug 21 '13	Aug 21 '13	C PM,C TechLd,C DBA,C Dev1,C TrgSp	\$0.00	522	524
524	1.8.2.6.2.3	Florida WIC Approval		1 day	Aug 22 '13	Aug 22 '13	Sponsor,4.8.8.6	\$19,360.00	523	532
525	1.8.2.7	Pilot Test User & Technical Documentation Updates	4.8.8.7	7 days	Aug 9 '13	Aug 19 '13		\$19,360.00		
526	1.8.2.7.1	Develop Pilot Test User & Technical Documentation Updates		4 days	Aug 9 '13	Aug 14 '13	C PM	\$0.00	513	528

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
527	1.8.2.7.2	Review Pilot Test User & Technical Documentation Updates		3 days	Aug 15 '13	Aug 19 '13		\$19,360.00		
528	1.8.2.7.2.1	Florida WIC Review		1 day	Aug 15 '13	Aug 15 '13	WIC Review	\$0.00	526	529
529	1.8.2.7.2.2	Vendor Revisions		1 day	Aug 16 '13	Aug 16 '13	C PM,C TechLd,C DBA,C Dev1,C BA1,C	\$0.00	528	530
530	1.8.2.7.2.3	Florida WIC Approval		1 day	Aug 19 '13	Aug 19 '13	Sponsor,4.8.8.7	\$19,360.00	529	532
531	1.8.2.8	Update Project Management Documents (incl.s 1dy-vendor update, 1dy-FL WIC rww, 1dy-FL WIC appri	4.8.8.8	3 days	Aug 21 '13	Aug 23 '13	C TechLd,C DBA,C Dev1,C BA1,C TrgS	\$13,328.00	532FF	534,535,536
532	1.8.2.9	Develop Pilot Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.8.9	1 day	Aug 23 '13	Aug 23 '13	C PM,4.8.8.9	\$16,752.00	491,495,511,517,524,530	531FF,534,535,536
533	1.8.2.10	Attain FL WIC Approval to Start Next Phase		1 day	Aug 26 '13	Aug 26 '13		\$435,837.20		
534	1.8.2.12.1	WIC Approval to Start Next Phase	4.8.8.10	1 day	Aug 26 '13	Aug 26 '13	WIC Executive,4.8.8.10	\$0.00	532,531	539,543,544,547,542
535	1.8.2.12.2	Transfer / Modifications (Pilot Validation)	4.8.6.1.12	0.5 days	Aug 26 '13	Aug 26 '13	WIC Executive,4.8.6.1.12	\$388,845.20	532,531	539
536	1.8.2.12.3	Test Results (Pilot Validation)	4.8.6.2.8	0.5 days	Aug 26 '13	Aug 26 '13	WIC Executive,4.8.6.2.8	\$46,992.00	532,531	539
537	1.8.3	Procure Equipment for Next Phase		30 days	May 24 '13	Jul 9 '13		\$653,820.00		
538	1.8.3.1	Purchase Equipment for Rollout		30 days	May 24 '13	Jul 9 '13	Laptops,Scan,SigPad,Sponsor	\$653,820.00	477	539
539	1.8.4	Pilot Phase Completed		0 days	Aug 26 '13	Aug 26 '13		\$0.00	538,486,534,535,536	618
540										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
541	1.9	System Rollout Phase	4.8.9	46 days	Aug 26 '13	Oct 25 '13		\$596,127.44		
542	1.9.1	Rollout Phase Begins		0 days	Aug 26 '13	Aug 26 '13		\$0.00	534	543,544
543	1.9.1	Provide Project Support - Rollout - PM		46 days	Aug 27 '13	Oct 25 '13	WIC PM,W	\$184,712.08	534,542	595
544	1.9.2	Provide Project Support - Rollout - BA		46 days	Aug 27 '13	Oct 25 '13	WIC BA	\$18,959.36	534,542	595
545	1.9.3	Project Phase Execution - Rollout		46 days	Aug 27 '13	Oct 25 '13		\$392,456.00		
546	1.9.3.1	Phase 1 - Region 2 (Orange County)		15 days	Aug 27 '13	Sep 12 '13		\$0.00		
547	1.9.3.1.1	Rollout Preparations - Phase 1		5 days	Aug 27 '13	Sep 1 '13	WIC Rollout Prep	\$0.00	534	549
548	1.9.3.1.2	Rollout Data Migration - Phase 1		6 days	Sep 3 '13	Sep 8 '13		\$0.00		
549	1.9.3.1.2.1	<i>Slack Adjustment for Weekend Data Migration</i>		4 days	Sep 3 '13	Sep 6 '13	WIC Review	\$0.00	547	550,551
550	1.9.3.1.2.2	Phase 1 Data Migration		2 days	Sep 7 '13	Sep 8 '13	C Wkend	\$0.00	549	553,554,575
551	1.9.3.1.2.3	Florida WIC Approval		2 days	Sep 7 '13	Sep 8 '13	WIC Wkend	\$0.00	549	557,555
552	1.9.3.1.3	Implementation Support - Phase 1		4 days	Sep 9 '13	Sep 12 '13		\$0.00		
553	1.9.3.1.3.1	Phase 1 Implementation Support		4 days	Sep 9 '13	Sep 12 '13	C PM,C LdBA	\$0.00	550	555
554	1.9.3.1.3.2	Florida WIC Approval (Incl.s Sponsor)		4 days	Sep 9 '13	Sep 12 '13	Sponsor	\$0.00	550	555
555	1.9.3.1.4	Phase 1 Rollout Completed		0 days	Sep 12 '13	Sep 12 '13		\$0.00	551,554,553	593
556	1.9.3.2	Phase 2 - Regions 5 and 6		17 days	Sep 9 '13	Oct 1 '13		\$0.00		
557	1.9.3.2.1	Rollout Preparations - Phase 2		5 days	Sep 9 '13	Sep 13 '13	WIC Rollout Prep	\$0.00	551	560,559
558	1.9.3.2.2	Rollout Data Migration - Phase 2		2 days	Sep 16 '13	Sep 17 '13		\$0.00		
559	1.9.3.2.2.1	Phase 2 Data Migration		2 days	Sep 16 '13	Sep 17 '13	C Wkend	\$0.00	557	562,563
560	1.9.3.2.2.2	Florida WIC Approval (Incl.s Sponsor)		2 days	Sep 16 '13	Sep 17 '13	WIC Wkend	\$0.00	557	566
561	1.9.3.2.3	Implementation Support - Phase 2		10 days	Sep 18 '13	Oct 1 '13		\$0.00		
562	1.9.3.2.3.1	Phase 2 Implementation Support		5 days	Sep 18 '13	Sep 24 '13	C PM,C LdBA	\$0.00	559	563
563	1.9.3.2.3.2	Florida WIC Approval (Incl.s Sponsor)		5 days	Sep 25 '13	Oct 1 '13	Sponsor	\$0.00	559,562	564
564	1.9.3.2.4	Phase 2 Rollout Completed		0 days	Oct 1 '13	Oct 1 '13		\$0.00	563	593
565	1.9.3.3	Phase 3 - Region 3 and 4		10 days	Sep 18 '13	Oct 1 '13		\$262,056.00		
566	1.9.3.3.1	Rollout Preparations - Phase 3		4 days	Sep 18 '13	Sep 23 '13	WIC Rollout Prep	\$0.00	560	568,569
567	1.9.3.3.2	Rollout Data Migration - Phase 3	4.8.9.1	2 days	Sep 24 '13	Sep 25 '13		\$181,096.00		
568	1.9.3.3.2.1	Phase 3 Data Migration		2 days	Sep 24 '13	Sep 25 '13	C Wkend	\$0.00	566	571,572
569	1.9.3.3.2.2	Florida WIC Approval (Incl.s Sponsor)		2 days	Sep 24 '13	Sep 25 '13	WIC Wkend,4.8.9.1	\$181,096.00	566	573
570	1.9.3.3.3	Implementation Support - Phase 3	4.8.9.2	4 days	Sep 26 '13	Oct 1 '13		\$80,960.00		
571	1.9.3.3.3.1	Phase 3 Implementation Support		4 days	Sep 26 '13	Oct 1 '13	C PM,C LdBA	\$0.00	568	573,587,581
572	1.9.3.3.3.2	Florida WIC Approval		4 days	Sep 26 '13	Oct 1 '13	Sponsor,4.8.9.2	\$80,960.00	568	573
573	1.9.3.3.4	Phase 3 Rollout Completed		0 days	Oct 1 '13	Oct 1 '13		\$0.00	569,571,572	593
574	1.9.3.4	Rollout Defect / Deficiency Corrections & Retests	4.8.9.3	33 days	Sep 9 '13	Oct 23 '13		\$86,240.00		
575	1.9.3.4.1	Develop Rollout Defect / Deficiency Corrections & Retests		25 days	Sep 9 '13	Oct 11 '13	C Dev1,C TechLd,C DBA	\$0.00	550	577
576	1.9.3.4.2	Review Rollout Defect / Deficiency Corrections & Retests		8 days	Oct 14 '13	Oct 23 '13		\$86,240.00		
577	1.9.3.4.2.1	Florida WIC Review/Test		5 days	Oct 14 '13	Oct 18 '13	WIC Review	\$0.00	575	578
578	1.9.3.4.2.2	Vendor Revisions		2 days	Oct 21 '13	Oct 22 '13	C PM,C LdBA,C Dev1,C TechLd,C DBA	\$0.00	577	579
579	1.9.3.4.2.3	Florida WIC Approval		1 day	Oct 23 '13	Oct 23 '13	Sponsor,4.8.9.3	\$86,240.00	578	593
580	1.9.3.5	Production Readiness Plan	4.8.9.4	9 days	Oct 2 '13	Oct 14 '13		\$7,168.00		
581	1.9.3.5.1	Develop Production Readiness Plan		3 days	Oct 2 '13	Oct 4 '13	C PM	\$0.00	571	583
582	1.9.3.5.2	Review Production Readiness Plan		6 days	Oct 7 '13	Oct 14 '13		\$7,168.00		
583	1.9.3.5.2.1	Florida WIC Review		2 days	Oct 7 '13	Oct 8 '13	WIC Review	\$0.00	581	584,589

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ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
584	1.9.3.5.2.2	Vendor Revisions		3 days	Oct 9 '13	Oct 11 '13	C PM	\$0.00	583	585
585	1.9.3.5.2.3	Florida WIC Approval		1 day	Oct 14 '13	Oct 14 '13	Sponsor,4.8.9.4	\$7,168.00	584	593
586	1.9.3.6	Rollout User & Technical Documentation Updates	4.8.9.5	11 days	Oct 2 '13	Oct 16 '13		\$14,080.00		
587	1.9.3.6.1	Develop Rollout User & Technical Documentation Updates		3 days	Oct 2 '13	Oct 4 '13	C LdBA	\$0.00	571	589
588	1.9.3.6.2	Review Rollout User & Technical Documentation Updates		6 days	Oct 9 '13	Oct 16 '13		\$14,080.00		
589	1.9.3.6.2.1	Florida WIC Review		2 days	Oct 9 '13	Oct 10 '13	WIC Review	\$0.00	587,583	590
590	1.9.3.6.2.2	Vendor Revisions		3 days	Oct 11 '13	Oct 15 '13	C LdBA,C PM	\$0.00	589	591
591	1.9.3.6.2.3	Florida WIC Approval		1 day	Oct 16 '13	Oct 16 '13	Sponsor,4.8.9.5	\$14,080.00	590	593
592	1.9.3.7	Update Project Management Documents (incl.s 1dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC appr	4.8.9.6	3 days	Oct 22 '13	Oct 24 '13	C PM,C LdBA,C Dev1,C TechLd,C DBA,	\$14,080.00	593FF	594
593	1.9.3.8	Develop Rollout Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.9.7	1 day	Oct 24 '13	Oct 24 '13	C LdBA,4.8.9.7	\$8,832.00	579,585,591,555,564,573	594,592FF
594	1.9.3.9	Attain FL WIC Approval to Start Next Phase	4.8.9.8	1 day	Oct 25 '13	Oct 25 '13	WIC Executive	\$0.00	593,592	595,599,602,608,598
595	1.9.4	Rollout Phase Completed		0 days	Oct 25 '13	Oct 25 '13		\$0.00	594,543,544	618
596										

Exhibit 3
WIC Data System - Implementation Project

ID	WBS	Task Name	Deliverable	Duration	Start	Finish	Resources	Cost	Pred	Succ
597	1.10	Project Closure / Transition to Operations & Maintenance Phase	4.8.10	28.5 days	Oct 25 '13	Dec 10 '13		\$99,142.04		
598	1.10.1	Project Closure Phase Begins		0 days	Oct 25 '13	Oct 25 '13		\$0.00	594	599
599	1.10.1	Provide Project Support - Closure		11 days	Oct 28 '13	Nov 12 '13	WIC PM	\$5,450.28	594,598	618
600	1.10.2	Project Phase Execution - Closure		28.5 days	Oct 25 '13	Dec 10 '13		\$93,691.76		
601	1.10.2.1	Final Versions of Deliverables & Configuration Items	4.8.10.1	4 days	Oct 25 '13	Oct 31 '13		\$3,536.00		
602	1.10.2.1.1	Provide Final Versions of Deliverables & Configuration Items		1 day	Oct 25 '13	Oct 28 '13	C LdBA,C Dev1	\$0.00	594	613,604
603	1.10.2.1.2	Review Final Versions of Deliverables & Configuration Items		3 days	Oct 29 '13	Oct 31 '13		\$3,536.00		
604	1.10.2.1.2.1	Florida WIC Review		1 day	Oct 29 '13	Oct 29 '13	WIC Review	\$0.00	602	605
605	1.10.2.1.2.2	Vendor Revisions		1 day	Oct 30 '13	Oct 30 '13	C LdBA,C Dev1	\$0.00	604	606
606	1.10.2.1.2.3	Florida WIC Approval		1 day	Oct 31 '13	Oct 31 '13	Sponsor,4.8.10.1	\$3,536.00	605	613
607	1.10.2.2	Develop Operations & Maintenance Service Level Agreement	4.8.10.2	9 days	Oct 28 '13	Nov 7 '13		\$28,288.00		
608	1.10.2.2.1	Develop Operations & Maintenance Service Level Agreement		3 days	Oct 28 '13	Oct 30 '13	C PM,C TechLd	\$0.00	594	610
609	1.10.2.2.2	Review Operations & Maintenance Service Level Agreement		6 days	Oct 31 '13	Nov 7 '13		\$28,288.00		
610	1.10.2.2.2.1	Florida WIC Review		3 days	Oct 31 '13	Nov 4 '13	WIC Review	\$0.00	608	611
611	1.10.2.2.2.2	Vendor Revisions		2 days	Nov 5 '13	Nov 6 '13	C PM,C TechLd	\$0.00	610	612
612	1.10.2.2.2.3	Florida WIC Approval		1 day	Nov 7 '13	Nov 7 '13	Sponsor,4.8.10.2	\$28,288.00	611	613
613	1.10.2.3	Develop Closure Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.10.3	2 hrs	Nov 8 '13	Nov 8 '13	C PM,4.8.10.3	\$7,072.00	602,612,606	615
614	1.10.2.4	Complete Final Project Invoice Review	4.8.10.4	19.25 days	Nov 8 '13	Dec 10 '13		\$54,795.76		
615	1.10.2.4.1	Present Invoice		2 hrs	Nov 8 '13	Nov 8 '13	C PM,C TechLd,C LdBA,C Dev1	\$0.00	613	616
616	1.10.2.4.2	Review / Approve Invoice		1 day	Nov 8 '13	Nov 12 '13	WIC ConMgr,4.8.10.4,WIC Executive	\$3,536.00	615	617
617	1.10.2.4.3	Attain FL WIC Acceptance of the System / Start Operations & Maintenance + Risk Adjustment	4.8.10.5	18 days	Nov 12 '13	Dec 10 '13	C PM,WIC PM,WIC BA,SRC DBA,SRC	\$51,259.76	616	618
618	1.10.3	Design, Development, & Implementation Project Completed		0 days	Dec 10 '13	Dec 10 '13		\$0.00	401,6,7,8,66,181,347,539,595,€	

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

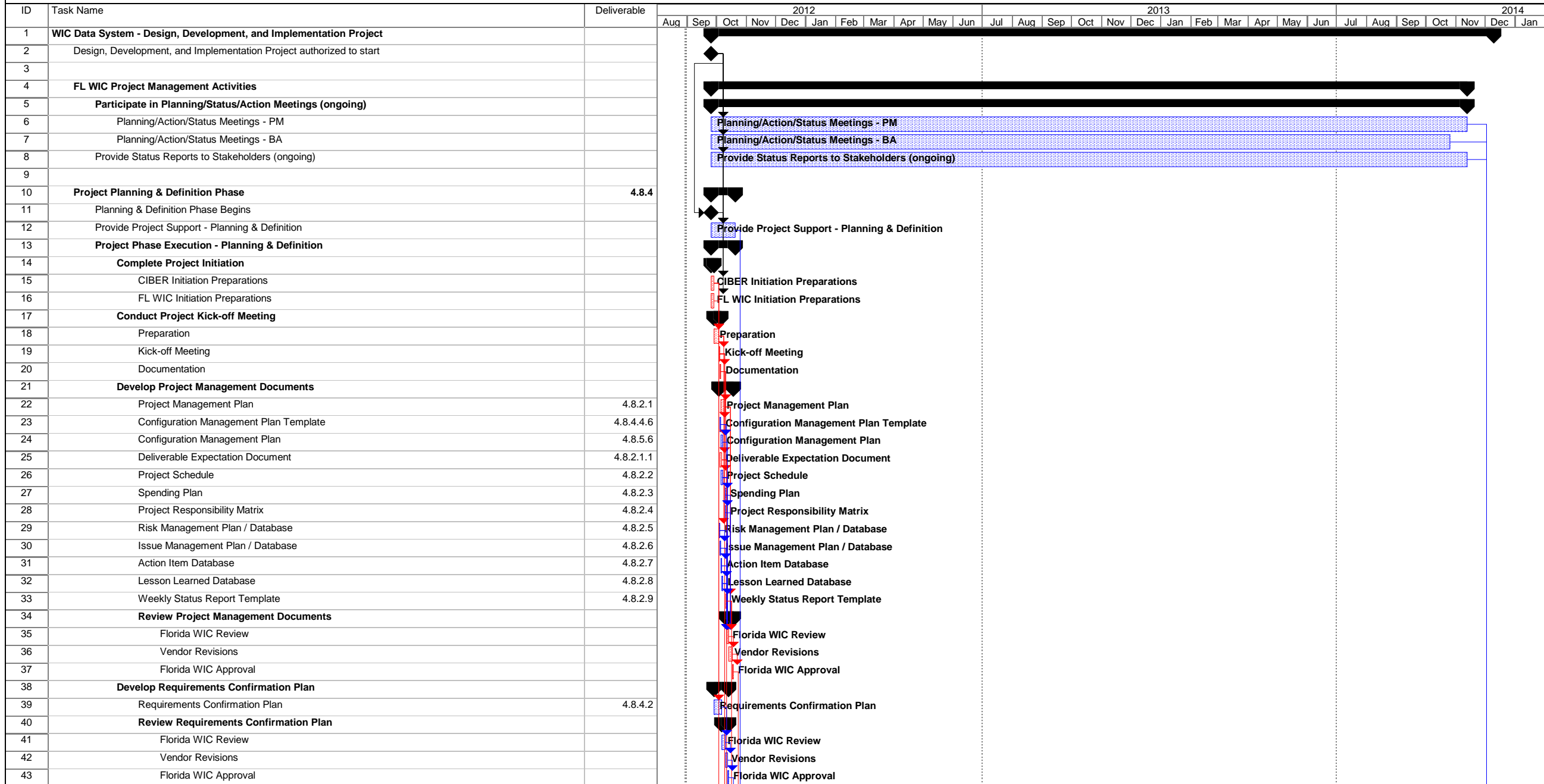


Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014				
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
44	Develop System Transfer & Modification Plan																														
45	System Transfer & Modification Plan	4.8.4.3																													
46	Review System Transfer & Modification Plan																														
47	Florida WIC Review																														
48	Vendor Revisions																														
49	Florida WIC Approval																														
50	Prepare Development Environment																														
51	CIBER Development Environment Preparations																														
52	Develop Next Phase Templates																														
53	Requirements Traceability Matrix	4.8.4.4.1																													
54	Functional Design Document	4.8.4.4.2																													
55	System Transfer & Modification Design	4.8.4.4.3																													
56	Data Migration Plan	4.8.4.4.4																													
57	External System Interfaces Plan	4.8.4.4.5																													
58	Test Plan & Test Case	4.8.4.4.7																													
59	Security Plan	4.8.4.4.8																													
60	Review Next Phase Templates																														
61	Florida WIC Review																														
62	Vendor Revisions																														
63	Florida WIC Approval																														
64	Develop Planning & Definition Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.4.5																													
65	Attain FL WIC Approval to Start Next Phase	4.8.4.6																													
66	Planning & Definition Phase Completed																														
67																															

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014						
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
68	Requirements Confirmation & Design of System Modifications Phase	4.8.5																															
69	Requirements & Design Phase Begins																																
70	Provide Project Support - Requirements & Design																																
71	Project Phase Execution - Requirements & Design																																
72	Pre-construction Security and ADA Scans	4.8.6.3																															
73	Prepare for tests																																
74	Conduct Pre-construction ADA Scan, Report / Review Results	4.8.6.3.1																															
75	Conduct Pre-construction Security Scan, Report / Review Results	4.8.6.3.2																															
76	Requirements Confirmation Sessions																																
77	Conduct Requirements Confirmation Sessions	4.8.5.1																															
78	Conduct Requirements Confirmation Kick-off Meeting																																
79	Appointment Scheduling Requirements																																
80	Certification Requirements																																
81	Food Issuance Requirements																																
82	Nutrition Education & Health Surveillance Requirements																																
83	Food Redemption & Reconciliation Requirements																																
84	Vendor Management Requirements																																
85	Participation Management Requirements																																
86	Fiscal Management Requirements																																
87	Quality Assurance Requirements																																
88	Inventory Management Requirements																																
89	System Administration Requirements																																
90	Management Reporting Requirements																																
91	System Attributes (Non-functional) Requirements, including user interface requirements																																
92	External Interface Requirements																																
93	FLORIDA System (Adjunctive Income Eligibility)																																
94	Bank System (Capital City Bank)																																
95	FL WIC Vendor Portal																																
96	Vendor Systems (UPC Data for EBT Transactions)																																
97	PedNSS/PNSS (CDC / Cloverleaf Integration Broker)																																
98	USDA/FNS (WIC Statistics)																																
99	Autodialer Systems																																
100	External Interface Requirements Confirmed																																
101	Data Migration Requirements																																
102	Requirements Confirmation Meetings Finished																																
103	Review Requirements Confirmation Sessions Documents																																
104	Florida WIC Review																																
105	Vendor Revisions																																
106	Florida WIC Approval																																
107	Functional Design Document																																
108	Develop Functional Design Document	4.8.5.2																															
109	Review Functional Design Document																																
110	Florida WIC Review																																

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014											
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan						
183	System Transfer & Modification Phase	4.8.6																																				
184	Transfer & Modification Phase Begins																																					
185	Provide Project Support - Transfer & Modification																																					
186	Hire WIC System Support Staff																																					
187	Hire System Support Staff																																					
188	On-board/Train System Support Staff																																					
189	Procure Equipment for Next Phase																																					
190	Purchase Equipment for UAT																																					
191	Project Phase Execution - Transfer & Modification																																					
192	Modifications to the Base System	4.8.6.1																																				
193	Interface changes	4.8.6.1.1																																				
194	Transfer / Develop Modifications																																					
195	Review Interface Modifications																																					
196	Florida WIC Review																																					
197	Vendor Revisions																																					
198	Florida WIC Approval																																					
199	Scheduler	4.8.6.1.2																																				
200	Transfer / Develop Modifications																																					
201	Review Scheduler Modifications																																					
202	Florida WIC Review																																					
203	Vendor Revisions																																					
204	Florida WIC Approval																																					
205	Vendor Management	4.8.6.1.3																																				
206	Transfer / Develop Modifications																																					
207	Review Vendor Management Modifications																																					
208	Florida WIC Review																																					
209	Vendor Revisions																																					
210	Florida WIC Approval																																					
211	Administration Code and Attributes	4.8.6.1.4																																				
212	Transfer / Develop Modifications																																					
213	Review Admin Code and Attributes																																					
214	Florida WIC Review																																					
215	Vendor Revisions																																					
216	Florida WIC Approval																																					
217	Administration Security	4.8.6.1.5																																				
218	Transfer / Develop Modifications																																					
219	Review Security Modifications																																					
220	Florida WIC Review																																					
221	Vendor Revisions																																					
222	Florida WIC Approval																																					
223	Certification and Enrollment	4.8.6.1.6																																				
224	Transfer / Develop Modifications																																					
225	Review C & E Modifications																																					

Exhibit 3
 WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014				
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
226	Florida WIC Review																														
227	Vendor Revisions																														
228	Florida WIC Approval																														
229	Transfer/Modify Phase Data Migration	4.8.6.1.7																													
230	Develop / Revise Routines																														
231	Review Xfr & Modify Data Migration																														
232	Florida WIC Review																														
233	Vendor Revisions																														
234	Florida WIC Approval																														
235	Reports	4.8.6.1.8																													
236	Transfer / Develop Modifications - A Group Reports																														
237	Transfer / Develop Modifications - B Group Reports																														
238	Review Reports Modifications																														
239	Florida WIC Review																														
240	Vendor Revisions																														
241	Florida WIC Approval																														
242	Help Files (includes unit tests & results)	4.8.6.1.9																													
243	Transfer / Develop Modifications																														
244	Review Help File Modifications																														
245	Florida WIC Review																														
246	Vendor Revisions																														
247	Florida WIC Approval																														
248	Disconnected Operations	4.8.6.1.10																													
249	Transfer / Develop Modifications																														
250	Review Disconnected Modifications																														
251	Florida WIC Review																														
252	Vendor Revisions																														
253	Florida WIC Approval																														
254	Test Case Updates / Development Support																														
255	Modifications Completed																														
256	Tests, Reports, Corrections, & Retests																														
257	Develop Tests, Reports, Corrections, & Retests	4.8.6.2																													
258	Integration Tests	4.8.6.2.1																													
259	Conduct Tests, Report Results																														
260	Review Integration Tests																														
261	Florida WIC Review																														
262	Vendor Revisions																														
263	Florida WIC Approval																														
264	System Test	4.8.6.2.2																													
265	Conduct Tests, Report Results																														
266	Review System Tests																														
267	Florida WIC Review																														
268	Vendor Revisions																														

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014											
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan						
269	Florida WIC Approval																																					
270	Data Migration Test	4.8.6.2.4																																				
271	Conduct Tests, Report Results																																					
272	Review Data Migration Test																																					
273	Florida WIC Review																																					
274	Vendor Revisions																																					
275	Florida WIC Approval																																					
276	External System Interface Test	4.8.6.2.3																																				
277	Conduct Tests, Report Results																																					
278	Review External System Interface Test																																					
279	Florida WIC Review																																					
280	Vendor Revisions																																					
281	Florida WIC Approval																																					
282	Business Continuity Test	4.8.6.2.6																																				
283	Conduct Tests, Report Results																																					
284	Review Business Continuity Test																																					
285	Florida WIC Review																																					
286	Vendor Revisions																																					
287	Florida WIC Approval																																					
288	Tests, Reports, Corrections, and Retests Completed																																					
289	Post-construction Security & ADA Scans	4.8.6.3																																				
290	Conduct Post-construction ADA Scan	4.8.6.3.3																																				
291	Conduct ADA Scan, Report / Review Results																																					
292	Vendor Revisions																																					
293	Florida WIC Approval																																					
294	Conduct Post-construction Security Scan	4.8.6.3.4																																				
295	Conduct Security Scan, Report / Review Results																																					
296	Vendor Revisions																																					
297	Florida WIC Approval																																					
298	Post-construction Security & ADA Scans Completed																																					
299	Pilot Site Surveys	4.8.6.5																																				
300	Develop Pilot Site Surveys																																					
301	Review Pilot Site Surveys																																					
302	Florida WIC Review																																					
303	Vendor Revisions																																					
304	Florida WIC Approval																																					
305	Operational Plans	4.8.6.6																																				
306	Develop Operational Plans																																					
307	Review Operational Plans																																					
308	Florida WIC Review																																					
309	Vendor Revisions																																					
310	Florida WIC Approval																																					
311	User Documentation	4.8.6.7																																				

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014					
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
392	Interface Development Support 3																															
393	Interface Development Support 4																															
394	Interface Development Support 5																															
395	Interface Development Support 6																															
396	Interface Development Support 7																															
397	Interface Development Support 8																															
398	Interface Development Support 9																															
399	Interface Development Support 10																															
400	Interface Development Support 11																															
401	Interface Development Support 12																															
402																																

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

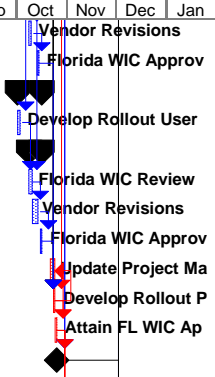
ID	Task Name	Deliverable	2012												2013												2014				
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
403	User Acceptance Testing Phase	4.8.7																													
404	UAT Phase Begins																														
405	Provide Project Support - UAT																														
406	Project Phase Execution - UAT																														
407	UAT Kickoff / Functional Walkthrough																														
408	Conduct UAT Kickoff / Functional Walkthrough	4.8.7.1																													
409	Review UAT Kickoff / Functional Walkthrough																														
410	Action Items/Follow-up																														
411	Florida WIC Approval																														
412	UAT Training - trainers, users, technical staff																														
413	Provide UAT Training - trainers, users, technical staff	4.8.7.2																													
414	Review UAT Training - trainers, users, technical staff																														
415	Florida WIC Review																														
416	Vendor Revisions																														
417	Florida WIC Approval																														
418	UAT Data Migration																														
419	Complete UAT Data Migration	4.8.7.3																													
420	Review UAT Data Migration																														
421	Florida WIC Review																														
422	Vendor Revisions																														
423	Florida WIC Approval																														
424	Conduct Stress / Performance Test	4.8.6.2.5																													
425	Conduct Tests, Report Results																														
426	Florida WIC Review																														
427	Vendor Revisions																														
428	Florida WIC Approval																														
429	Test Support & Correct Defects / Deficiencies																														
430	Conduct UAT Tests Round 1																														
431	System Administration-LA & clinic setup/user profiles/master calendars																														
432	Local Agency Modules																														
433	System Interfaces																														
434	State Office Modules																														
435	ADA Modules																														
436	Reports																														
437	System Administration & Period End Processes																														
438	Documentation																														
439	Round 1 Tests Completed																														
440	Provide Test Support & Correct Defects / Deficiencies - Round 1																														
441	Evaluation of UAT Results - Round 1	4.8.7.4.1																													
442	Review-Round 1																														
443	Vendor Revisions																														
444	Florida WIC Approval																														
445	Conduct UAT Tests Round 2																														

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014				
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
484	System Pilot Phase	4.8.8																													
485	Pilot Phase Begins																														
486	Provide Project Support - Pilot																														
487	Project Phase Execution - Pilot																														
488	Hardware Installation at Pilot Sites	4.8.8.1																													
489	Complete Hardware Installation at Pilot Sites																														
490	Review Hardware Installation at Pilot Sites																														
491	Florida WIC Approval																														
492	Help Desk Preparations	4.8.8.2																													
493	Develop Help Desk Preparations																														
494	Review Preparations																														
495	Florida WIC Approval																														
496	Pilot Site Training																														
497	Provide Pilot Site Training (i.e., last chance, supplementary training, procedure review, etc.)																														
498	Pilot Site Training Completed																														
499	Pilot Test Data Migration	4.8.8.3																													
500	Complete Pilot Test Data Migration (includes FL WIC review/approval)																														
501	Pilot Support																														
502	Conduct Pilot																														
503	Provide Pilot Test Support	4.8.8.11																													
504	Review Pilot Support																														
505	Florida WIC Approval																														
506	Pilot Test Results	4.8.8.4																													
507	Evaluate Pilot Test Results																														
508	Review Pilot Test Results																														
509	Florida WIC Review																														
510	Vendor Revisions																														
511	Florida WIC Approval																														
512	Pilot Test Defect / Deficiency Corrections & Retests	4.8.8.5																													
513	Develop Pilot Test Defect / Deficiency Corrections & Retests																														
514	Review Pilot Test Defect / Deficiency Corrections & Retests																														
515	Florida WIC Review																														
516	Vendor Revisions																														
517	Florida WIC Approval																														
518	Pilot Test Security & ADA Scans Completed	4.8.8.6																													
519	Complete Pilot Test Security Scan																														
520	Complete Pilot Test ADA Scan																														
521	Review Pilot Test Security & ADA Scans Completed																														
522	Florida WIC Review																														
523	Vendor Revisions																														
524	Florida WIC Approval																														
525	Pilot Test User & Technical Documentation Updates	4.8.8.7																													
526	Develop Pilot Test User & Technical Documentation Updates																														

Exhibit 3
WIC Data System - Design, Development, & Implementation and Operations & Maintenance Project

ID	Task Name	Deliverable	2012												2013												2014				
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
584	Vendor Revisions																														
585	Florida WIC Approval																														
586	Rollout User & Technical Documentation Updates	4.8.9.5																													
587	Develop Rollout User & Technical Documentation Updates																														
588	Review Rollout User & Technical Documentation Updates																														
589	Florida WIC Review																														
590	Vendor Revisions																														
591	Florida WIC Approval																														
592	Update Project Management Documents (incl.s 1dy-vendor update, 1dy-FL WIC rvw, 1dy-FL WIC approv	4.8.9.6																													
593	Develop Rollout Phase Completion Checklist / Readiness Certificate for Next Phase	4.8.9.7																													
594	Attain FL WIC Approval to Start Next Phase	4.8.9.8																													
595	Rollout Phase Completed																														
596																															



Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11 Bureau of WIC & Nutrition Services By: P. Kidder SFY 2011-12																				
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																				
Project Cost	Quarter	Jul '11 Planned	Aug '11 Planned	Sep '11 Planned	Jul-Sep '11 Planned	Oct '11 Planned	Nov '11 Planned	Dec '11 Planned	Oct-Dec '11 Planned	Jan '12 Planned	Feb '12 Planned	Mar '12 Planned	Jan-Mar '12 Planned	Apr '12 Planned	May '12 Planned	Jun '12 Planned	Apr-Jun '12 Planned	Budget to Date	Actual to Date	Variance to Date
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3. Subcontractors		\$0	\$0	\$9,076	\$9,076	\$38,121	\$34,490	\$27,229	\$99,840	\$36,306	\$38,121	\$39,936	\$114,363	\$38,121	\$39,936	\$38,121	\$116,178	\$339,457	\$0	\$339,457
<u>WIC Project Staff</u>																				
Business Analyst (\$81/hr+adj for O/T)				4,122	4,122	17,311	15,662	12,365	45,338	16,486	17,311	18,135	51,932	17,311	18,135	17,311	52,756	154,148	0	\$154,148
Project Manager (\$100/hr+adj for O/T)				4,955	4,955	20,810	18,828	14,864	54,503	19,819	20,810	21,801	62,430	20,810	21,801	20,810	63,421	185,310	0	\$185,310
B-1. Hardware		\$0	\$0	\$0	\$0	\$0	\$0	\$4,480	\$4,480	\$0	\$0	\$0	\$0	\$0	\$0	\$20,700	\$20,700	\$25,180	\$0	\$25,180
<u>Local Agency Hardware & Equipment</u>																				
Laptops (81 total @ \$995)					0			3,230	3,230				0			8,075	8,075	11,305	0	\$11,305
Scanners (220 total @ \$150)					0			300	300				0			750	750	1,050	0	\$1,050
Signature Pads (1,200 total @ \$475)					0			950	950				0			11,875	11,875	12,825	0	\$12,825
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$4,800	\$4,800	\$0	\$4,800
<u>State Office</u>																				
Test Tracking					0				0				0			4,800	4,800	4,800	0	\$4,800
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Costs		\$0	\$0	\$0	\$0	\$98,860	\$0	\$160,672	\$259,532	\$58,520	\$269,035	\$291,829	\$619,384	\$34,117	\$216,087	\$339,671	\$589,876	\$1,468,792	\$0	\$1,468,792
<u>C-1. Vendor Project Execution</u>																				
Deliverables - Planning & Definition					0	98,860			98,860				0				0	98,860	0	\$98,860
Deliverables - Requirements & Design of Modifications					0			160,672	160,672	58,520	252,368	283,496	594,384				0	755,056	0	\$755,056
Deliverables - Transfer & Modification					0				0				0	25,784	184,954	250,907	461,645	461,645	0	\$461,645
Deliverables - System UAT					0				0				0				0	0	0	\$0
Deliverables - System Pilot					0				0				0				0	0	0	\$0
Deliverables - System Rollout					0				0				0				0	0	0	\$0
Deliverables - Project Closure / Transition to Operations & Maintenance					0				0				0				0	0	0	\$0
Deliverables - Operations & Maintenance									0				0				0	0	0	\$0
<u>Contract Services - DOH, State Data Center (TBD)</u>																				
C-3. SRC Services - Managed hosting - 4 environments, Storage					0				0				0			54,231	54,231	54,231	0	\$54,231
C-3. SRC Services - Database Analyst (75% @ \$80/hr)					0				0				0		11,400	11,100	22,500	22,500	0	\$22,500
C-3. SRC Services - System Support Technician (100% @ \$80/hr)					0				0				0		11,400	12,600	24,000	24,000	0	\$24,000
C-2. Integration Development					0				0		16,667	8,333	25,000	8,333	8,333	8,333	25,000	50,000	0	\$50,000
C-2. Integration Support Services									0				0		2,500	2,500	2,500	2,500	0	\$2,500
E-1. WIC Training Travel					0				0				0				0	0	0	\$0
Total Costs		\$0	\$0	\$9,076	\$9,076	\$136,981	\$34,490	\$192,381	\$363,852	\$94,826	\$307,156	\$331,765	\$733,747	\$72,238	\$256,023	\$403,292	\$731,553	\$1,838,229	\$0	\$1,838,229
Progress Payments																				

Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11											Bureau of WIC & Nutrition Services				By: P. Kidder		SFY 2011-12			
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																				
Project Cost	Quarter	Jul '11 Planned	Aug '11 Planned	Sep '11 Planned	Jul-Sep '11 Planned	Oct '11 Planned	Nov '11 Planned	Dec '11 Planned	Oct-Dec '11 Planned	Jan '12 Planned	Feb '12 Planned	Mar '12 Planned	Jan-Mar '12 Planned	Apr '12 Planned	May '12 Planned	Jun '12 Planned	Apr-Jun '12 Planned	Budget to Date	Actual to Date	Variance to Date
SFY 2011-12 BIP Summary																				
040000 - Expense		29,980																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		1,808,249																		
Total		1,838,229	0																	
LBC request options																				
Sep 2011 - Dec 2011																				
040000 - Expense		4,480																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		368,449																		
Total		372,929	372,929																	
Sep 2011 - Jan 2012																				
040000 - Expense		4,480																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		463,274																		
Total		467,754	467,754																	

Project Costs for: WIC Data System - Implementation Phase																		By: P. Kidder			SFY 2012-13	
Produced: 8-Aug-11																		Bureau of WIC & Nutrition Services				
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																						
Project Cost	Quarter	Jul '12 Planned	Aug '12 Planned	Sep '12 Planned	Jul-Sep '12 Planned	Oct '12 Planned	Nov '12 Planned	Dec '12 Planned	Oct-Dec '12 Planned	Jan '13 Planned	Feb '13 Planned	Mar '13 Planned	Jan-Mar '13 Planned	Apr '13 Planned	May '13 Planned	Jun '13 Planned	Apr-Jun '13 Planned	Budget to Date	Actual to Date	Variance to Date		
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
A-3. Subcontractors		\$38,121	\$41,751	\$34,490	\$114,363	\$41,751	\$34,490	\$25,414	\$101,656	\$38,121	\$36,306	\$38,121	\$112,547	\$39,936	\$39,936	\$36,306	\$116,178	\$444,744	\$0	\$444,744		
WIC Project Staff																						
Business Analyst (\$80/hr+adj for O/T)		17,311	18,959	15,662	51,932	18,959	15,662	11,540	46,162	17,311	16,486	17,311	51,108	18,135	18,135	16,486	52,756	201,958	0	\$201,958		
Project Manager (\$100/hr+adj for O/T)		20,810	22,792	18,828	62,430	22,792	18,828	13,873	55,494	20,810	19,819	20,810	61,440	21,801	21,801	19,819	63,421	242,785	0	\$242,785		
B-1. Hardware		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,750	\$4,750	\$0	\$0	\$0	\$0	\$4,750	\$0	\$4,750		
Local Agency Hardware & Equipment																						
Laptops (81 total @ \$995)					0				0				0				0	0	0	\$0		
Scanners (220 total @ \$150)					0				0				0				0	0	0	\$0		
Signature Pads (1,200 total @ \$475)					0				0			4,750	4,750				0	4,750	0	\$4,750		
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
State Office																						
Test Tracking					0				0				0				0	0	0	0		
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other Costs		\$387,054	\$87,547	\$316,654	\$791,256	\$320,854	\$200,001	\$38,196	\$559,051	\$344,123	\$258,812	\$141,450	\$744,385	\$287,660	\$748,779	\$84,568	\$1,121,007	\$3,215,698	\$0	\$3,215,698		
C-1. Vendor Project Execution																						
Deliverables - Planning & Definition					0				0				0				0	0	0	0		
Deliverables - Requirements & Design of Modifications					0				0				0				0	0	0	0		
Deliverables - Transfer & Modification		301,607		233,307	534,914	233,307	116,654	23,496	373,457	203,612	182,748		386,360				0	1,294,731	0	1,294,731		
Deliverables - System UAT					0				0			64,336	64,336	209,496	171,872		381,368	445,704	0	445,704		
Deliverables - System Pilot					0				0				0		498,157	6,160	504,317	504,317	0	504,317		
Deliverables - System Rollout					0				0				0				0	0	0	0		
Deliverables - Project Closure / Transition to Operations & Maintenance					0				0				0				0	0	0	0		
Deliverables - Operations & Maintenance													0				0	0				
Contract Services - DOH, State Data Center (TBD)																						
C-3. SRC Services - Managed hosting - 4 environments, Storage		54,231	54,231	54,231	162,692	54,231	54,231		108,461	108,461	54,231	54,231	216,922	54,231	54,231	54,231	162,692	650,767	0	650,767		
C-3. SRC Services - Database Analyst (75% @ \$80/hr)		9,450	10,350	8,550	28,350	10,350	8,550	6,300	25,200	9,450	9,000	9,450	27,900	9,900	9,900	9,000	28,800	110,250	0	110,250		
C-3. SRC Services - System Support Technician (100% @ \$80/hr)		12,600	13,800	11,400	37,800	13,800	11,400	8,400	33,600	12,600	12,000	12,600	37,200	33,200	33,200	13,200	38,400	147,000	0	147,000		
C-2. Integration Development		8,333	8,333	8,333	25,000	8,333	8,333		16,667	8,333			8,333				0	50,000		50,000		
C-2. Integration Support Services		833	833	833	2,500	833	833		1,667	1,667	833	833	3,333	833	833	833	2,500	10,000		10,000		
E-1. WIC Training Travel					0				0				0		586	2,344	2,930	2,930	0	2,930		
Total Costs		\$425,175	\$129,299	\$351,145	\$905,619	\$362,606	\$234,491	\$63,610	\$660,707	\$382,244	\$295,117	\$184,321	\$861,682	\$327,596	\$788,715	\$120,873	\$1,237,184	\$3,665,192	\$0	\$3,665,192		
Progress Payments																						
BIP Summary																						
040000 - Expense		7,680																				
060000 - Operating capital Outlay (OCO)		0																				
102220 - Special Categories		3,657,512																				
Total		3,665,192																				

Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11 Bureau of WIC & Nutrition Services																		By: P. Kidder		
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																		SFY 2013-14		
Project Cost	Quarter	Jul '13 Planned	Aug '13 Planned	Sep '13 Planned	Jul-Sep '13 Planned	Oct '13 Planned	Nov '13 Planned	Dec '13 Planned	Oct-Dec '13 Planned	Jan '14 Planned	Feb '14 Planned	Mar '14 Planned	Jan-Mar '14 Planned	Apr '14 Planned	May '14 Planned	Jun '14 Planned	Apr-Jun '14 Planned	Budget to Date	Actual to Date	Variance to Date
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3. Subcontractors		\$38,121	\$39,936	\$41,751	\$119,808	\$38,454	\$27,812	\$9,984	\$76,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$196,059	\$0	\$196,059
WIC Project Staff																				
Business Analyst (\$81/hr+adj) for O/T		17,311	18,135	18,959	54,405	15,662	9,480	4,534	29,676				0				0	84,081	0	\$84,081
Project Manager (\$100/hr+adj) for O/T		20,810	21,801	22,792	65,403	22,792	18,333	5,450	46,575				0				0	111,978	0	\$111,978
B-1. Hardware		\$653,820	\$0	\$0	\$653,820	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$653,820	\$0	\$653,820
Local Agency Hardware & Equipment																				
Laptops (81 total @ \$995)		69,445			69,445				0				0				0	69,445	0	\$69,445
Scanners (220 total @ \$150)		31,950			31,950				0				0				0	31,950	0	\$31,950
Signature Pads (1,200 total @ \$475)		552,425			552,425				0				0				0	552,425	0	\$552,425
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Office																				
Test Tracking					0				0				0				0	0	0	\$0
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Costs		\$79,575	\$827,246	\$341,270	\$1,248,091	\$360,990	\$115,110	\$6,600	\$482,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,730,791	\$0	\$1,730,791
C-1. Vendor Project Execution																				
Deliverables - Planning & Definition					0				0				0				0	0	0	\$0
Deliverables - Requirements & Design of Modifications					0				0				0				0	0	0	\$0
Deliverables - Transfer & Modification					0				0				0				0	0	0	\$0
Deliverables - System UAT					0				0				0				0	0	0	\$0
Deliverables - System Pilot			732,893		732,893				0				0				0	732,893	0	\$732,893
Deliverables - System Rollout				181,096	181,096	211,360			211,360				0				0	392,456	0	\$392,456
Deliverables - Project Closure / Transition to Operations & Maintenance					0	3,536	38,896		42,432				0				0	42,432	0	\$42,432
Deliverables - Operations & Maintenance					0				0				0				0	0	0	\$0
Contract Services - DOH State Data Center (TBD)																				
C-3. SRC Services - Managed hosting - 4 environments, Storage		54,231	54,231	54,231	162,692	54,231	54,231		108,461				0				0	271,153	0	\$271,153
C-3. SRC Services - Database Analyst (75% @ \$75/hr)		9,450	9,900	10,350	29,700	10,350	10,050	3,300	23,700				0				0	53,400	0	\$53,400
C-3. SRC Services - System Support Technician (100% @ \$75/hr)		12,600	13,200	13,800	39,600	13,800	11,100	3,300	28,200				0				0	67,800	0	\$67,800
C-2. Integration Development					0				0				0				0	0	0	\$0
C-2. Integration Support Services		833	833	833	2,500	833	833		1,667				0				0	4,167	0	\$4,167
E-1. WIC Training Travel		2,461	16,189	80,960	99,610	66,880			66,880				0				0	166,490	0	\$166,490
Total Costs		\$771,516	\$867,183	\$383,021	\$2,021,720	\$399,444	\$142,922	\$16,584	\$558,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,580,670	\$0	\$2,580,670
Progress Payments																				
BIP Summary																				
040000 - Expense		820,310																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		1,760,360																		
Total		2,580,670																		
																				\$8,084,091.11
																				\$8,084,091.11

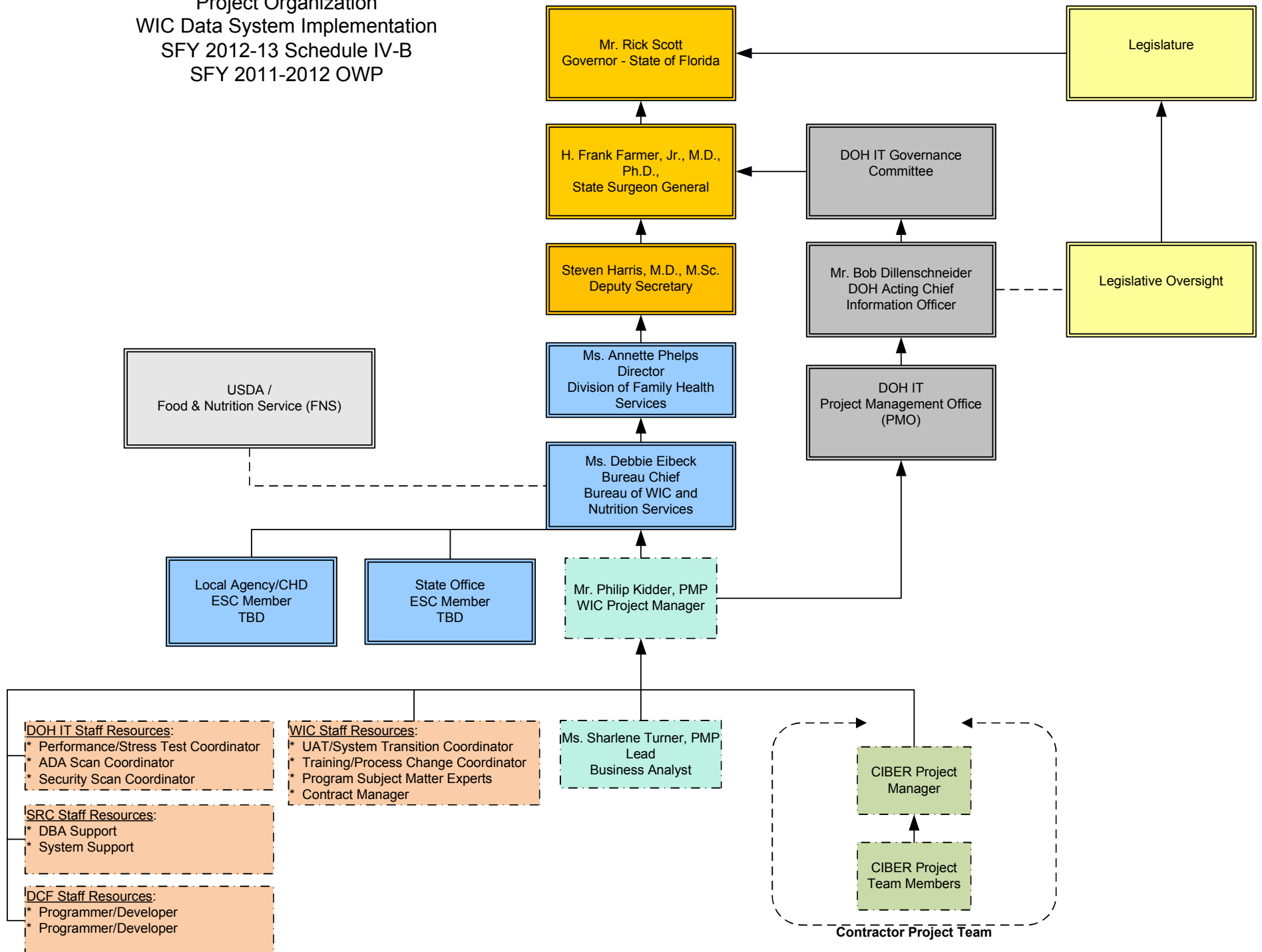
Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11 Bureau of WIC & Nutrition Services																				
By: P. Kidder SFY 2014-15																				
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																				
Project Cost	Quarter	Jul '14 Planned	Aug '14 Planned	Sep '14 Planned	Jul-Sep '14 Planned	Oct '14 Planned	Nov '14 Planned	Dec '14 Planned	Oct-Dec '14 Planned	Jan '15 Planned	Feb '15 Planned	Mar '15 Planned	Jan-Mar '15 Planned	Apr '15 Planned	May '15 Planned	Jun '15 Planned	Apr-Jun '15 Planned	Budget to Date	Actual to Date	Variance to Date
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3. Subcontractors		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIC Project Staff																				
Business Analyst (\$80/hr+adj for O/T)					0				0				0				0	0	0	\$0
Project Manager (\$100/hr+adj for O/T)					0				0				0				0	0	0	\$0
B-1. Hardware		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Agency Hardware & Equipment																				
Laptops (81 total @ \$995)					0				0				0				0	0	0	\$0
Scanners (220 total @ \$150)					0				0				0				0	0	0	\$0
Signature Pads (1,200 total @ \$475)					0				0				0				0	0	0	\$0
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Office																				
Test Tracking					0				0				0				0	0	0	\$0
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					0				0				0				0	0	0	\$0
Other Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Vendor Project Execution																				
Deliverables - Planning & Definition					0				0				0				0	0	0	\$0
Deliverables - Requirements & Design of Modifications					0				0				0				0	0	0	\$0
Deliverables - Transfer & Modification					0				0				0				0	0	0	\$0
Deliverables - System UAT					0				0				0				0	0	0	\$0
Deliverables - System Pilot					0				0				0				0	0	0	\$0
Deliverables - System Rollout					0				0				0				0	0	0	\$0
Deliverables - Project Closure / Transition to Operations & Maintenance					0				0				0				0	0	0	\$0
Deliverables - Operations & Maintenance					0				0				0				0	0	0	\$0
Contract Services - DOH State Data Center (TBD)																				
C-3. SRC Services - Managed hosting - 4 environments, Storage					0				0				0				0	0	0	\$0
C-3. SRC Services - Database Analyst (75% @ \$80/hr)					0				0				0				0	0	0	\$0
C-3. SRC Services - System Support Technician (100% @ \$80/hr)					0				0				0				0	0	0	\$0
C-2. Integration Development					0				0				0				0	0	0	\$0
C-2. Integration Support Services					0				0				0				0	0	0	\$0
E-1. WIC Training Travel					0				0				0				0	0	0	\$0
Total Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Progress Payments																				
BIP Summary																				
040000 - Expense		0																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		0																		
Total		0																		

Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11 Bureau of WIC & Nutrition Services																				
By: P. Kidder SFY 2015-16																				
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																				
Project Cost	Quarter	Jul '15 Planned	Aug '15 Planned	Sep '15 Planned	Jul-Sep '15 Planned	Oct '15 Planned	Nov '15 Planned	Dec '15 Planned	Oct-Dec '15 Planned	Jan '16 Planned	Feb '16 Planned	Mar '16 Planned	Jan-Mar '16 Planned	Apr '16 Planned	May '16 Planned	Jun '16 Planned	Apr-Jun '16 Planned	Budget to Date	Actual to Date	Variance to Date
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3. Subcontractors		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIC Project Staff																				
Business Analyst (\$80/hr+adj for O/T)					0				0				0				0	0	0	\$0
Project Manager (\$100/hr+adj for O/T)					0				0				0				0	0	0	\$0
B-1. Hardware		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Agency Hardware & Equipment																				
Laptops (81 total @ \$995)					0				0				0				0	0	0	\$0
Scanners (220 total @ \$150)					0				0				0				0	0	0	\$0
Signature Pads (1,200 total @ \$475)					0				0				0				0	0	0	\$0
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Office																				
Test Tracking					0				0				0				0	0	0	\$0
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					0				0				0				0	0	0	\$0
Other Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Vendor Project Execution																				
Deliverables - Planning & Definition					0				0				0				0	0	0	\$0
Deliverables - Requirements & Design of Modifications					0				0				0				0	0	0	\$0
Deliverables - Transfer & Modification					0				0				0				0	0	0	\$0
Deliverables - System UAT					0				0				0				0	0	0	\$0
Deliverables - System Pilot					0				0				0				0	0	0	\$0
Deliverables - System Rollout					0				0				0				0	0	0	\$0
Deliverables - Project Closure / Transition to Operations & Maintenance					0				0				0				0	0	0	\$0
Deliverables - Operations & Maintenance					0				0				0				0	0	0	\$0
Contract Services - DOH State Data Center (TBD)																				
C-3. SRC Services - Managed hosting - 4 environments, Storage					0				0				0				0	0	0	\$0
C-3. SRC Services - Database Analyst (75% @ \$80/hr)					0				0				0				0	0	0	\$0
C-3. SRC Services - System Support Technician (100% @ \$80/hr)					0				0				0				0	0	0	\$0
C-2. Integration Development					0				0				0				0	0	0	\$0
C-2. Integration Support Services					0				0				0				0	0	0	\$0
E-1. WIC Training Travel					0				0				0				0	0	0	\$0
Total Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Progress Payments																				
BIP Summary																				
040000 - Expense		0																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		0																		
Total		0																		

Project Costs for: WIC Data System - Implementation Phase																				
Produced: 8-Aug-11 Bureau of WIC & Nutrition Services By: P. Kidder SFY 2016-17																				
PROJECT BUDGET WORKSHEET 1 (Captures All Major Direct & Indirect Costs associated with Development, Implementation, and Transition)																				
Project Cost	Quarter	Jul '16 Planned	Aug '16 Planned	Sep '16 Planned	Jul-Sep '16 Planned	Oct '16 Planned	Nov '16 Planned	Dec '16 Planned	Oct-Dec '16 Planned	Jan '17 Planned	Feb '17 Planned	Mar '17 Planned	Jan-Mar '17 Planned	Apr '17 Planned	May '17 Planned	Jun '17 Planned	Apr-Jun '17 Planned	Budget to Date	Actual to Date	Variance to Date
A-1. State Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3. Subcontractors		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIC Project Staff																				
Business Analyst (\$80/hr+adj for O/T)					0				0				0				0	0	0	\$0
Project Manager (\$100/hr+adj for O/T)					0				0				0				0	0	0	\$0
B-1. Hardware		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Agency Hardware & Equipment																				
Laptops (81 total @ \$995)					0				0				0				0	0	0	\$0
Scanners (220 total @ \$150)					0				0				0				0	0	0	\$0
Signature Pads (1,200 total @ \$475)					0				0				0				0	0	0	\$0
B-2. Software		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Office																				
Test Tracking					0				0				0				0	0	0	\$0
B-3. Misc Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					0				0				0				0	0	0	\$0
Other Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Vendor Project Execution																				
Deliverables - Planning & Definition					0				0				0				0	0	0	\$0
Deliverables - Requirements & Design of Modifications					0				0				0				0	0	0	\$0
Deliverables - Transfer & Modification					0				0				0				0	0	0	\$0
Deliverables - System UAT					0				0				0				0	0	0	\$0
Deliverables - System Pilot					0				0				0				0	0	0	\$0
Deliverables - System Rollout					0				0				0				0	0	0	\$0
Deliverables - Project Closure / Transition to Operations & Maintenance					0				0				0				0	0	0	\$0
Deliverables - Operations & Maintenance					0				0				0				0	0	0	\$0
Contract Services - DOH State Data Center (TBD)																				
C-3. SRC Services - Managed hosting - 4 environments, Storage					0				0				0				0	0	0	\$0
C-3. SRC Services - Database Analyst (75% @ \$80/hr)					0				0				0				0	0	0	\$0
C-3. SRC Services - System Support Technician (100% @ \$80/hr)					0				0				0				0	0	0	\$0
C-2. Integration Development					0				0				0				0	0	0	\$0
C-2. Integration Support Services					0				0				0				0	0	0	\$0
E-1. WIC Training Travel					0				0				0				0	0	0	\$0
Total Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Progress Payments																				
BIP Summary																				
040000 - Expense		0																		
060000 - Operating capital Outlay (OCO)		0																		
102220 - Special Categories		0																		
Total		0																		

Project Costs for: WIC Data System - Implementation													
Produced: 8-Aug-11													
PROJECT BUDGET WORKSHEET 2 - OPERATIONAL COST IMPACT INCURRED AFTER ROLLOUT (Completed 10-2-2012)													
	FY 2013-14			FY 2014-15			SFY 2015-16			FY 2016-17			Total Impact
	(a)	(b)	(c) = (b)-(a)	(a)	(b)	(c) = (b)-(a)	(a)	(b)	(c) = (b)-(a)	(a)	(b)	(c) = (b)-(a)	Incremental
OPERATIONAL COSTS	Current	Project	Effect of Project	Current	Project	Effect of Project	Current	Project	Effect of Project	Current	Project	Effect of Project	Effect of Project
Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pensions and Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Personal Services (overhead)	\$58,940	\$24,559	(\$34,382)	\$61,003	\$0	(\$61,003)	\$63,139	\$0	(\$63,139)	\$65,348	\$0	(\$65,348)	(\$223,872)
A-3. Staff Augmentation	\$500,994	\$356,573	(\$144,422)	\$518,529	\$257,250	(\$261,279)	\$536,677	\$259,350	(\$277,327)	\$555,461	\$263,025	(\$292,436)	(\$975,464)
B-1. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Software	\$88,411	\$36,838	(\$51,573)	\$91,505	\$0	(\$91,505)	\$94,708	\$0	(\$94,708)	\$98,023	\$0	(\$98,023)	(\$335,808)
B-3. Data Processing	\$2,269,208	\$1,897,670	(\$371,538)	\$2,348,631	\$1,537,890	(\$810,741)	\$2,430,833	\$1,537,890	(\$892,943)	\$2,515,912	\$1,537,890	(\$978,022)	(\$3,053,243)
B-3. Data Processing Supplies	\$248,215	\$118,380	(\$129,835)	\$249,247	\$25,640	(\$223,607)	\$250,314	\$25,640	(\$224,674)	\$251,419	\$25,640	(\$225,779)	(\$803,895)
Data Processing Communications	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATIONAL COSTS	\$3,165,768	\$2,434,018	(\$731,750)	\$3,268,915	\$1,820,780	(\$1,448,135)	\$3,375,671	\$1,822,880	(\$1,552,790)	\$3,486,163	\$1,826,555	(\$1,659,608)	(\$5,392,282)
FTE's	0	0	0	0	0	0	0	0	0	0	0	0	
Notes:													
1. Assumes implementation project completes in early December 2013 (SFY 2013-14). The project expense items for SFY 2013-14 are calculated with 5 months (Jul-Nov) of current system expense and 7 months (Dec-Jun) of new system operational expense.													
2. This version contains an additional \$ 218,745 in Data Processing Supplies for printed forms, storage, and destruction costs under the Current expense. The new total cost for these forms and services will be \$25,640 starting in December 2013.													
3. Although the five (5) year contract with CIBER is due to end in September 2016, the operational expense for the system will continue. In order to better evaluate the cost impact of the project, a full year of operational expense was calculated at the same rates for SFY 2016-17.													
4. Current WIC Data System Operating Cost Projections													
	SFY	Baseline	Supplies	Processing	All else	Total							
	2014	2,947,024	248,215	2,269,208	648,345	3,165,769							
	2015	3,050,170	249,247	2,348,631	671,037	3,268,915							
	2016	3,156,925	250,314	2,430,833	694,524	3,375,670							
	2017	3,267,418	251,419	2,515,912	718,832	3,486,163							
	2018	3,381,777	252,563	2,603,969	743,991	3,600,522							

Project Organization
WIC Data System Implementation
SFY 2012-13 Schedule IV-B
SFY 2011-2012 OWP



WIC Data System Implementation Project
Risk Register

Risk Register																	
Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
0711-3	26-Jul-11	Threat	Technical	Tech-Requirements	Requirements & Design	As a result of overly optimistic task time estimates, requirement content, and/or the conduct of the requirements sessions, the duration of the requirements confirmation may exceed baseline timeframes, extending the duration of the phase and the overall schedule.	Open	High	Serious	2-High	Mitigate		CIBER PM	Oct-11		Review approach, methods, timeframes with CIBER: * adjust schedule as needed * recap each session @ end of day and complete session notes NLT next day * circulate the recap session notes to SME's for confirmation shortly after session	
0711-18	26-Jul-11	Threat	Management	Mgt-Resourcing	All	As a result of program priorities and/or retirements, Florida WIC SME's may not be available when needed, requiring substitutes SME's, possibly extending the overall schedule, and adding cost to the budget.	Open	High	Serious	2-High	Mitigate		Sponsor	TBD		Review upcoming retirements and select/involve alternate SME's as needed	
1106-2	27-Jun-11	Threat	Management	Mgt-Organization	Procurement	FL DOH will have a new signer for the WIC Data System contract sometime after July 1, 2011 who may require additional briefing to prepare for the contract signing.	Open	Medium	Moderate	3-Medium	Mitigate		Sponsor	Sep-11		Offer briefing on project, as appropriate	2011-08-19: DOH announced appointment of Dr. Steven Harris
0711-24	26-Jul-11	Threat	External	Ext-Sites / Facilities	UAT	As a result of the number and geographic dispersion of WIC sites across the state, coordination of local agency staff participation in user acceptance testing may be challenging, and if not well handled, could extend the overall schedule and add cost to the budget.	Open	Medium	Moderate	3-Medium	Mitigate		WIC BA	Sep-11		* Work w/ Sponsor to select primary local agency testers based on SME and availability * Select and train qualified alternates from the state office * Research possible remote testing arrangements w/ CIBER PM	
0711-16	26-Jul-11	Threat	Management	Mgt-Operations Management	Transfer & Modify	As a result of program priorities, the selection of an SRC for processing and the establishment of an SLA with the SRC may lag, delaying the setup of the four environments and the application software testing in those environments.	Open	Medium	Moderate	3-Medium	Mitigate		Sponsor	Sep-11		* When contract is sent for signature to CIBER, assign a WIC staff person w/ technical skills to obtain a service level agreement for hosting services w/ a Shared Resource Center * Assist CIBER in conveying the hardware requirements to the Shared Resource Center and evaluating the configuration offered by the Shared Resource Center.	
0711-15	26-Jul-11	Threat	Management	Mgt-Project Management	All	As a result of a lack of internal support, project management may be less effective than needed, lowering the quality of deliverables, and possibly extending the overall schedule and adding cost to the budget.	Open	Medium	Moderate	3-Medium	Mitigate		Sponsor	Sep-11		* Deliver appropriate messages of support to managers and staff in project preparation meetings	
0711-12	26-Jul-11	Threat	Technical	Tech-Test & Acceptance	All	As a result of the quality of deliverables, additional revisions/fixes may be required to accept the deliverables, extending the duration of the phase and/or overall schedule, and adding cost to the budget.	Open	Medium	Moderate	3-Medium	Mitigate		WIC PM	Oct-11		* Review the deliverable expectations and acceptance criteria w/ the CIBER PM during the Planning & Definition phase	
0711-7	26-Jul-11	Threat	Technical	Tech-Reliability / Maintenance	Operations & Maintenance	As a result of design of the system and/or access to the system environments in the SRC, the ability of Florida WIC technical staff to maintain system parameters and program reference data may be less than required, leading to greater dependence on CIBER and/or the SRC, which would require additional coordination and longer lead times to make system changes.	Open	Medium	Moderate	3-Medium	Mitigate		Sponsor	Mar-12		* Assign WIC staff person w/ technical skills to obtain a service level agreement for hosting services w/ a Shared Resource Center * Incorporate WIC expectations about system parameter and program reference data maintenance into the service level agreement with the Shared Resource center.	

WIC Data System Implementation Project
Risk Register

Risk Register																	
Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
7/11/2006	26-Jul-11	Threat	Technical	Tech-Performance	UAT	As a result of product design and related factors, the performance of the system for the end user may not meet requirements and/or the business need, requiring additional time in the schedule and/or cost to investigate, analyze alternatives, and fix.	Open	Medium	Moderate	3-Medium	Mitigate		WIC PM	Jun-12		* Work w/ DOH IT to carefully establish and measure the appropriate performance criteria * Add to the clinic site survey questions about response time and network capability to expose possible network issues in advance of rollout * Make plans w/ DOH IT to investigate and respond as needed to network issues found through the clinic site surveys	
0711-14	26-Jul-11	Threat	Technical	Tech-Test & Acceptance	All	As a result of program priorities, travel restrictions, and/or family needs, local agency SME's may not be available for extended periods to complete the planned rounds of testing onsite, requiring substitute staffing by Florida WIC, which could reduce the quality of testing and/or extend the duration of the phase and/or overall schedule.	Open	Medium	Moderate	3-Medium	Mitigate		WIC BA	Feb-13		* Work w/ Sponsor to select primary local agency testers based on SME and availability * Select and train qualified alternates from the state office * Research possible remote testing arrangements w/ CIBER PM	
0711-4	26-Jul-11	Threat	Technical	Tech-Estimates, Assumptions, Constraints	All	As a result of overly optimistic task time estimates, and/or invalid assumptions, and/or missed constraints, the actual duration of project phases may exceed baseline timeframes, extending the overall schedule and/or adding cost to the budget.	Open	Medium	Serious	3-Medium	Mitigate		WIC PM	As needed		* Work w/ the CIBER PM to carefully evaluate initial estimates of timeframes * Reestimate and rebaseline the project schedule as part of each phase transition	
0711-2	26-Jul-11	Threat	Technical	Tech-Scope	All	As a result of state legislation or Florida WIC initiative, the development of WIC Electronics Benefits Transfer (EBT) could be accelerated, requiring coordination between the data system implementation and EBT projects, processing a project change request and/or contract change, extending the overall schedule and/or adding cost to the budget.	Open	Medium	Moderate	3-Medium	Accept		Sponsor	As needed		Should the need emerge, make plans to hire an appropriately skilled SME to serve as consultant and/or project manager of this parallel project.	
0711-19	26-Jul-11	Threat	Management	Mgt-Resourcing	Requirements & Design	As a result of program priorities and/or retirements, DOH IT SME's may not be available when needed, requiring substitute SME's, possibly extending the overall schedule, and adding cost to the budget.	Open	Medium	Moderate	3-Medium	Mitigate		Sponsor	As needed		* Review the upcoming retirements and select alternates, plan the mentoring of the alternates, and update Project Responsibility Assignment w/ this information	
0711-17	26-Jul-11	Threat	Management	Mgt-Organization	All	As a result of departmental reorganization required by DOH Executive Management and/or the Governor's Office, the Executive Sponsor or Business Sponsor may change, requiring additional time in the schedule to brief and obtain the support of any successors.	Open	High	Moderate	3-Medium	Mitigate		Sponsor WIC PM	As needed		* Should the need emerge, proactively meet w/ the new sponsor and provide the necessary briefing on the need for and status of the project.	
0711-13	26-Jul-11	Threat	Technical	Tech-Test & Acceptance	All	As a result of program priorities, the final approval of deliverables may lag, extending the phase and overall schedule and/or adding cost to the budget.	Open	Low	Serious	3-Medium	Mitigate		WIC PM	Ongoing		* Provide continuing forecasts of when a deliverable will be available for review	
0711-8	26-Jul-11	Threat	Technical	Tech-ADA	Requirements & Design	As a result of other DOH IT priorities and/or overly optimistic task time estimates, the start of the pre-construction ADA scan may lag and/or the duration of the scan may be extended, extending the duration of the phase and/or overall schedule.	Open	Low	Moderate	4-Low	Mitigate		WIC PM	Sep-11		* Meet w/ DOH IT prior to start of project, review requirements, schedule, and elaborate the tasks * Confirm &/or adjust schedule dates * Update internal FL WIC task schedule and project schedule as needed * Confirm agreements to all parties	

WIC Data System Implementation Project
Risk Register

Risk Register																	
Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
0711-5	26-Jul-11	Threat	Technical	Tech-Interfaces	Transfer & Modify	As a result of other DOH and/or DCF priorities or overly optimistic task time estimates, the start of interface development may lag and/or the duration of interface development may be extended, extending the duration of the phase and/or overall schedule.	Open	Low	Moderate	4-Low	Mitigate		WIC BA	Sep-11		* Meet w/ DOH IT & DCF resources prior to start of project, review requirements, schedule, and elaborate the tasks * Confirm &/or adjust schedule dates * Update internal FL WIC task schedule and project schedule as needed * Confirm agreements to all parties	
0711-20	26-Jul-11	Threat	Business	Bus-Internal Procurement	Requirements & Design	As a result of internal processes and/or or supplier difficulties, the procurement of equipment may take longer than estimated, leading to delays in the schedule.	Open	Low	Moderate	4-Low	Mitigate		Sponsor	Sep-11		* Review all of the procurement steps for equipment and plan accordingly	
0711-9	26-Jul-11	Threat	Technical	Tech-ADA	Transfer & Modify	As a result of design, the system may not pass all tests of the DOH IT post-construction ADA scan, extending the duration of the phase and/or overall schedule in order to investigate, analyze alternatives, and fix.	Open	Low	Moderate	4-Low	Mitigate		CIBER PM	Oct-11		* Conduct pre-construction ADA scan, #4.8.6.3.1	
0711-22	26-Jul-11	Threat	External	Ext-Environment / Weather	All	As a result of a hurricane, tornado, other adverse weather, or geologic events, Shared Resource Center or facilities may be damaged, leading to disruption of project work and delays in the schedule.	Open	Low	Moderate	4-Low	Mitigate		Sponsor	Oct-11		* Review the data system COOP levels with the Shared Resource Center service level agreement to ensure that the appropriate recovery time has been committed by the Shared Resource Center. * Review this information with the CIBER PM	
0711-10	26-Jul-11	Threat	Technical	Tech-Security	Requirements & Design	As a result of overly optimistic task time estimates and/or other DOH IT priorities, the pre-construction security scan may lag, extending the duration of the phase and/or overall schedule in order to investigate, analyze alternatives, and fix.	Open	Low	Moderate	4-Low	Mitigate		WIC PM	Oct-11		* Meet w/ DOH IT & CIBER resources and review requirements, schedule, and elaborate all of the security scan tasks * Confirm &/or adjust schedule dates * Update internal FL WIC task schedule and project schedule as needed * Confirm agreements to all parties	
0711-23	26-Jul-11	Threat	External	Ext-Environment / Weather	All	As a result of a hurricane, tornado, other adverse weather, or geologic events, Florida WIC local agency offices or facilities may be damaged, leading to disruption of project work and delays in the schedule	Open	Low	Moderate	4-Low	Accept		Sponsor	As needed		* Should the need emerge, evaluate the impact of local agency disruption on the schedule and develop alternative responses accordingly.	
0711-21	26-Jul-11	Threat	External	Ext-Environment / Weather	All	As a result of a hurricane, tornado, other adverse weather, or geologic events, Florida WIC state administrative offices or facilities may be damaged, leading to disruption of project work and delays in the schedule.	Open	Low	Moderate	4-Low	Mitigate		WIC PM	Ongoing		* Review w/ the CIBER PM its plans and procedures to backup project data and access that data while working from alternate locations * Review w/ the Sponsor the FL WIC plans and procedures to backup project data and access that data while working from alternate locations	Applies especially during Atlantic hurricane season which is currently defined as June 1 - November 30.
0711-1	26-Jul-11	Threat	Technical	Tech-Scope	All	As a result of regulatory changes from USDA/FNS, additional and/or different requirements may be applicable to the system, requiring additional time in the schedule and/or cost to investigate the impact of the regulatory change, analyze alternatives, respond to the USDA/FNS, and process a project change request and/or contract change.	Open	Low	Moderate	4-Low	Accept		Sponsor	Ongoing		* Should the need emerge, evaluate the impact of the change on the project scope, schedule, and cost, develop alternatives accordingly	

Risk Register																		
Risk #	Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes	
0711-11	26-Jul-11	Threat	Technical	Tech-Security	Transfer & Modify	As a result of design, the system may not pass all tests of the DOH IT post-construction security scan, extending the duration of the phase and/or overall schedule in order to investigate, analyze alternatives, and fix.	Open	Low	Moderate	4-Low	Mitigate		CIBER PM	Nov-12		* Demonstrate plans/prototypes to DOH IT Security SME's, obtain feedback * Discuss the security scan protocol		
0210-11	01-Feb-10	Threat	Business	Bus-Stakeholders	Procurement	The review of the contract by Contracts, Budget, DOH IT, and Legal may take longer than anticipated due to workloads and other priorities which may require an extension of the procurement schedule.	Closed	Medium	Moderate	3-Medium	Mitigate		WIC PM	Aug-11		Review contract routing requirements, check contract package for compliance	2011-08-26: revised contract package, added new required forms 2011-06-27: contract review by USDA/FNS is due to be completed assuming no issues on 8-21-11.	
Risk Probability																		
Low	< 30%	unlikely to occur																
Medium	31% - 50%	may occur																
High	51% - 80%	probably will occur																
Very High	> 80%	very likely to occur																
Risk Impact																		
	<u>Cost Increase</u>	<u>Scope Change</u>	<u>Schedule Increase</u>															
Minor	< 5%	Barely	< 5%															
Moderate	5% - 8%	Minor areas of deliverable(s)	5% - 10%															
Serious	9% - 10%	Major areas of deliverable(s)	11% - 15%															
Critical	> 10%	Failure to complete deliverable or failure to achieve project objective	>15%															
Probability x Impact																		
	Minor	Moderate	Serious	Critical														
Low	Low(1)	Low(1)	Medium(2)	High(3)														
Medium	Low(1)	Medium(2)	Medium(2)	High(3)														
High	Low(1)	Medium(2)	High(3)	High(3)														
Very High	Low(1)	High(3)	High(3)	Very High(4)														



WIC Data System Implementation Project

State of Florida ♦

Bureau of WIC Program Services

Risk Management Plan

Trademarks

Trademarked names may appear throughout this document. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, the names are used only for editorial purposes and to the benefit of the trademark owner with no intention of infringing upon that trademark.

Contact Information

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Revision History

Date	Version	Revised By	Description
09/04/07	1.0	Philip Kidder	Final
10/03/07	1.1	Philip Kidder	Format, update footer
09/14/08	1.2	Philip Kidder	Updated footers for SFY 2009-10 IV-B
09/09/09	1.3	Philip Kidder	Updated footers for SFY 2010-11 IV-B
10/04/10	1.4	Philip Kidder	Updated footers for SFY 2011-12 IV-B
07/26/11	1.5	Philip Kidder	Added Section 1, revised Risk Register as Section 2, added Section 3
07/29/11	1.6	Sharlene Turner	Added Table of Contents
08/10/11	1.7	Philip Kidder	Replaced attached Risk Log
09/01/11	1.8	Philip Kidder	Replaced attached Risk Log

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1. Risk Management Plan

Risk management planning is the process of deciding how to approach and plan the ongoing identification, assessment, and response to risk events which could possibly affect the project's quality, timeframe, or cost in a negative or positive manner.

1.1. Risk Management Strategy

1.1.1. Risk Identification Process

Risks are identified by analyzing each phase of the project and its deliverables using a Risk Breakdown Structure of risk types and sources. The Risk Breakdown Structure was adapted from the project management literature for the WIC Data System Implementation Project.¹ The risks will be described in terms of the cause(s), risk, and effect or impact.

The initial identification of risks will be made by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team. Input from Florida subject matter experts and the other stakeholders will be solicited. All parties will assist in identifying risks on an ongoing basis.

1.1.2. Risk Assessment

Risks are assessed based on their probability of occurrence, project impact, and corresponding rank. The following tables show the values used for assigning probability, impact, and rank.

Risk Probability		
Low	< 30%	unlikely to occur
Medium	31% - 50%	may occur
High	51% - 80%	probably will occur
Very High	> 80%	very likely to occur

Risk Impact			
	<u>Cost Increase</u>	<u>Scope Change</u>	<u>Schedule Increase</u>
Minor	< 5%	Barely	< 5%
Moderate	5% - 8%	Minor areas of deliverable(s)	5% - 10%
Serious	9% - 10%	Major areas of deliverable(s)	11% - 15%
Critical	> 10%	Failure to complete deliverable or failure to achieve project objective	>15%

¹ David Hillson, *Managing Risks in Projects* (Surrey, England: Gower Publishing Ltd., 2009), 33.

Probability x Impact Rank				
	<u>Minor</u>	<u>Moderate</u>	<u>Serious</u>	<u>Critical</u>
Low	Low(1)	Low(1)	Medium(2)	High(3)
Medium	Low(1)	Medium(2)	Medium(2)	High(3)
High	Low(1)	Medium(2)	High(3)	High(3)
Very High	Low(1)	High(3)	High(3)	Very High(4)

The initial assessment of risks will be made by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team. Input from Florida subject matter experts and the other stakeholders will be solicited. All parties will assist in assessing risks on an ongoing basis.

1.1.3. Risk Response Options

Risk responses are planned using four basic risk response options:

- Accept – take the risk without special action or contingency because proactive action is either not possible or cost-effective.
- Avoid – take proactive action to eliminate the risk to the project.
- Mitigate – take proactive action to reduce the probability and/or impact of the risk.
- Transfer – involve another person or party in acting on the risk and in so doing share the management of the risk.

The initial risk responses will be planned by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team. Input from Florida subject matter experts and the other stakeholders will be solicited. The Project Sponsor will approve the risk responses, which will be assigned to risk owners who will be responsible for implementing proactive responses. All parties will assist in planning risk responses on an ongoing basis.

1.1.4. Risk Register Development and Maintenance

The risk descriptions, assessments, and responses are documented in the Risk Register, which is contained in the Project Workbook (see Section 2 for a sample). The risk response information includes the action to be taken by the risk owner, planned and actual completion dates, notes on the current status, and a closure date.

The initial development of the Risk Register will be done by the Florida WIC Project Team in consultation with the CIBER Project Team. The Project Sponsor will approve the Risk Register. The Risk Register will be maintained by the Florida WIC Project Manager based on the weekly project status meetings, status reports, and other relevant sources.

1.1.5. Risk Management Responsibilities

The responsibility for managing risk is shared between the Florida WIC Project Team, Project Sponsor, Florida subject matter experts, CIBER Project Team, and other stakeholders. The following table summarizes the responsibilities in the risk management process.

Risk Activity	Responsibility
----------------------	-----------------------

Risk Activity	Responsibility
Identify risks	<p>All – Florida WIC Project Team, Project Sponsor, Florida subject matter experts, CIBER Project Team, and other stakeholders.</p> <p>Initial identification will be made by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team.</p>
Assess risks	<p>All – Florida WIC Project Team, Project Sponsor, Florida subject matter experts, CIBER Project Team, and other stakeholders.</p> <p>Initial assessment will be made by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team.</p>
Plan risk responses	<p>All – Florida WIC Project Team, Project Sponsor, Florida subject matter experts, CIBER Project Team, and other stakeholders.</p> <p>Initial responses will be planned by the Florida WIC Project Team, Project Sponsor, and CIBER Project Team.</p>
Approve risk responses	Project Sponsor
Develop Risk Register	Florida Project Team, CIBER Project Team
Maintain Risk Register	Florida WIC PM, CIBER PM
Develop or take risk response actions	Risk Owner
Manage risk responses	Florida WIC PM, CIBER PM
Report risks	Florida WIC PM, CIBER PM

2. Risk Register

A sample of the Risk Register is shown below.

Risk Register																
Date Logged	Risk Type	RBS Category	RBS Source	Project Phase(s)	Risk Description	Risk Status	Probability ¹	Impact ²	Probability x Impact Rank ³	Response	Explain Response	Assigned To	Anticipated Resolution Date	Actual Resolution Date	Resolution	Notes
26-Jul-11	Threat	Technical	Tech-Requirements	Requirements & Design	As a result of overly optimistic task time estimates, requirement content, and/or the conduct of the requirements sessions, the duration of the requirements confirmation may exceed baseline timeframes, extending the duration of the phase and the overall schedule.	Open	High	Serious	2-High	Mitigate		CIBER PM	Oct-11		Review approach, methods, timeframes with CIBER: * adjust schedule as needed * recap each session @ end of day and complete session notes NLT next day * circulate the recap session notes to SME's for confirmation shortly after session	

Attached here is the Risk Register:



WDS Implementation
Risk Register_2011 01

3. Appendix

3.1. Risk Breakdown Structure (RBS)

Technical Risk

- Scope Definition
- Requirements Definition
- Estimates, Assumptions, Constraints
- Technical Processes
- Technology
- Interfaces
- Design
- Performance
- Reliability & Maintainability
- ADA
- Security
- Test & Acceptance

Management Risk

- Project Management
- Program Management
- Operations Management
- Organization
- Resourcing
- Communication
- Information
- Health, Safety, & Environment
- Quality
- Reputation

Business Risk

- Contractual Terms & Conditions
- Internal Procurement
- Contractor
- Subcontracts
- Client/Customer Stability
- Stakeholders

External Risk

- Legislation
- Exchange Rates
- Site / Facilities
- Environment / Weather
- Competition
- Regulatory
- Political
- Country
- Social / Demographic
- Pressure Groups
- Force Majeure

3.2. Risk Identification, Assessment, Response



WIC Data System – Implementation Project

State of Florida ♦

Bureau of WIC Program Services

Communications Plan

Trademarks

Trademarked names may appear throughout this document. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, the names are used only for editorial purposes and to the benefit of the trademark owner with no intention of infringing upon that trademark.

Contact Information

To request copies, suggest changes, or submit corrections, contact:

Department of Health, Bureau of WIC Program Services
Attention: Philip Kidder, PMP, Project Manager
Phone: 850-245-4202, email: philip_kidder@doh.state.fl.us

Revision History

Date	Version	Revised By	Description
09/05/07	1.0	Sharlene Turner	Original Version
10/03/07	1.1	Philip Kidder	Format, footer
09/10/08	1.2	Philip Kidder	Various updates, footer
09/09/09	1.3	Philip Kidder	Various updates, footer
10/04/10	1.4	Philip Kidder	Various updates, footer
08/31/11	1.5	Philip Kidder	Added items per ITN to reports and meetings, deleted deliverables as these are detailed in the Project Charter.

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1. Purpose of Document

The purpose of the communication plan is to describe the communication processes that will be used in the project to exchange appropriate information on a timely basis with the project teams, local agency staff, state agency staff, sponsors, oversight staff, and other stakeholders. The communication plan will be used to manage expectations, reduce uncertainty, and increase understanding among the above audiences about the goals and objectives, status, and timeframes of the project.

The following communications plan matrix classifies communications into three categories: reports, meetings, and key deliverables, and within these categories, defines the title, purpose, recipient(s), method, frequency and owner of the report or meeting.

2. Communications Plan Matrix

Reports					
WHAT Title of Communication	WHY Purpose of Communication	WHO Recipient of communication (person or organization)	HOW Method of communicating	WHEN Daily, Weekly, Monthly, Quarterly, Other	OWNER Person Responsible for communication
WIC Weekly Status Report	Documents all project activities, accomplishments, action items, risks, issues, and schedule items for the week	<ul style="list-style-type: none"> ▪ Debbie Eibeck, Project Sponsor ▪ DOH IT PMO ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives ▪ Share Point for distribution, archive and reading 	Weekly - Wednesdays	Philip Kidder, WIC PM
Provider Weekly Status Report, (#4.8.2.9)	Documents Provider project activities, accomplishments, action items, risks, issues, and schedule items for the week	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM ▪ Sharlene Turner, WIC BA ▪ Other distribution as directed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives ▪ Share Point for distribution, archive and reading 	Weekly - Mondays	TBD CIBER PM

Reports					
WHAT Title of Communication	WHY Purpose of Communication	WHO Recipient of communication (person or organization)	HOW Method of communicating	WHEN Daily, Weekly, Monthly, Quarterly, Other	OWNER Person Responsible for communication
Internal Project Status Bulletins	Documents project status, notice of key upcoming events and project preparation tasks	<ul style="list-style-type: none"> ▪ Local agency staff ▪ State office staff ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ SharePoint ▪ WebEx 	Bi-weekly, as needed	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM ▪ Sharlene Turner, WIC BA
WIC Monthly Status Report, plus updates to Spending Plan and Schedule	Documents all project activities, deliverables status, action items, risks, issues, lessons learned, schedule status, and budget status for the month	<ul style="list-style-type: none"> ▪ Legislative Oversight staff ▪ DOH Tier 2 Governance ▪ Debbie Eibeck, Project Sponsor ▪ Michelle Cappa, WIC Contract Manager ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives ▪ PMO drives, Share Point 	Monthly - 1 st Friday	Philip Kidder, WIC PM
Legislative Budget Commission (LBC) Requests	Documents request for spending authorization for the designated period	<ul style="list-style-type: none"> ▪ Legislative Oversight staff ▪ DOH Budget staff ▪ Debbie Eibeck, Project Sponsor ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives ▪ PMO drives, Share Point 	Quarterly or longer period as agreed with the LBC	Philip Kidder, WIC PM
Operational Work Plan	Documents the plans for project execution during the upcoming state fiscal year	<ul style="list-style-type: none"> ▪ Legislative Oversight staff ▪ DOH Budget staff ▪ Debbie Eibeck, Project Sponsor ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives ▪ PMO drives, Share Point 	Annual - August	Philip Kidder, WIC PM

Reports					
Schedule IV-B	Updates the project business case and forecasts the spending and schedule for the remainder of the project each state fiscal year	<ul style="list-style-type: none"> ▪ Legislative Oversight staff ▪ DOH Budget staff ▪ Debbie Eibeck, Project Sponsor ▪ Other distribution as needed 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives, PMO drives Share Point 	Annual - August	Philip Kidder, WIC PM
Advance Planning Document Update (APDU)	Report the project status and formal acceptance of contracted services	<ul style="list-style-type: none"> ▪ USDA/Food & Nutrition Service (FNS) representatives ▪ Debbie Eibeck, Project Sponsor 	<ul style="list-style-type: none"> ▪ E-mail ▪ Stored on WIC network drives, PMO drives Share Point 	Annual and/or as needed	Philip Kidder, WIC PM
Deliverable Review Request	Requests upcoming formal deliverable review	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM 	<ul style="list-style-type: none"> ▪ E-mail 	As needed	TBD CIBER PM
WIC Deliverable Review/Acceptance Form	Describes deliverable and acceptance criteria, reviewer comments, status, reviewer signature blocks	<ul style="list-style-type: none"> ▪ WIC deliverable review team per Responsibility Matrix 	<ul style="list-style-type: none"> ▪ E-mail 	As needed	Philip Kidder, WIC PM
Provider Invoice	Conveys billing amounts for deliverables	<ul style="list-style-type: none"> ▪ Michelle Capp, WIC Contract Manager ▪ Philip Kidder, WIC PM 	<ul style="list-style-type: none"> ▪ E-mail 	As needed	TBD CIBER PM

Meetings					
WHAT Title of Communication	WHY Purpose of Communication	WHO Recipient of communication (person or organization)	HOW Method of communicating	WHEN Daily, Weekly, Monthly, Quarterly, Other	OWNER Person Responsible for communication
Weekly Status Meeting	Present project status, discuss action items, risks, issues, schedule, and budget	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM ▪ Sharlene Turner, WIC Business Analyst ▪ TBD CIBER PM ▪ Others as needed 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone/WebEx 	Weekly	TBD CIBER PM
Weekly Sponsor Meeting	Present project status, discuss action items, risks, issues, schedule, and budget	<ul style="list-style-type: none"> ▪ Debbie Eibeck, Project Sponsor ▪ Philip Kidder, WIC PM ▪ Others as needed 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone 	Weekly	Philip Kidder, WIC PM
Executive Steering Committee Meeting	Present project status, discuss action items, risks, issues, schedule, and budget	<ul style="list-style-type: none"> ▪ Annette Phelps, executive Sponsor ▪ Debbie Eibeck, Project Sponsor ▪ Philip Kidder, WIC PM ▪ Others as needed 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone 	Monthly	Philip Kidder, WIC PM
WIC Work Groups	Report status, discuss assignments, issues, deliverables, and plans	<ul style="list-style-type: none"> ▪ Jane Menges, WIC DMU ▪ Kathy Reeves, WIC Nutrition ▪ Other Work Group members ▪ Philip Kidder, WIC PM ▪ Others as needed 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone 	Bi-weekly, As needed	Sharlene Turner, WIC BA
Kick-Off Meetings	Explain the purpose of the project or phase, review schedule and responsibilities	<ul style="list-style-type: none"> ▪ WIC Work Groups ▪ Debbie Eibeck, Project Sponsor ▪ Project Stakeholders ▪ CIBER team members ▪ Others as needed 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone/WebEx 	As needed	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM ▪ TBD CIBER PM

Meetings					
WHAT Title of Communication	WHY Purpose of Communication	WHO Recipient of communication (person or organization)	HOW Method of communicating	WHEN Daily, Weekly, Monthly, Quarterly, Other	OWNER Person Responsible for communication
Change Control Board (CCB)	Review the requested change and expected impact on the project scope, time, quality, or budget.	<ul style="list-style-type: none"> ▪ Debbie Eibeck, Project Sponsor ▪ Philip Kidder, WIC PM ▪ Sharlene Turner, WIC BA ▪ Jane Menges, WIC DMU Supervisor 	<ul style="list-style-type: none"> ▪ In-person ▪ Phone 	As needed	Philip Kidder, WIC PM
Miscellaneous Communications	Varies – generally to inform, obtain support and guidance	Varies	<ul style="list-style-type: none"> ▪ In-person ▪ Phone ▪ E-Mail 	As needed	Philip Kidder, WIC PM
DOH IT Governance Committee	Present project status	DOH IT Governance Committee	<ul style="list-style-type: none"> ▪ In-person ▪ E-Mail 	Monthly – 1 st Tuesday	<ul style="list-style-type: none"> ▪ Philip Kidder, WIC PM ▪ Debbie Eibeck, Project Sponsor
Local Agency Conference Call	Inform Local Agency managers, obtain support and guidance	<ul style="list-style-type: none"> ▪ Local Agency Coordinators ▪ Philip Kidder, WIC PM 	Conference Call	Monthly - 3 rd Tuesday	Debbie Eibeck, Project Sponsor

3. Appendix

(No appendix is included in this version)



**United States
Department of
Agriculture**

May 6, 2008

**Food and
Nutrition
Service**

Southeast Region

**61 Forsyth St. S.W.
Room 8T36
Atlanta, GA
30303-3415**

Ms. Jean L. Kline, R.N., B.S.N., M.P.H.
Deputy Secretary for Health
Bureau of WIC & Nutrition Services
4052 Bald Cypress Way, Bin #A16 – HSFW
Tallahassee, Florida 32399-1726

Dear Ms. Kline:

The Food and Nutrition Service (FNS) has completed its review of the Implementation Advance Planning Document (IAPD) for the Florida Special Supplemental Nutrition program for Women, Infants and Children (WIC) Data System Development Project submitted on February 28, 2008.

I extend my compliments to the State Agency (SA) on the quality of the IAPD submitted. Its content, format, and details, along with supplemental information received via electronic mail, enabled us to conduct a thorough review. We are approving the IAPD and the SA's request to use \$7,033,125 of its NSA grant for the project depending upon availability of funds.

The IAPD demonstrated that a transfer system was the most viable alternative for the SA. The selection of the specific transfer system will be determined using the State's Invitation to Negotiate (ITN) process. The ITN must be approved by FNS prior to its posting for bids. The resulting contract must also be approved by FNS prior to its signing and enactment.

The SA must provide FNS with IAPD Updates (APDUs) annually (within 90 days of the anniversary date of this letter) or on an as-needed basis in accordance with guidance found in FNS Handbook 901.

Kathy Tankersley, Management Analyst, FNS States Systems Unit, is available at (617) 565-6467 or Sandra Benton-Davis, Regional Director, Supplemental Nutrition Programs, is available at (404) 562-7111 to answer questions.

Sincerely,

DONALD E. ARNETTE
Regional Administrator

cc: Debbie Eibeck, FL WIC
Phillip Kidder, FL WIC



**United States
Department of
Agriculture**

**Food and
Nutrition
Service**

Southeast Region

**61 Forsyth St. S.W.
Room 8T36
Atlanta, GA
30303-3415**

August 11, 2011

Ms. Deborah S. Eibeck, MS, RD, LD
Chief, Bureau of WIC and Nutrition Services
Florida Department of Health
Capital Bin #A-16-HSFW
4052 Bald Cypress Way
Bin A16
Tallahassee, Florida 32399-1726

Dear Ms. Eibeck:

We have completed our review of the proposed contract between the State agency and Ciber for design, development, and implementation services for the WIC Data System. We are approving the contract with the five-year term and an estimated expiration date of September 5, 2016.

We are also approving the contract value of \$7,213,278 based upon the availability of Federal funds.

Please contact Kathy Tankersley of the FNS State Systems Office at 617-565-6467 or kathy.tankersley@fns.usda.gov with questions.

Sincerely,

A handwritten signature in cursive script that reads "Sandra L. Benton-Davis".

SANDRA BENTON-DAVIS
Regional Director
Supplemental Nutrition Programs

cc: Philip Kidder

bcc: K. Elliott
K. Tankersley
D. Butler

<\\APD\SERO\FL\WIC\2011-06-22 Ciber Contract\2011-08-04 Ciber Contract Approval.doc>
kmt

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200300

Phone Number: (850) 245-4444 ext. 2150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISS CC
11-167	June 30, 2011	Division of Family Health Services, Child and Adult Food Care Program	FDOH had not employed effective access security controls in the operation of the Management Information and Payment System (MIPS). <i>We recommend FDOH implement appropriate access security controls for MIPS.</i>	Completed. Implemented appropriate access security controls on January 11, 2011.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program	Authorization documentation for some employees' MIPS access privileges did not exist or was incomplete or inaccurate. <i>The Department should ensure that authorization documentation is accurately maintained for all granted access privileges.</i>	We will collect MIPS Account Request forms for all MIPS users. Completed April 2011.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program	The access privileges of some MIPS users were not appropriate for the users' assigned job responsibilities and did not enforce an appropriate separation of duties. <i>The Department should limit access privileges to MIPS to only what is needed for the performance of assigned job responsibilities to enforce an appropriate separation of duties. Additionally, the Department should assign unique user accounts to all individual authorized MIPS users.</i>	We have adjusted the Operations and Management Consultant Manager's rights to reflect those rights needed for the performance of assigned job responsibilities to address the separation of duties concern. Also, we have removed the generic user account in MIPS. Completed April 2011.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program	The Department's review of the appropriateness of MIPS user access privileges did not include some privileges and was not conducted on a sufficiently frequent basis. <i>The Department should reassess the frequency by which MIPS access privileges are reviewed by supervisors and consider a more frequent review. Additionally, the Department should ensure that all levels of MIPS access privileges are subject to the review.</i>	Complete. We have set up a system of checking privileges annually that includes supervisor's approval.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program (CACFP) and Division of Information Technology (DOH IT)	Contrary to the requirements of the State of Florida, General Records Schedule for the retention of access control records, the Department did not retain certain access control records. Additionally, Department policy provided guidance that conflicted with the retention requirements set forth in the General Records Schedule. <i>The Department should retain access control records in accordance with the requirements of the General Records Schedule and update its Policy to provide for the disabling, but not deleting, of former employee access privileges within 24 hours of employee termination.</i>	CACFP: With the rewrite of MIPS into .net, all user accounts will be retained after account disabling and until then, we will keep paper documentation of all employee and non-claiming contractor accounts that are disabled or have a change in privilege. DOH IT: The DOHP 50-10-10 policy conflict with the General Records Schedule will be addressed and corrected in the next policy revision cycle which is tentatively scheduled to begin in Fall 2011. Also during this revision cycle, DOHP 50-10-10 will be updated so that it clearly supports the current DOH IT practice of disabling but not deleting former employee access privileges within 24 hours of employee termination/separation. Anticipated Completion Date: February 2012.	

11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program	Certain security controls related to user authentication needed improvement. <i>The Department should improve security controls related to user authentication to ensure the confidentiality, integrity, and availability of data and IT resources.</i>	Required security controls related to user authentication are being addressed. Anticipated completion date: August 2011.	
11-193	June 28, 2011	Division of Family Health Services, Child and Adult Food Care Program and Division of Information Technology	The Department's systems modification controls for MIPS needed improvement. <i>The Department should ensure compliance with established procedure to provide for the proper documentation of all MIPS systems modifications. Additionally, to ensure that systems modifications to MIPS are made in a consistent manner, the Department should review all systems modifications to the MIPS production environment to detect the implementation of any unauthorized or erroneous programs, should they occur.</i>	CACFP: We will implement process to address impact analysis and roll back plans. The FootPrints change management process addresses the need for review of systems modifications. DOH IT: DOH IT already has a Change Management standard operating procedure in place. As part of the Change Management procedure, the Data Center Work Request Manager Liaison opens up a Courtesy Notice about the specific with the Southwood Shared Resource Center (SSRC) staff. After the change has been effected, the Courtesy Notice is closed. This Courtesy Notice sub-routine of the Change Management procedure could be used to accommodate the required third party (delegated supervisory third party) review of the MIPS systems modifications logs. This proposed new business process would be done by the Data Center Work Request Manager Liaison opening up the Courtesy Notice to the SSRC as usual. then the SSRC staff would join the process (production environment) and reporting any detected unauthorized implementations and/or erroneous programs (should they occur) to the Data Center Work Request Manager Liaison who would then use established DOH IT procedures to address the reported information. Anticipated completion date: February 2012.	
<i>Office of Policy and Budget - July 2011</i>					

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Family Health Outpatient and Nutrition Services
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64200300			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64200300			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64200300			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		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 #12-009?		Y		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

		Program or Service (Budget Entity Codes)			
Action		64200300			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64200300			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64200300			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64200300			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64200300			
15.6	Has the agency provided the necessary standard (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			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A			
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?	N/A			
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			

	Program or Service (Budget Entity Codes)			
Action	64200300			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
INFECTIOUS DISEASE CONTROL EXHIBITS AND SCHEDULES

**DEPARTMENT OF HEALTH
INFECTIOUS DISEASE CONTROL SCHEDULE I SERIES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Infectious Disease Control
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,770,610.77	(A)		
ADD: Other Cash (See Instructions)	2,503.83	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	5,849,879.30	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	8,622,993.90	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(4,925,762.34)	(H)		
Approved "B" Certified Forwards	(307,732.76)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Current Unearned Revenue (GLC 38800)	(3,384.75)	(J)		
Unreserved Fund Balance, 07/01/2011	3,386,114.05	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	5,396,387.44 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(307,732.76) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	11,651.80 (D)
Fund Closed Out of Balance	(1,714,192.43) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,386,114.05 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,386,114.05 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	Infectious Disease Control
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	83,913.04	(A)		
ADD: Other Cash (See Instructions)	3,254.41	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	2,240.66	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	89,408.11	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(3,637.31)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(8.00)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	85,762.80	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="85,762.80"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="0.00"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="85,762.80"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="85,762.80"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Operations and Maintenance Trust Fund
LAS/PBS Fund Number:	Infectious Disease Control
	2516

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,477,683.26	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	2,404.86	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	3,480,088.12	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(166,794.62)	(H)		
Approved "B" Certified Forwards	(2,664.95)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(3,389.82)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	3,307,238.73	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Operations and Maintenance Trust Fund
LAS/PBS Fund Number: 2516

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	3,269,413.22 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,664.95) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	38,136.21 (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	2,354.25 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,307,238.73 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,307,238.73 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200400

Phone Number: (850) 245-4444 ext. 2150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISS CC
10-165	June 30, 2010	Division of Disease Control	Certain access security controls in the areas of user authentication and monitoring of system activity were not in place to prevent and timely detect any unauthorized changes to the database and data files of the State Health On-line Tracking System (SHOTS). <i>Certain access security controls in the areas of user authentication and monitoring of system activity were not in place to prevent and timely detect any unauthorized changes to the database and data files of SHOTS.</i>	Complete. Installation of Cache Version 9.1 is done. This upgrade has internal security controls that sufficiently remedy the inadequacies of security in the previous version of Cache used by the Florida SHOTS application.	
11-167	June 30, 2011	Division of Disease Control, Bureau of HIV/AIDS	Eligibility determination procedures were not sufficient to ensure that only eligible individuals received AIDS Drug Assistance Program (ADAP) benefits. <i>We recommend that FDOH revise its procedures to require documentation of eligibility screening be maintained in client files. Additionally we recommend that FDOH perform supervisory reviews of eligibility determinations to ensure that all required documentation is maintained.</i>	Revision of the eligibility manual to include clearer instructions for documenting eligibility screening in client files, file maintenance procedures & file retention guidelines has been completed. CAREWare updated to include proof of insurance/denial category has been completed. The planned monthly data matches between CAREware and Florida Medicaid Management Information System (FLMMIS) have not taken place as planned because all of the required data are not available. CAREWare is now requiring a Social Security Number (SSN) on all clients. In the future, when the department implements the master person index identifier, the process will be greatly simplified. In the interim, ADAP is performing quarterly validation of clients against FLMMIS as further assurance that clients are not on Medicaid. ADAP staff has received training & are evaluating how best to achieve a monthly cross match with Medicaid. Since SSNs are now being captured in CAREWare, it is expected that the data match between CAREWare & Medicaid will begin in August 2011.	
11-167	June 30, 2011	Division of Disease Control, Bureau of TB and Refugee Health	1) FDOH did not always maintain appropriate documentation to support salary and benefits charged to Refugee and Entrant Assistance Program (REAP). 2) Additionally, FDOH did not correctly allocate salary and benefits for employees that worked on the REAP and the Haitian Relief Effort Programs. <i>We recommend FDOH implement a system to systematically identify those positions whose salary and benefits are charged solely to the REAP and ensure certifications are obtained. We also recommend that FDOH ensure that appropriate records are completed for employees whose salary is required to be allocated.</i>	Complete. No further action is required, the issue has been resolved.	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Infectious Disease Control
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64200400			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64200400			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64200400			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		N/A		
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/A		
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/A		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		N/A		
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 #12-009?		N/A		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

		Program or Service (Budget Entity Codes)			
Action		64200400			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64200400			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64200400			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64200400			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64200400			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		Y		
17.5	Are the appropriate counties identified in the narrative?		Y		
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		
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		

	Program or Service (Budget Entity Codes)			
Action	64200400			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH EXHIBITS AND SCHEDULES

DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH SERVICES SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Environmental Health Services
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,375,578.07	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	406.48	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,375,984.55	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(114,800.66)	(H)		
Approved "B" Certified Forwards	(2,322.35)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(7,493.38)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	1,251,368.16	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(906,498.01)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(2,322.35)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
Fund Closed out of Balance	<input type="text" value="2,160,188.52"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="1,251,368.16"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="1,251,368.16"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Environmental Health Services
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,282,633.51	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	296,629.83	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,579,263.34	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(180,742.16)	(H)		
Approved "B" Certified Forwards	(104,839.26)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	1,293,681.92	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,325,524.69 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(104,839.26) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	985.37 (D)
Fund Closed Out of Balance	72,011.12 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,293,681.92 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	1,293,681.92 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	Environmental Health Services
	2339

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,393,424.86	(A)		1,393,424.86
ADD: Other Cash (See Instructions)	10,935.25	(B)		10,935.25
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	745,078.48	(D)	(5,206.25)	739,872.23
ADD: _____		(E)		
Total Cash plus Accounts Receivable	2,149,438.59	(F)	(5,206.25)	2,144,232.34
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(1,928,429.57)	(H)		(1,928,429.57)
Approved "B" Certified Forwards	(12,811.23)	(H)		(12,811.23)
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(174.25)	(I)		(174.25)
LESS: SWFS Adjustment		(J)	(7.00)	(7.00)
Unreserved Fund Balance, 07/01/2011	208,023.54	(K)	(5,213.25)	202,810.29 **

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.

Office of Policy and Budget - July 2011

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	206,179.21 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment-reduce receivables for DOACS & DEP	(5,206.25) (C)
SWFS Adjustment-increase A/P to DMS	(7.00) (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(12,811.23) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	14,655.56 (D)
	0.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	202,810.29 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	202,810.29 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Radiation Protection Trust Fund
Budget Entity:	Environmental Health Services
LAS/PBS Fund Number:	2569

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,767,032.17	(A)		
ADD: Other Cash (See Instructions)	12,488.02	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	599,299.04	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	2,378,819.23	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(117,105.17)	(H)		
Approved "B" Certified Forwards	(1,016.06)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(122,915.97)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	2,137,782.03	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Radiation Protection Trust Fund
LAS/PBS Fund Number: 2569

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 2,134,875.23 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) _____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description _____ (C)

SWFS Adjustment # and Description _____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,016.06) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS _____ (D)

A/P not C/F-Operating Categories 3,922.86 (D)

_____ (D)

_____ (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE: 2,137,782.03 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 2,137,782.03 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010- 2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200600

Phone Number: (850) 245-4444 ext. 2150

(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-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	Customer account balances could be adjusted without secondary approval. <i>We recommend that the Division of Environmental Health (DEH) advise all CHDs to implement a control that requires secondary documented sign-off or approval prior to making an adjustment in Environmental Health Database (EHD). This documentation would be maintained by the CHD. CHDs should also perform periodic reconciliations of adjustments made in EHD to these separately-maintained approvals. Implementing such a control also provides a level of protection to environmental health (EH) management should a question ever arise as to the propriety of an adjustment.</i>	Completed in EHD version 1.3 on March 16, 2011. Once a payment has been saved the person who created or last modified the record cannot update the record. Another person can modify it. We show the names on the screen now so the user can see it. We made the change to both the single invoice and collect money pages.	
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	EH permit stock was not appropriately accounted for and lacked sufficient custody. <i>We recommend that DEH develop a policy that requires a log of EH permit stock (Form DH-4114-Security Paper for Permits) be maintained at each CHD. The Permit Log should include by the control number the entity the permit was issued to or other result, such as voided. We recommend that DEH develop a policy that requires the pre-printed number of voided EH permit stock also be maintained with the log. This will document the permit was voided. We recommend that DEH advise CHDs to ensure that unannounced periodic counts of unissued, on-hand inventory of EH permit stock should be conducted at each CHD in accordance with 11APM21 Internal Control and Review Procedures to verify control over the numbers the CHD is supposed to have on-hand. Each of the CHDs had designated a custodian over EH permit stock. These inventory counts would best be performed by someone other than the custodian. The unissued inventory should be matched against the log to determine each number is accounted for.</i>	Completed. The security stock paper has not been a requirement for issuance of permits with the re-hosting of EHD. This has been communicated to the CHDs. CHDs will be directed by Executive Staff to destroy/return/dispose of any remaining stock. A memo directing CHDs to destroy all security paper for permits will be sent from DOH's executive office. DEH will assure that this memo is provided to EH managers and will also assure that they are advised to destroy all security paper.	

A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	User-access rights to EH systems were still authorized for pastemployees and employees that no longer work in the EH program area. <i>We recommend that DEH advise all CHDs to either uninstall CENTRAX, or where CENTRAX will continue to be required for referencing in the future, that access levels for all users should be changed to Level 1-“Lookup Only”.</i>	Completed. Since re-hosting EHD, DEH no longer supports CENTRAX. This has been communicated to the CHDs. Because Level 1 “Lookup Only” does not offer the desired protection, CHDs will be directed to discontinue use of CENTRAX or justify exceptions and gain approval through Executive Staff.	
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	User-access rights to EH systems were still authorized for pastemployees and employees that no longer work in the EH program area. <i>We recommend that DEH advise all CHDs to review their process and ensure a control is in place to routinely remove persons that leave the EH office. A control should also be in place to routinely review all access rights to ensure the list is current and accurate. Furthermore, a control should be in place to ensure no generic accounts such as "Supervisor" are used.</i>	Completed. For individuals who have left the department, CHDs need to adhere to the Division of Information Technology policy. DEH will assure CHDs are reminded about proper information technology protocols via a memo sent from DOH’s executive office. For individuals remaining at DOH and moving to another program, access rights will be removed. Only accounts for individual employees will be used in the system; no generic accounts will be used. A SharePoint site will be created by DEH so that CHDs may report individuals who are no longer in the EH program. EH will be responsible for updating Single Sign-On.	
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	Small CHDs face challenges to sufficiently segregate duties to mitigate risk. <i>We recommend that DEH advise small CHDs to implement additional compensating controls as a check and balance as it relates to the collection and recording of cash. Such controls could include re-assigning collecting the cash payment to another cashier. This would segregate the cash from the recording of collections.</i>	Completed in EHD version 1.3 on March 16, 2011. Once a payment has been saved the person who created or last modified the record cannot update the record. Another person can modify it. We show the names on the screen now so the user can see it. We made the change to both the single invoice and collect money pages.	
A-0910DOH-015	June 30, 2011	Division of Environmental Health	Small CHDs face challenges to sufficiently segregate duties to mitigate risk. <i>We recommend that DEH advise CHDs to review their process to ensure there is sign-off at each transfer of funds among personnel, including transfers from the EH office to the next assignment of responsibility in the cash collections process.</i>	Completed on February 24, 2011. Environmental Health Directors’ Conference Call, first item: DOHs Published Audit Report - Controls over Collection Environmental Health Fee Receipts and Permit Issuance at CHDs, Review of Accounts Receivable Policy with Roger Twitchell, Division of Administration.	

Office of Policy and Budget - July 2011

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Environmental Health Services
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64200600			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64200600			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64200600			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		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 #12-009?		Y		
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)		Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

		Program or Service (Budget Entity Codes)			
Action		64200600			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64200600			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

Action		Program or Service (Budget Entity Codes)			
		64200600			
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		
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		
8.20	Are appropriate service charge nonoperating amounts included in Section II?		Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?		Y		
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		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?		Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?		Y		
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.		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		
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		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?		Y		
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).		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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")		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		
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.)				

		Program or Service (Budget Entity Codes)			
Action		64200600			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64200600			
15.6	Has the agency provided the necessary standard (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			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A			
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?	N/A			
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			

	Program or Service (Budget Entity Codes)			
Action	64200600			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS
EXHIBITS AND SCHEDULES

DEPARTMENT OF HEALTH
COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS
SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	County Health Department Local Health Needs
	2122

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,989,799.43	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD:		(E)			
Total Cash plus Accounts Receivable	8,989,799.43	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards	-	(H)			
Approved "FCO" Certified Forwards	(9,049,073.47)	(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: Fund Balance Not Reserved for FCO	-	(J)			
Unreserved Fund Balance, 07/01/2011	(59,274.04)	(K)			**

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	County Health Department Trust Fund
Budget Entity:	County Health Department Local Health Needs
LAS/PBS Fund Number:	2141

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	85,632,595.47 (A)		
ADD: Other Cash (See Instructions)	2,061,085.92 (B)		
ADD: Investments	72,326,211.00 (C)		
ADD: Outstanding Accounts Receivable	62,425,334.22 (D)		
ADD: _____	-	(E)	
Total Cash plus Accounts Receivable	222,445,226.61 (F)		
LESS Allowances for Uncollectibles	(13,806,860.27) (G)		
LESS Approved "A" Certified Forwards	(23,452,068.71) (H)		
Approved "B" Certified Forwards	(7,091,929.77) (H)		
Approved "FCO" Certified Forwards	(34,999,881.93) (H)		
LESS: Other Accounts Payable (Nonoperating)	(23,755.20) (I)		
LESS: Current Unearned Revenue (GLC 38800)	(109,818.15) (J)		
Unreserved Fund Balance, 07/01/2011	142,960,912.58 (K)		**

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:	2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	8,090,211.83 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	0.00 (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
Budget Entity Closed Out of Balance	899,587.60 (D)
Fund Balance Not Reserved for FCO	(9,049,073.47) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	(59,274.04) (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	(59,274.04) (F)
DIFFERENCE:	(0.00) (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: County Health Department Trust Fund
LAS/PBS Fund Number: 2141

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 197,811,900.84 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

(13,943,627.11) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description _____ (C)

SWFS Adjustment # and Description _____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (7,091,929.77) (D)

Approved Carry Forward Total (FCO) per LAS/PBS (34,999,881.93) (D)

A/P not C/F-Operating Categories 926,979.29 (D)

Current Compensated Absenses Liability (GLC 38600) not C/F 213,114.12 (D)

A/P not C/F-FCO 44,357.14 (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE:

142,960,912.58 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

142,960,912.58 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010- 2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200700

Phone Number: (850) 245-4444 ext. 2150

(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-1011DOH-020	June 30, 2011	County Health Departments Dental Clinics	Dental clinics we visited did not implement DOH's policies and procedures for the proper accounting of drugs. <i>We recommend the Public Health Dental Program Office assist CHDs implement DOH's Statewide Pharmaceutical Services Policies and Procedures for County Health Departments regarding the appropriate inventorying of drugs that address, at a minimum, the issues noted in this finding. An alternative may include the Public Health Dental Program Office developing statewide policies and procedures regarding the inventorying of drugs that specifically apply to CHD dental clinics.</i>	The anticipated completion date was amended to September 30, 2011. The Quality Improvement Coordinator for the Public Health Dental Program Office (Program Office) has been working on drafting the planned technical assistance guideline document (TAG) for assisting CHD dental program leadership regarding inventorying and recordkeeping of medical drugs used or dispensed in CHD dental programs; DOHP 395-1-08-Statewide Pharmaceutical Services Policies and Procedures for County Health Departments is being utilized as a major resource for developing the TAG; As work continues on developing the TAG, staff is awaiting further information from staff at the Bureau of Statewide Pharmaceutical Services; e.g., guidance regarding the applicability of language used in DOHP 395-1-08 [that refers to "the CHD medical director or physician (whose license and DEA registration permit drugs to be stored and/or administered) or their {her or his} designee"] to CHD dental directors or dentists duly licensed in the state of Florida; After the draft TAG has been completed, members of the ad hoc review committee will review and comment on the draft guideline; appropriate changes will be made; and the TAG will be routed through the DOH for approval; Once approved and posted for use, Program Office staff will assist CHD dental program directors/managers in implementing essential elements of the guidance.	

A-1011DOH-020	June 30, 2011	County Health Departments Dental Clinics	<p>Drugs in nine of 16 dental clinics were not stored in a secure manner. <i>We recommend the Public Health Dental Program Office assist CHDs implement DOH's Statewide Pharmaceutical Services Policies and Procedures for County Health Departments regarding the appropriate security of drugs in dental clinics that address, at a minimum, the issues noted in this finding. An alternative may include the Public Health Dental Program Office developing statewide policies and procedures regarding the security of drugs that specifically apply to CHD dental clinics.</i></p>	<p>The anticipated completion date was amended to September 30, 2011. The Quality Improvement Coordinator for the Program Office has been working on drafting the planned technical assistance guideline document (TAG) for assisting CHD dental program leadership regarding security and storage of medical drugs used or dispensed in CHD dental programs; Similar to the TAG regarding inventorying and recordkeeping, DOHP 395-1-08 Statewide Pharmaceutical Services Policies and Procedures for County Health Departments is being utilized as a major resource for developing the TAG; Similar to the TAG regarding inventorying and recordkeeping, DOHP 395-1-08, Statewide Pharmaceutical Services Policies and Procedures for County Health Departments is being utilized as a major resource for developing the TAG; As explained in the 6 Month Status report for Item 1, work continues on developing the other related TAG and this one for security and storage while Program Office staff is awaiting further information from staff at the Bureau of Statewide Pharmaceutical Services regarding applicability of language used in DOHP 395-1-08 (in reference to the CHD medical director or physician or her/his designee) to CHD dental directors or dentists duly licensed in the state of Florida; After the draft TAG has been completed, members of the ad hoc review committee will review and comment on the draft guideline; appropriate changes will be made; and the TAG will be routed through the DOH for approval; Once approved and posted for use, Program Office staff will assist CHD dental program directors/managers in implementing essential elements of the guidance.</p>	
A-1011DOH-020	June 30, 2011	County Health Departments Dental Clinics	<p>Five of 16 CHD dental clinics we visited used Nitrous Oxide which was not on DOH's State Formulary. <i>We recommend the Public Health Dental Program Office submit a request to DOH's Pharmacy and Therapeutics (P&T) Committee to review Nitrous Oxide for possible certification and addition to the State Formulary.</i></p>	<p>Complete. Nitrous Oxide and medical oxygen have been added to the State Formulary.</p>	

A-1011DOH-020	June 30, 2011	County Health Departments Dental Clinics	Five of 16 CHD dental clinics we visited used Nitrous Oxide which was not on DOH's State Formulary. <i>We also recommend the Public Health Dental Program Office survey all CHD dental clinics or obtain an inventory of all drugs used in all CHD dental clinics and submit one request on behalf of all CHD dental clinics to ensure all drugs used in DOH's dental clinics have been submitted to DOH's P&T Committee for their review and possible approval to DOH's State Formulary.</i>	The anticipated completion date was amended to September 30, 2011. On December 16, 2010 Program Office staff sent a request to CHD Dental Directors and Directors/ Administrators requesting that CHD dental program directors and managers provide Program Office staff with specified information using a form attached to the e-mail request regarding the use or in-house dispensing of medicinal drugs at CHD dental program clinical facilities (both fixed and mobile sites) or dispensed by an in-house CHD pharmacy in support of care for dental patients; Most CHD Dental Program staff replied to the initial request or follow-up inquiries; A member of the Program Office staff has begun assessing the information received and entering pertinent medical drug-related data into an Excel spreadsheet dataset; The information received then will be used to request addition of appropriate medical drugs currently unlisted to the State Formulary by the DOH P&T Committee after consultation with the Chief Pharmacist for the DOH; In addition, guidance will be provided to CHD dental directors and managers on how to access the State Formulary.	
A-1011DOH-020	June 30, 2011	County Health Departments Dental Clinics	Two Broward CHD dental clinics were operating in non-DOH facilities without current written contracts. <i>We recommend Broward CHD develop, execute, and maintain written agreements with the respective vendors where and so long as it operates dental clinics in non-DOH facilities. These agreements should discuss the terms and conditions of the intended contractual arrangement.</i>	Completed. We reviewed Broward CHD's list of service contracts. We conclude the agreement with Children's Diagnostic & Treatment Center, Inc. has been added to the list. Broward CHD had previously explained the dental agreement with Broward College expired November 2010. We also reviewed the Memorandum of Agreement between Broward CHD and Children's Diagnostic & Treatment Center, Inc.	
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	Customer account balances could be adjusted without secondary approval. <i>We recommend that the Division of Environmental Health (DEH) advise all CHDs to implement a control that requires secondary documented sign-off or approval prior to making an adjustment in Environmental Health Database (EHD). This documentation would be maintained by the CHD. CHDs should also perform periodic reconciliations of adjustments made in EHD to these separately-maintained approvals. Implementing such a control also provides a level of protection to environmental health (EH) management should a question ever arise as to the propriety of an adjustment.</i>	Completed in EHD version 1.3 on March 16, 2011. Once a payment has been saved the person who created or last modified the record cannot update the record. Another person can modify it. We show the names on the screen now so the user can see it. We made the change to both the single invoice and collect money pages.	

A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	EH permit stock was not appropriately accounted for and lacked sufficient custody. <i>We recommend that DEH develop a policy that requires a log of EH permit stock (Form DH-4114-Security Paper for Permits) be maintained at each CHD. The Permit Log should include by the control number the entity the permit was issued to or other result, such as voided. We recommend that DEH develop a policy that requires the pre-printed number of voided EH permit stock also be maintained with the log. This will document the permit was voided. We recommend that DEH advise CHDs to ensure that unannounced periodic counts of unissued, on-hand inventory of EH permit stock should be conducted at each CHD in accordance with 11APM21 Internal Control and Review Procedures to verify control over the numbers the CHD is supposed to have on-hand. Each of the CHDs had designated a custodian over EH permit stock. These inventory counts would best be performed by someone other than the custodian. The unissued inventory should be matched against the log to determine each number is accounted for.</i>	Completed. The security stock paper has not been a requirement for issuance of permits with the re-hosting of EHD. This has been communicated to the CHDs. CHDs will be directed by Executive Staff to destroy/return/dispose of any remaining stock. A memo directing CHDs to destroy all security paper for permits will be sent from DOH's executive office. DEH will assure that this memo is provided to EH managers and will also assure that they are advised to destroy all security paper.
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	User-access rights to EH systems were still authorized for pastemployees and employees that no longer work in the EH program area. <i>We recommend that DEH advise all CHDs to either uninstall CENTRAX, or where CENTRAX will continue to be required for referencing in the future, that access levels for all users should be changed to Level 1-"Lookup Only".</i>	Completed. Since re-hosting EHD, DEH no longer supports CENTRAX. This has been communicated to the CHDs. Because Level 1 "Lookup Only" does not offer the desired protection, CHDs will be directed to discontinue use of CENTRAX or justify exceptions and gain approval through Executive Staff.
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	User-access rights to EH systems were still authorized for pastemployees and employees that no longer work in the EH program area. <i>We recommend that DEH advise all CHDs to review their process and ensure a control is in place to routinely remove persons that leave the EH office. A control should also be in place to routinely review all access rights to ensure the list is current and accurate. Furthermore, a control should be in place to ensure no generic accounts such as "Supervisor" are used.</i>	Completed. For individuals who have left the department, CHDs need to adhere to the Division of Information Technology policy. DEH will assure CHDs are reminded about proper information technology protocols via a memo sent from DOH's executive office. For individuals remaining at DOH and moving to another program, access rights will be removed. Only accounts for individual employees will be used in the system; no generic accounts will be used. A SharePoint site will be created by DEH so that CHDs may report individuals who are no longer in the EH program. EH will be responsible for updating Single Sign-On.
A-0910DOH-015	June 30, 2011	Division of Environmental Health and CHDs	Small CHDs face challenges to sufficiently segregate duties to mitigate risk. <i>We recommend that DEH advise small CHDs to implement additional compensating controls as a check and balance as it relates to the collection and recording of cash. Such controls could include re-assigning collecting the cash payment to another cashier. This would segregate the cash from the recording of collections.</i>	Completed in EHD version 1.3 on March 16, 2011. Once a payment has been saved the person who created or last modified the record cannot update the record. Another person can modify it. We show the names on the screen now so the user can see it. We made the change to both the single invoice and collect money pages.

A-0910DOH-015	June 30, 2011	Division of Environmental Health	Small CHDs face challenges to sufficiently segregate duties to mitigate risk. <i>We recommend that DEH advise CHDs to review their process to ensure there is sign-off at each transfer of funds among personnel, including transfers from the EH office to the next assignment of responsibility in the cash collections process.</i>	Completed on February 24, 2011. Environmental Health Directors' Conference Call, first item: DOHs Published Audit Report - Controls over Collection Environmental Health Fee Receipts and Permit Issuance at CHDs, Review of Accounts Receivable Policy with Roger Twitchell, Division of Administration.	
A-0910DOH-016	June 30, 2011	Bureau of Vital Statistics (BVS) and CHDs	<p>Instances were noted where Vital Statistics (VS) safety paper lacked sufficient accountability and custody controls. <i>We recommend the BVS in conjunction with CHD leadership remind all CHD Business Managers and VS offices that an inventory log of VS safety paper must be maintained in accordance with the Office of Vital Statistics' Chief Deputy Registrar Operations Manual, November 2009 Revision. Both daily and monthly inventory counts should be conducted and include a count of all safety paper on hand in safes and printers. Furthermore, we recommend the BVS in conjunction with the Office of the Deputy Secretary for Health look into the feasibility of requiring all safety paper to be barcode scanned into the system at the time of printing and issuance to supplement and enhance the daily inventory counts. The scanning would enhance and ensure the accuracy and validity of each certificate issued. We also recommend the CHD VS offices</i></p> <p><i>ensure pre-printed number of voided VS safety paper be attached to the "e-Vitals Voided Safety Paper" report as required in the Office of Vital Statistics' Chief Deputy Registrar Operations Manual, November 2009 Revision. This will provide additional supporting documentation as to which numbers were voided and why.</i></p>	<p>BVS reviewed the requirements for handling of safety paper & directed county vitals staff to comply as outlined in the Chief Deputy Registrar Operations Manual (COM) & Self Assessment Tool (SAT); we will continue to discuss on future calls. We will discuss this with the County business manager's and remind them of the importance of this step & its directive in both the COM & the SAT. [NOTE: On the SAT, under Safety Paper, item 25, the business manager is charged with the responsibility to conduct a "...quarterly review of VS office to ensure compliance "].</p> <p>BVS reviewed the recommendation to use the scanner & directed county vitals staff to comply as outlined in the SAT; we will continue to discuss this topic on future calls. We will discuss the importance of the use of the scanner with the county business managers and will add this directive to the COM.</p> <p>BVS reviewed the void requirements & directed county vitals staff to comply as outlined in the COM & SAT.</p> <p>We will continue to discuss on future calls, & will discuss this topic with county business managers.</p>	
A-0910DOH-016	June 30, 2011	Bureau of Vital Statistics and CHDs	User-access rights to the e-Vitals system were still given to past-employees and employees that no longer work in the VS program area. <i>We recommend, as required per DOH policy DOH 50-10n-07, Information Resource Management Security and the Correspondence Accounting System (CAS) Training Manual, BVS work with CHD leadership to ensure a control is in place to routinely remove persons from the e-Vitals database that leave the CHD VS offices, including those employees who are promoted or reassigned to other program areas within the CHD. A control should also be in place to periodically and routinely review all access rights to ensure the list is current and accurate.</i>	Completed. BVS reviewed the system delete user requirements & directed county vitals staff to comply as outlined in the COM & SAT. BVS will continue to discuss on future calls & will discuss the issue & its security importance with the county business managers. Item has been added to 2010 revision of the COM, Chapter 2, Functions of the Local Vital Statistics Office, Minimum Functions; & the 2011 SAT, under Physical/System Security, item 9.	

A-1011EOG-015	June 30, 2011	Department of Health Executive Management and Division of Administration	DOH's revised training policy was not updated to require annual training related to Equal Opportunity. <i>We recommend OWD amend its training policy to require employees' annual training on the topic of equal opportunity.</i>	OWD has no objection to this and has already begun to incorporate this requirement into the draft training policy. Our DOH training policy proposed revisions include a requirement specifying that mandatory trainings be completed annually.	
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Office of Policy and Budget - July 2011

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / County Health Departments Local Health Needs
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64200700			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64200700			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64200700			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		N/A		
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 #12-009?		N/A		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

		Program or Service (Budget Entity Codes)			
Action		64200700			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64200700			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

Action		Program or Service (Budget Entity Codes)			
		64200700			
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		
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		
8.20	Are appropriate service charge nonoperating amounts included in Section II?		Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?		Y		
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		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?		Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?		Y		
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.		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		
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		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?		Y		
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).		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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")		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		
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.)				

		Program or Service (Budget Entity Codes)			
Action		64200700			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64200700			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		Y		
17.5	Are the appropriate counties identified in the narrative?		Y		
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		
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		

	Program or Service (Budget Entity Codes)			
Action	64200700			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

**DEPARTMENT OF HEALTH
STATEWIDE PUBLIC HEALTH EXHIBITS AND SCHEDULES**

**DEPARTMENT OF HEALTH
STATEWIDE PUBLIC HEALTH SUPPORT SCHEDULE I SERIES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,051,644.23	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	7,635.52	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,059,279.75	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(108,629.94)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(97,551.34)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	853,098.47	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Administrative Trust Fund</u>
LAS/PBS Fund Number:	<u>2021</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="844,701.83"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="1,261.12"/> (D)
Fund Closed out of Balance	<input type="text" value="7,135.52"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="853,098.47"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="853,098.47"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2122

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance		(A)	
ADD: Other Cash (See Instructions)		(B)	
ADD: Investments		(C)	
ADD: Outstanding Accounts Receivable		(D)	
ADD: _____		(E)	
Total Cash plus Accounts Receivable		(F)	
LESS Allowances for Uncollectibles		(G)	
LESS Approved "A" Certified Forwards		(H)	
Approved "B" Certified Forwards		(H)	
Approved "FCO" Certified Forwards		(H)	
LESS: Other Accounts Payable (Nonoperating)		(I)	
LESS: _____		(J)	
Unreserved Fund Balance, 07/01/2011		(K)	**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Tobacco Settlement Trust Fund
LAS/PBS Fund Number: 2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

(F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Emergency Medical Services Trust Fund
Budget Entity:	Statewide Public Health Support Services
LAS/PBS Fund Number:	2192

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	9,882,257.14 (A)		9,882,257.14
ADD: Other Cash (See Instructions)	4,204.89 (B)		4,204.89
ADD: Investments			
ADD: Outstanding Accounts Receivable	48,535.70 (D)		48,535.70
ADD: _____			
Total Cash plus Accounts Receivable	9,934,997.73 (F)	-	9,934,997.73
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	(107,352.43) (H)		(107,352.43)
Approved "B" Certified Forwards	(71,595.74) (H)		(71,595.74)
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(220,291.85) (I)		(220,291.85)
LESS: SWFS Adjustment		(7.00)	(7.00)
Unreserved Fund Balance, 07/01/2011	9,535,757.71 (K)	(7.00)	9,535,750.71 **

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.

Office of Policy and Budget - July 2011

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Emergency Medical Services Trust Fund
LAS/PBS Fund Number: 2192

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	9,605,917.39 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment - Increase A/P to DMS	(7.00) (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(71,595.74) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	1,436.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	9,535,750.71 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	9,535,750.71 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Florida Drug, Device and Cosmetic Trust Fund
Budget Entity:	Statewide Public Health Support Services
LAS/PBS Fund Number:	2173

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(A)		(A)		(A)
ADD: Other Cash (See Instructions)	(B)		(B)		(B)
ADD: Investments	(C)		(C)		(C)
ADD: Outstanding Accounts Receivable	(D)		(D)		(D)
ADD: _____	(E)		(E)		(E)
Total Cash plus Accounts Receivable	-	(F)	(F)		(F)
LESS Allowances for Uncollectibles	(G)		(G)		(G)
LESS Approved "A" Certified Forwards	(H)		(H)		(H)
Approved "B" Certified Forwards	(H)		(H)		(H)
Approved "FCO" Certified Forwards	(H)		(H)		(H)
LESS: Other Accounts Payable (Nonoperating)	(I)		(I)		(I)
LESS: _____	(J)		(J)		(J)
Unreserved Fund Balance, 07/01/2011	-	(K)	(K)		(K) **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,781,402.96	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	14,633,125.51	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	19,414,528.47	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(9,072,635.89)	(H)		
Approved "B" Certified Forwards	(701,615.60)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	9,640,276.98	(K)		**

Notes:

*SWFS = Statewide Financial Statement

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	32,807,300.38 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(11,244,696.25) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(701,615.60) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	17,533.95 (D)
Fund Closed Out of Balance	(11,238,245.50) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	9,640,276.98 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	9,640,276.98 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Biomedical Research Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2245

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	9,696,678.09	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	41,023,661.27	(C)		
ADD: Outstanding Accounts Receivable	4,067,186.97	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	54,787,526.33	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(11,331,475.92)	(H)		
Approved "B" Certified Forwards	(18,395,546.95)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Approved Prior Year Carry-Forwards	(21,298,248.60)	(J)		
Unreserved Fund Balance, 07/01/2011	3,762,254.86	(K)		**

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:	2012 - 2013
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Biomedical Research Trust Fund</u>
LAS/PBS Fund Number:	<u>2245</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="43,451,969.46"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(18,395,546.95)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="4,080.95"/> (D)
Approved Prior Year Carry-Forwards	<input type="text" value="(21,298,248.60)"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="3,762,254.86"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="3,762,254.86"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2339

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	7,800,303.97	(A)		
ADD: Other Cash (See Instructions)	200.00	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	72,122.24	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	7,872,626.21	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(10,103.76)	(H)		
Approved "B" Certified Forwards	(26,427.71)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(92,185.38)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	7,743,909.36	(K)		**

Notes:

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	7,767,737.51 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(26,427.71) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	2,599.56 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	7,743,909.36 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	7,743,909.36 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Nursing Student Loan Forgiveness Trust Fund
LAS/PBS Fund Number:	Statewide Public Health Support Services
	2505

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	441,200.71	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	441,200.71	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(4,482.03)	(H)			
Approved "B" Certified Forwards	(3,053.78)	(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	433,664.90	(K)			**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Nursing Student Loan Forgiveness Trust Fund
LAS/PBS Fund Number: 2505

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	436,633.07 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(3,053.78) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	85.61 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	433,664.90 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	433,664.90 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Planning and Evaluation Trust Fund
Budget Entity:	Statewide Public Health Support Services
LAS/PBS Fund Number:	2531

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,660,210.28	(A)			
ADD: Other Cash (See Instructions)	5,390.20	(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	952,849.13	(D)			
ADD:	-	(E)			
Total Cash plus Accounts Receivable	9,618,449.61	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(1,121,528.68)	(H)			
Approved "B" Certified Forwards	(34,382.41)	(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)	(603,749.78)	(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	7,858,788.74	(K)			**

Notes:

*SWFS = Statewide Financial Statement

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Planning and Evaluation Trust Fund
LAS/PBS Fund Number: 2531

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	7,906,240.40 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(65,905.59) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(34,382.41) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	52,116.78 (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	719.56 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	7,858,788.74 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	7,858,788.74 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200800

Phone Number: (850) 245-4444 ext. 2150

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISS CC
10-165	June 30, 2010	Division of Emergency Operations, Public Health Preparedness	<p>Florida Department Of Health (FDOH) did not always maintain appropriate records to support salary and benefits charged to the Hospital Preparedness Program (HPP). <i>We recommend that FDOH ensure that time records are maintained for actual time worked by employees working on multiple programs. FDOH should also consider alternative methods of charging time worked for administrative employees if the costs are not readily assignable to the programs specifically benefitted without effort disproportionate to the results achieved. FDOH should revise its methodology for allocating leave to ensure that leave costs are allocated using the same percentages used to allocate actual time worked. Additionally, FDOH should ensure that adjustments to the accounting records are timely made to provide for the proper reporting of expenditures for each program. On September 25, 2009, United States</i></p> <p><i>Department of Health and Human Services (USDHHS) issued a management determination letter for a similar finding (finding No. FA 08-062) disclosed in the 2007-08 fiscal year audit, requiring that unallowable costs pertaining to HPP, Public Health Emergency Preparedness Program (PHEP), and Catalog of Federal Domestic Assistance (CFDA) No. 93.283, Centers for Disease Control and Prevention - Investigations and Technical Assistance be determined and returned. as of December 17, 2009, FDOH staff indicated that they were working to identify the source of the questioned costs and had not returned the unallowable costs to USDHHS. We recommend that FDOH return the unallowable costs as soon as practicable.</i></p>	<p>Complete. Monthly encumbrance and expenditure reports are reviewed by Public Health Preparedness (PHP) managers, refresher trainings were conducted one-on-one with employees having difficulty completing the time keeping logs correctly, and the Administrative Services Unit has revised the calculation method for allocating leave time to multiple programs. Complete. In regards to finding number FA 08-062, on March 31, 2010, USDHHS accepted the State of Florida's resolutions to all findings within this audit period.</p>	
10-165	June 30, 2010	Division of Emergency Operations, Public Health Preparedness	<p>FDOH charged expenditures to a Federal grant award subsequent to the award's funding period expiration. <i>We recommend that FDOH ensure that encumbrances for expenditures are linked to the correct Other Cost Accumulators (OCA).</i></p>	<p>Complete. Requested Revenue Management shut down the Organization (ORG)/ Expansion Option (EO) version & make inactive, the OCAs representing closed out grants. Program Office staff moved the expenditure.</p>	

10-165	June 30, 2010	Division of Emergency Operations, Public Health Preparedness	FDOH procedures for preparing the Schedule of Expenditures of Federal Awards (SEFA) data form were not sufficient to ensure amounts reported were accurate. <i>We recommend that FDOH revise its procedures for determining amounts to report on the SEFA to ensure amounts reported are accurately classified, complete and in accordance with DFS instructions. We also recommend that FDOH improve its review procedures to ensure that the methodology used to identify amounts for reporting are appropriate and the amounts reported are accurate and complete.</i>	Complete. During the Florida Office of the Auditor General's review, weaknesses were identified and included in procedures for completing the SEFA. The Report Distribution System (RDS) report "CTOCAFID" was updated to add the sub-recipient amounts for universities in the subtotal for pass-through grants to state agencies. A special footnote is inserted in the procedures document to alert the staff each year during the SEFA preparation to prevent from recurring.	
11-167	June 30, 2011	Division of Emergency Medical Operations, Bureau Public Health Preparedness	FDOH did not always maintain appropriate records to support salary and benefits charged to HPP. <i>We recommend that FDOH ensure that payroll certifications or time and effort records as appropriate are maintained for all contract employees that work on Federal Programs. FDOH should also consider alternate methods of charging time worked for administrative employees, if the costs are not readily assignable to the programs specifically benefitted without effort disproportionate to the results achieved. FDOH should ensure that adjusting entries to the accounting records are timely made to provide for the proper reporting of expenditures for each program.</i>	Complete. The Bureau of Preparedness and Response (BPR) has implemented a new process which requires that all non-full time employees as well as contracted employees be included in 100% timekeeping procedures, ensuring collection of all required Federal single audit forms. The forms are scanned to a central folder on the network drive which enables compliance with documentation requests. BPR continues to identify applicable supervisors and provide them with the necessary information to correctly approve employees 100% timekeeping forms and process them in a timely manner. BPR will test compliance quarterly, (beginning 9/11), document results and problem-solve compliance issues as they arise.	
11-167	June 30, 2011	Division of Emergency Medical Operations, Bureau Public Health Preparedness	FDOH did not timely identify valid expenditures to meet the matching requirement for the Public Health Preparedness (PHEP) grant and did not maintain records to support salary costs claimed for matching purposes. <i>As required by established FDOH procedures, PHEP Program Office personnel should submit proposed match expenditures to the Office of Revenue Management and receive approval prior to submitting applications for grant awards. To facilitate identification and accounting for PHEP match, FDOH should establish unique accounting codes for expenditure transactions also used to meet the match requirement. PHEP Program Office personnel should ensure that employees whose salaries will be used to meet the match requirement prepare work activity reports or payroll certifications.</i>	BPR has implemented new changes in their processes for identifying valid expenditures for matching funds for its cooperative agreements beginning with fiscal year 2011-12 funding. The proposed matching funds will be identified and included in the Cost Sharing Form with the respective account codes, and be routed internally (with the grant applications) and approved by BRM before being submitted to the federal funding agencies. A unique OCA, TERSM, has been identified to track costs for the Center for Disease Control (CDC) cooperative agreement. It has been determined that a unique OCA is not necessary at this time for the Office of the Assistant Secretary for Preparedness and Response (ASPR) cooperative agreement, as all matching funds are contributed by local providers, with attestations as in-kind contributions. BRM distributed updated timekeeping requirements (effective 7/1/11) which explain how and when to report time efforts for activities utilized for match in the 2011-12 funding year. The instructions will be distributed by BPR prior to the grant award date of 8/9/11. Staff will be periodically reminded of these guidelines as further reinforcement. BPR will also ensure supporting documentation is maintained in the files in accordance with department guidelines, which include the requirement that documents supporting salary and benefit charges be kept on file for audits (5 to 7 years.) BPR is responsible for maintaining these records for Central Office program staff. CHDs will maintain these documents locally (i.e. Electronic Employee Activity Reports system (EARS) Reports & Manual Records.	

11-167	June 30, 2011	Division of Emergency Medical Operations, Bureau Public Health Preparedness	Contrary to Federal Regulations, FDOH did not always maintain records to support salaries and benefits charged to the Program. Additionally, various methodologies used by CHDs to allocate salaries resulted in overcharges to the PHEP Program. <i>The PHEP Program Office should establish a uniform Statewide methodology for calculation and allocation of salaries charged to the Public Health Emergency Response (PHER) grant. Procedures should be enhanced to ensure employees adhere to FDOH policies for documenting work activity related to Federal awards.</i>	BRM has reinforced the timekeeping procedures through Financial Memorandum 12-02, (FM 12-02), effective 7/1/11. As in the past, FM 12-02 requires that time be allocated according to specific rules which conform to the requirements of Federal Title 2 Code for Federal Regulation 225. FM 12-02 establishes new procedures for meeting the standards for payroll documentation and certification at CHDs and central program offices that receive federal funding. FM 12-02 also highlights the State of Florida record retention policy which requires that documents supporting salary and benefit charges be kept on file for audits (5 to 7 years).As part of the updated timekeeping requirements, EARS was enhanced to allow greater accessibility and accountability for tracking time reporting and certification by CHD employees. The Bureau of Preparedness and Response will continue to monitor salary allocations on all BPR funded personnel throughout the department to ensure consistency with program activities.	
AC-09-001	June 30, 2010	Vital Statistics	Lack of reliable data on specimen cards hinders the ability to adequately match newborn screening data to insurance data for third party billing purpose. <i>We recommend the Bureau of Laboratories include a field to capture the "insurance plan ID number" in the next specimen card redesign.</i>	Complete. A new data collection form, with provision for collecting this data, is in use.	
A-0910DOH-016	June 30, 2011	Bureau of Vital Statistics (BVS) and CHDs	Instances were noted where Vital Statistics (VS) safety paper lacked sufficient accountability and custody controls. <i>We recommend the BVS in conjunction with CHD leadership remind all CHD Business Managers and VS offices that an inventory log of VS safety paper must be maintained in accordance with the Office of Vital Statistics' Chief Deputy Registrar Operations Manual, November 2009 Revision. Both daily and monthly inventory counts should be conducted and include a count of all safety paper on hand in safes and printers. Furthermore, we recommend the BVS in conjunction with the Office of the Deputy Secretary for Health look into the feasibility of requiring all safety paper to be barcode scanned into the system at the time of printing and issuance to supplement and enhance the daily inventory counts. The scanning would enhance and ensure the accuracy and validity of each certificate issued. We also recommend the CHD VS offices ensure pre-printed number of voided VS safety paper be attached to the "e-Vitals Voided Safety Paper" report as required in the Office of Vital Statistics' Chief Deputy Registrar Operations Manual, November 2009 Revision. This will provide additional supporting documentation as to which numbers were voided and why.</i>	BVS reviewed the requirements for handling of safety paper & directed county vitals staff to comply as outlined in the Chief Deputy Registrar Operations Manual (COM) & Self Assessment Tool (SAT); we will continue to discuss on future calls. We will discuss this with the County business manager's and remind them of the importance of this step & its directive in both the COM & the SAT. [NOTE: On the SAT, under Safety Paper, item 25, the business manager is charged with the responsibility to conduct a "...quarterly review of VS office to ensure compliance "[]. BVS reviewed the recommendation to use the scanner & directed county vitals staff to comply as outlined in the SAT; we will continue to discuss this topic on future calls. We will discuss the importance of the use of the scanner with the county business managers and will add this directive to the COM. BVS reviewed the void requirements & directed county vitals staff to comply as outlined in the COM & SAT. We will continue to discuss on future calls, & will discuss this topic with county business managers.	

A-0910DOH-016	June 30, 2011	Bureau of Vital Statistics and CHDs	<p>User-access rights to the e-Vitals system were still given to past-employees and employees that no longer work in the VS program area. <i>We recommend, as required per DOH policy DOH 50-10n-07, Information Resource Management Security and the Correspondence Accounting System (CAS) Training Manual, BVS work with CHD leadership to ensure a control is in place to routinely remove persons from the e-Vitals database that leave the CHD VS offices, including those employees who are promoted or reassigned to other program areas within the CHD. A control should also be in place to periodically and routinely review all access rights to ensure the list is current and accurate.</i></p>	<p>Completed. BVS reviewed the system delete user requirements & directed county vitals staff to comply as outlined in the COM & SAT. BVS will continue to discuss on future calls & will discuss the issue & its security importance with the county business managers. Item has been added to 2010 revision of the COM, Chapter 2, Functions of the Local Vital Statistics Office, Minimum Functions; & the 2011 SAT, under Physical/System Security, item 9.</p>	
Office of Policy and Budget - July 2011					

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Statewide Public Health Support Services
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64200800			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64200800			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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.)	N/J			
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 2010-11 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.	Due to the nature of the Biomedical Research Trust Fund B08 is greater than B04			

	Program or Service (Budget Entity Codes)			
Action	64200800			

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			
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.				

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	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			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	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?	Y			
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.)	Y			
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.	Y			
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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			
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 #12-009?	N/A			
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/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J			Positions currently filled requesting conversion to FTE
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y			

		Program or Service (Budget Entity Codes)			
Action		64200800			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64200800			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

Action		Program or Service (Budget Entity Codes)			
		64200800			
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		
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		
8.20	Are appropriate service charge nonoperating amounts included in Section II?		Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?		Y		
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		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?		Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?		Y		
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.		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		
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		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?		Y		
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).		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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")		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		
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.)				

		Program or Service (Budget Entity Codes)			
Action		64200800			
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		Postions currently filled requesting conversion to FTE
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64200800			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		Y		
17.5	Are the appropriate counties identified in the narrative?		Y		
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		
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		

	Program or Service (Budget Entity Codes)			
Action	64200800			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

**DEPARTMENT OF HEALTH
CHILDREN'S MEDICAL SERVICES SCHEDULE I SERIES**

**DEPARTMENT OF HEALTH
CHILDREN'S MEDICAL SERVICES EXHIBITS AND SCHEDULES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	Children's Special Health Care
	2122

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,367,225.65	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	1,367,225.65	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(1,455,117.84)	(H)			
Approved "B" Certified Forwards	(51,811.97)	(H)			
Approved "FCO" Certified Forwards	(51.08)	(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	(139,755.24)	(K)			**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Tobacco Settlement Trust Fund
LAS/PBS Fund Number: 2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(105,326.63)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(51,811.97)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="24,029.69"/> (D)
Budget Entity Closed Out of Balance	<input type="text" value="(6,595.25)"/> (D)
Fund Balance Not Reserved for FCO	<input type="text" value="(51.08)"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(139,755.24)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(139,755.24)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Children's Special Health Care
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,015,721.77	(A)		
ADD: Other Cash (See Instructions)	271.25	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	11,105,067.25	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	12,121,060.27	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(9,545,434.57)	(H)		
Approved "B" Certified Forwards	(24,412.39)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	2,551,213.31	(K)		**

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013 Department of Health
Trust Fund Title:	Donations Trust Fund
Budget Entity:	Children's Special Health Care
LAS/PBS Fund Number:	2168

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	29,780,720.74	(A)		
ADD: Other Cash (See Instructions)	14,002.87	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	4,919,603.86	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	34,714,327.47	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(10,611,183.81)	(H)		
Approved "B" Certified Forwards	(187,233.37)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(530.00)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	23,915,380.29	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Donations Trust Fund
LAS/PBS Fund Number: 2168

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	24,025,834.63 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(187,233.37) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	76,779.03 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	23,915,380.29 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	23,915,380.29 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Welfare Transition Trust Fund
Budget Entity:	Children's Special Health Care
LAS/PBS Fund Number:	2401

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	190,000.01	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	190,000.01	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	190,000.01	(K)			**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Federal Grants Trust Fund</u>
LAS/PBS Fund Number:	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="2,567,329.72"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(24,412.39)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="7,614.74"/> (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	<input type="text" value="681.24"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="2,551,213.31"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="2,551,213.31"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title:

Department of Health

Trust Fund Title:

Welfare Transition Trust Fund

LAS/PBS Fund Number:

2401

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

190,000.01 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

190,000.01 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

190,000.01 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Maternal and Child Health Block Grant Trust Fund
LAS/PBS Fund Number:	Children's Special Health Care
	2475

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	130,031.62	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	358,376.36	(D)		
ADD: Anticipated Grant Receivable	592.27	(E)		
Total Cash plus Accounts Receivable	489,000.25	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(464,734.51)	(H)		
Approved "B" Certified Forwards	(592.27)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Current Unearned Revenue (GLC 38800)	(23,673.47)	(J)		
Unreserved Fund Balance, 07/01/2011	-	(K)		**

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Social Services Block Grant Trust Fund
Budget Entity:	Children's Special Health Care
LAS/PBS Fund Number:	2639

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,264,403.62	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,264,403.62	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(974,068.96)	(H)		
Approved "B" Certified Forwards	-185.34	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	290,149.32	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Social Services Block Grant Trust Fund
LAS/PBS Fund Number: 2639

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="290,334.66"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(185.34)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="290,149.32"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="290,149.32"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010-2011

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64300100

Phone Number: (850) 245-4444 ext. 2150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISS CC
10-165	June 30, 2010	Division of Children's Medical Services (CMS)	FDOH procedures were not adequate to ensure that CMS payments were accurate and adequately supported. Additionally, contrary to Federal requirements, FDOH did not always maintain records to support salary and benefit charged to the Program. <i>We recommend that FDOH CMS enhance procedures to ensure that payments are in the correct amount. Additionally, we recommend that contracts for services be reduced to writing in a timely manner and that FDOH procedures be enhanced to ensure that medical service payments are accurate and adequately supported. Also, we recommend that FDOH maintain payroll certifications as appropriate for all contract employees that work on Federal programs.</i>	Contract with Third Party Administrator (TPA); MED 3000 has been executed effective July 6, 2010. Project development should be complete by March 2012 and be in available to pay provider claims statewide by June 2012.	
10-165	June 30, 2010	Division of Children's Medical Services	FDOH did not fully demonstrate the appropriateness of the costs charged to Children's Health Insurance Program (CHIP) with respect to a contract with the University of Florida (UF). Additionally, FDOH procedures did not provide for a complete reconciliation of payments made to costs incurred by UF or provide for the return of excess funds to FDOH. <i>We recommend that FDOH ensure appropriate documentation is retained in the contract file demonstrating that costs paid are reasonable and necessary and consistent with public and private payment rates for similar services. Additionally, FDOH should seek clarification from USDHHS concerning whether contracts, such as the one described above with UF, are properly exempted from competitive procurement as provided in Section 287.057(5)(f), Florida Statutes, or are in contravention of 45 Code of Federal Regulations (CFR) 457.940 which requires free and open competition to the maximum extent possible. FDOH should ensure that amounts in excess of actual expenditures are promptly returned to FDOH, and contract rates are timely adjusted. Additionally, we recommend that FDOH discontinue the funding of a reserve at UF. We also recommend that FDOH perform a full reconciliation of amounts paid to amounts expended from the inception of the contract in 2003 through its termination and recoup the total unexpended balance from UF.</i>	Contract amendment to address cash balance limits, reporting requirements, restricted use, and return of funds is currently under review by FDOH legal. Upon approval it will be sent to UF for signature. USDHHS HIG Inspector Cecil Bragg has completed on site visits of Collier Integrated Care System (ICS) and South Florida Community Care Network (SFCCN) ICS - He has scheduled UF on site review for the second week in September.	

10-165	June 30, 2010	Division of Children's Medical Services	In the Summary Schedule of Prior Audit Findings, FDOH indicated that finding No. FA 08-063 regarding the expenditures of funds outside the period of availability had been fully corrected. During the 2008-09 fiscal year, FDOH implemented procedures that require periodic reviews of budgeted and actual expenditures to ensure that Federal funds are not expended outside of the award period. On September 25, 2009, USDHHS issued a management determination letter that required FDOH to return the unallowable costs totaling \$9,449.20, disclosed in the prior finding. As of December 17, 2009, FDOH had not returned the unallowable costs to USDHHS. According to FDOH personnel, FDOH staff were working to locate funds that could be used to refund the unallowable costs. <i>We recommend that FDOH return the unallowable costs to USDHHS as soon as practicable.</i>	Complete. On December 29, 2009, the two transactions totaling \$9,449.20 were adjusted by the Office of Budget. The transactions were transferred from the federal grant to a state funding source. Therefore, the Department has complied with this recommendation.	
11-167	June 30, 2011	Division of Children's Medical Services Network (CMSN)	FDOH procedures for monitoring the reasonableness of CHIP capitation rates were not sufficient to prevent the accumulation of a significant cash balance. Additionally, FDOH cannot fully demonstrate that CHIP Capitation Account funds were used for allowable CHIP costs. <i>We recommend that FDOH monitor capitation rates to determine whether reductions are needed to prevent the accumulation of excess CHIP funds. Additionally, we recommend that FDOH restore the amounts transferred from the CHIP Capitation Account.</i>	Complete. In consultation with the Agency for Health Care Administration, FDOH implemented a process for monitoring the cash balance in the trust fund to prevent accumulation of excess cash on hand. As part of this agreement, FDOH returned the questioned costs of \$2,000,000.00 by offsetting the March 2011 TITLE XXI CMS Network invoice (No. AF1103020, 3/28/11). To reduce the trust fund balance in the CHIP account, \$8,239,727.95 was also returned by offset to the invoice.	
11-167	June 30, 2011	Division of Children's Medical Services Network	FDOH management had not implemented certain data modifications controls for the Case Management Data Systems (CMDS). <i>FDOH contracted with a third-party administrator in July 2010 to take over all CMDS payment and data functions; however, CMDS will not be completely phased out for 18-24 months. We recommend FDOH Headquarters staff enhance procedures to ensure that CMS Area Offices timely install CMDS updates until the third-party administrator assumes all CMDS payment and data functions.</i>	Complete. FDOH CMSN implemented an internal operating procedure which strengthens procedures for timely CMDS updates by CMS area offices & requires that the updates be installed within five working days of distribution.	
11-167	June 30, 2011	Division of Children's Medical Services Network	With respect to contracts with UF, FDOH procedures did not always provide for a complete reconciliation of payments made to costs incurred by UF or provide for the return of excess funds to FDOH. <i>We recommend FDOH include provision in Federally-funded contracts with other State entities that require actual costs be reported to FDOH. Additionally, we recommend FDOH perform reconciliations of payments made to actual costs and require any excess of payments over actual costs be promptly returned to FDOH.</i>	A letter has been sent by the DOH to UF requesting repayment of the \$11,356,970 the Auditor General states is due for contract COQCJ. We will work with the Division of Administration & executive leadership regarding what the next steps should be on other DOH contracts.	
11-167	June 30, 2011	Division of Children's Medical Services Network	FDOH did not fully demonstrate the appropriateness of the costs charged to Federal programs with respect to contracts with the UF. <i>We recommend that FDOH ensure appropriate documentation is retained in the contract file demonstrating that costs paid are reasonable and necessary and consistent with public and private payment rates for similar services.</i>	FDOH, including CMSN, is working with UF to obtain full compliance with all federal regulations. FDOH CMSN has included this documentation in each contract file in compliance with OMB A-87.	

11-191	June 24, 2011	Division of Children's Medical Services Network	The Department's procedures for noncompetitive contract procurement required the use of three forms to document contracting decisions: a Memorandum of Negotiation, Documentation for Noncompetitive Procurement, and a Cost/Price Analysis. While we noted that completed forms were generally present in the contract files, the explanations and information contained therein were not reflective of concerted staff efforts to procure the necessary services at an appropriate price. <i>The department should improve its contracting procurement process to ensure that contracting decisions are based on concerted efforts to procure services at the appropriate price. The department should ensure compliance with the procedures with more thorough documentation requirements and supervisory review of completed forms.</i>	CMSN will comply and include any additional information specific to the conditions contracted on the forms referenced. CMSN will update the Cost Price Analysis for the staffing contract with the University of Florida to include the information pertaining to the comparative pricing of position salaries and fringe benefits for the same or similar state positions. Anticipated completion date: September 30, 2011.
11-191	June 24, 2011	Division of Children's Medical Services Network	CMS Program area offices did not always follow department policy when using Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) in lieu of standard contract documents. <i>The department should ensure that area offices comply with department policy regarding the limited use of MOAs and MOUs. Actions should include performing a comprehensive assessment to identify all MOAs and MOUs in existence within the department, reviewing existing MOAs and MOUs to determine whether the department would be better served by converting the agreements to formal contracts, and implementing procedures to ensure that MOAs and MOUs are subject to review and approval by budget and contract administration staff and are timely entered into FLAIR for tracking and reporting.</i>	CMS has started the process of collecting copies of all such agreements from the Area Offices in January 2011, and developing policies and processes to track these agreements. CMS will also instruct Area Office Program Administrators to submit any future or current agreements which have not completed the formal review process and which fall under the requirements of the policy memorandum through the prescribed routing and approval process. Anticipated completion date: June 30, 2011.
11-191	June 24, 2011	Division of Children's Medical Services Network	The Department did not always correctly enter the contract procurement method code into the FLAIR Contract Subsystem. In addition, some procurement method codes maintained by the department in the FLAIR Title File were incorrect. <i>The Department should ensure that the correct contract procurement method codes are used in the FLAIR Contract Subsystem. Additionally, the department should update the contract procurement method codes in the FLAIR Title File to reflect the codes authorized by department management. The Department should also provide additional guidance and training to persons responsible for entering and updating contract information in FLAIR and conduct periodic comparisons of the information to contract documentation.</i>	The Department now has the capability of updating the procurement method codes in the FLAIR Title File to correctly reflect the department codes on the contract data form (H1122). In addition, the department will provide training to selected county health department (CHD) staff on the appropriate input of contract data in the FLAIR Contract Information File. Random samples of information in the file and the contract document will be made to ensure future accuracy. Anticipated completion date: June 30, 2011.

AC-09-004	June 30, 2010	Children's Medical Services (CMS)	<p>CMS did not define a methodology in its contract for the timely return of overpayments of Title XXI funds made to Providers. The return of overpayments from Providers ranged from \$1,659,185 to \$2,997,235 for the contract year ended June 30, 2007. <i>We recommend the Division of CMS Network:</i></p> <p><i>1a - Ensure the timely return to Department of Health (DOH) of such amounts where the reconciliation shows total payments made were in excess of claims.</i></p> <p><i>1b - Incorporate language into its ICS contracts that establishes and describes a methodology for determining how repayment back to DOH shall be made.</i></p> <p><i>1c - Incorporate language into DOH's contract with South Florida Community Care Network (SFCCN) that clarifies maintenance of expenditure data and related accounting responsibilities between the three entities included in the general partnership. Specifically, this language should provide distinctions between the North Broward Hospital District and South Broward Hospital District.</i></p>	<p>1a – The Division of CMS Network concurs. We will amend the Title XXI contracts to include language that specifies a timeframe for the return of funds to the DOH when applicable.</p> <p>1b – The Division of CMS Network concurs. We will amend the Title XXI contracts to include language that specifies the method of repayment back to DOH when applicable.</p> <p>1c – The Division of CMS Network partially concurs. Our contract is with SFCCN which is responsible for enrollment of individuals and maintenance of the expenditure data by the appropriate sub-network based upon the geographic location of the enrollee. SFCCN has policies and procedures for this purpose. However, we will add clarifying language to the contract.</p>	
AC-09-004	June 30, 2010	Children's Medical Services	<p>CMS did not have a control in place to ensure the proper identification and accountability over receipt of federal awards and classification as a sub-recipient. <i>We recommend the Division of CMS Network:</i></p> <p><i>2a - Add language to its Grant Application Procedures that addresses federal grants a CMS area office may apply for through another pass-through entity.</i></p> <p><i>2b - Implement controls to assist CMS area offices to maintain compliance with DOH Division of Administration policies. Specifically, CMS area offices should report all grants to CMS Headquarters. Where such agreements relate to receipt of federal grants, whether application is made directly to the federal government or through a passthrough entity, CMS should ensure an Other Cost Accumulator (OCA) is requested from the Bureau of Revenue Management so the Bureau may facilitate CMS's proper reporting and documentation requirements related to federal grants.</i></p> <p><i>2c - Review and make necessary improvements to its current control process intended to ensure that all employees who work 100% on a federal project</i></p> <p><i>semi-annually complete DOH's Single Federal Award Certification Form.</i></p>	<p>2a – The Division of CMS Network concurs. We will update our current Grant Application Procedures.</p> <p>2b – The Division of CMS Network concurs. We will update our current Grant Application Procedures.</p> <p>2c – The Division of CMS Network concurs. We currently have an informal process but concur that a formal process is needed. We will develop and implement a formal internal operating procedure for tracking the semi-annual Single Federal Award Certification process.</p>	

AC-09-004	June 30, 2010	Children's Medical Services	<p>CMS entered into a sublease agreement without prior approval by DOH's leasing office. Additionally, lack of enforcement regarding lease terms led to untimely receipt of rental revenues. <i>We recommend the Division of CMS Network, as central point for all CMS area offices:</i></p> <p><i>3a - Ensure terms of the agreement with the sub-lessee are enforced. These terms include 1) requiring timely receipt of rental revenue; and, 2) termination of the lease if such payments are not received timely; and,</i></p> <p><i>3b - Provide guidance to the CMS area offices that any current leases be reviewed to ensure the agreement has been reviewed and approved by DOH's leasing office. The Division of CMS Network should implement a control so that future leases are appropriately submitted to DOH's Bureau of General Services for review and signed approval by the Division of Administration prior to executing such lease agreements.</i></p>	<p>3a – The Division of CMS Network partially concurs. To the best of our knowledge, and based on statements made by the CMS Orlando Area Office Regional Program Manager, the Bureau of General Services leasing office was aware of the sub-lease relationship with the CMS contracted primary care agency. The CMS Orlando Area Office has responded that it is now ensuring that timely invoicing and depositing of sublease payments is occurring. It is the understanding of CMS that DOH Bureau of General Services is the organizational unit responsible for departmental leasing, sub-leasing and enforcement of terms. The Bureau of CMS Network Administration does not have sufficient staffing resources to assume this responsibility.</p> <p>3b – The Division of CMS Network concurs. CMS will develop an internal operating policy that stipulates that all leases are submitted to DOH Bureau of General Services for review and approval prior to executing such lease agreements.</p>	
AC-09-004	June 30, 2010	Children's Medical Services	<p>Rental revenue checks were not deposited on a timely basis. <i>We recommend the Division of CMS Network, as central point for all CMS area offices, provide guidance to its CMS offices, with regard to depositing all funds timely and in accordance with applicable DOH policy.</i></p>	<p>The Division of CMS Network concurs. CMS Bureau of Network Administration will discuss the need to timely deposit revenue on our next Program Administrators Conference call.</p>	
AC-09-004	June 30, 2010	Children's Medical Services	<p>Contrary to Florida law, DOH employees entered into contracts with CMS to provide staffing back to the department. Additionally, these contracts were not competitively bid and did not go through DOH's Contracting Review Process. <i>We recommend the Division of CMS Network convert current contracted staff to DOH full-time employees. Converting current contracted staff would address the control deficiencies we identified.</i></p>	<p>The CMS Network partially concurs. An Other Personal Services (OPS) Physician who is employed part time to work with the Central Florida Children's Multidisciplinary Assessment Team is also employed as the Medical Director of the Central Florida Child Health Program, a 501(c)(3) Not-For-Profit corporation (NFPC). In his capacity as Medical Director for the Central Florida Child Health Program, he signed a Memorandum of Agreement (MOA) with the CMS Central Florida Region. This appears to be a technical violation of Section 112.313(3), <i>Florida Statutes</i>. The report suggests that the conflict also occurred in three additional MOAs in other areas of the state. In these instances, part-time OPS physicians may have been members of the Boards of these NFPC, but did not sign the agreements on behalf of these agencies. As voluntary Board members of NFPC these individuals do not receive any private gain nor do they have a material interest in these corporations. CMS does not have the authority to convert the positions obtained through the</p> <p>Primary Care MOAs to FDOH full-time employees. CMS is working with FDOH Purchasing Office to issue an Invitation to Bid for procurement of care coordinators and other clinical staff. At the time the MOAs were executed, FDOH's Office of General Counsel had not made an interpretation that acquisition of clinical medical staff was not exempt from competitive procurement. FDOH's Office of General Counsel, the Deputy Secretary for CMS, and the Office of Contract Administration reviewed and approved the MOA template document prior to these staffing agreements being executed by local CMS offices.</p>	

AC-09-004	June 30, 2010	Children's Medical Services	Internal control weaknesses were noted regarding the disbursements process of a CMS contracted provider. <i>We recommend the Division of CMS Network request DOH's Contract Administrative Monitoring Unit to perform an administrative monitoring review of the provider and re-emphasize the need of all contracted providers to utilize good internal control practices.</i>	The Division of CMS Network concurs. We will request that the Contract Administrative Monitoring Unit perform an administrative monitoring of the organization to correct the internal control weaknesses as evidenced by the incident of the hand-written check.	
AC-09-004	June 30, 2010	Children's Medical Services	DOH's policy regarding return of funds was not clear regarding the handling of contract renewals. <i>We recommend the Division of Administration further develop its policy regarding when excess funds paid to Providers through fixed-price contracts is due back to DOH, where the Provider is a Recipient. The policy should address whether funds are due back at the end of each contract year, at the end of the original contract, or whether this extends through contract renewals. This policy should then be promulgated into appropriate written documents (such as policy manual, DOH's Standard Contract or other written document).</i>	DOHP 250-14-07, Contractual Services Policies & Procedures will be revised to clarify specific guidance to programs and CHDs on the return of funds by recipients each contract year.	
<i>Office of Policy and Budget - July 2011</i>					

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Maternal and Child Health Block Grant Trust Fund
LAS/PBS Fund Number: 2475

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(5.55)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(592.27)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="5.55"/> (D)
Anticipated Grant Receivable	<input type="text" value="592.27"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="0.00"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Children's Medical Services
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64300100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64300100			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

	Program or Service (Budget Entity Codes)			
Action	64300100			

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			
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.				

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	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			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	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?	Y			
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.)	Y			
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.	Y			
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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #12-009?	N/A			
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/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J			Postions currently filled requesting conversion FTE
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y			

		Program or Service (Budget Entity Codes)			
Action		64300100			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64300100			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64300100			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64300100			
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		Postions currently filled requesting conversion FTE
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64300100			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		Y		
17.5	Are the appropriate counties identified in the narrative?		Y		
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		
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		

	Program or Service (Budget Entity Codes)			
Action	64300100			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
MEDICAL QUALITY ASSURANCE EXHIBITS AND SCHEDULES

**DEPARTMENT OF HEALTH
MEDICAL QUALITY ASSURANCE SCHEDULE I SERIES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Florida Drug, Device and Cosmetic Trust Fund
LAS/PBS Fund Number:	Medical Quality Assurance
	2173

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	67,427.87	(A)		
ADD: Other Cash (See Instructions)	17,302.00	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	84,729.87	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(41,721.27)	(H)		
Approved "B" Certified Forwards	(404.61)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(57,154.58)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	(14,550.59)	(K)		**

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Medical Quality Assurance Trust Fund
LAS/PBS Fund Number:	Medical Quality Assurance
	2352

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	31,744,783.38	(A)		31,744,783.38
ADD: Other Cash (See Instructions)	640,151.01	(B)		640,151.01
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	8,032,400.03	(D)		8,032,400.03
ADD: _____		(E)		
Total Cash plus Accounts Receivable	40,417,334.42	(F)	-	40,417,334.42
LESS Allowances for Uncollectibles	(1,652,663.82)	(G)		(1,652,663.82)
LESS Approved "A" Certified Forwards	(2,180,382.90)	(H)		(2,180,382.90)
Approved "B" Certified Forwards	(382,338.14)	(H)		(382,338.14)
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(1,405,494.90)	(I)		(1,405,494.90)
LESS: SWFS Adjustment - DMS Increase	-	(J)	(94.50)	(94.50)
Unreserved Fund Balance, 07/01/2011	34,796,454.66	(K)	(94.50)	34,796,360.16 **

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.

Office of Policy and Budget - July 2011

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Medical Quality Assurance Trust Fund
LAS/PBS Fund Number: 2352

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	33,422,936.77 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment Description - Increase DMS Payable	(94.50) (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(382,338.14) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	360,981.40 (D)
Current Compensated Absenses Liability (GLC 38600 & 48600)	1,425,708.22 (D)
A/P Adjustment - made between sending file to LASPBS and departmental	(95,152.00) (D)
GLC 53600 less 27XXX and 28XXX GLC	64,318.41 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	34,796,360.16 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	34,796,360.16 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Florida Drug, Device and Cosmetic Trust Fund
LAS/PBS Fund Number: 2173

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(12,887.00)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(404.61)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="1,185.89"/> (D)
Fund Closed Out of Balance	<input type="text" value="(2,444.87)"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(14,550.59)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(14,550.59)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Medical Quality Assurance
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64400100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		64400100			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

	Program or Service (Budget Entity Codes)			
Action	64400100			

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			
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.				

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	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			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	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?	Y			
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.)	Y			
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.	Y			
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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #12-009?	N/A			
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/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y			

		Program or Service (Budget Entity Codes)			
Action		64400100			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64400100			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64400100			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64400100			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64400100			
15.6	Has the agency provided the necessary standard (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			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A			
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?	N/A			
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			

	Program or Service (Budget Entity Codes)			
Action	64400100			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

DEPARTMENT OF HEALTH
COMMUNITY HEALTH RESOURCES SCHEDULE I SERIES

**DEPARTMENT OF HEALTH
COMMUNITY HEALTH RESOURCE EXHIBITS AND SCHEDULES**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Community Health Resources
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(26,157.93)	(H)		
Approved "B" Certified Forwards	(50.00)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	(26,207.93)	(K)		**

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: 2012 - 2013	
Department Title:	<u>Department of Health</u>
Trust Fund Title:	<u>Administrative Trust Fund</u>
LAS/PBS Fund Number:	<u>2021</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(23,380.70)"/> (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(50.00)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
Fund Closed out of Balance	<input type="text" value="(2,777.23)"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(26,207.93)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(26,207.93)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	Community Health Resources
	2122

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	14,409,729.44	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	14,409,729.44	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(15,944,922.69)	(H)		
Approved "B" Certified Forwards	(20,612.64)	(H)		
Approved "FCO" Certified Forwards	(247,804.29)	(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Fund Balance Not Reserved for FCO	-	(J)		
Unreserved Fund Balance, 07/01/2011	(1,803,610.18)	(K)		**

Notes:

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(740,510.20)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(20,612.64)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="0.00"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="98,880.78"/> (D)
Budget Entity Closed Out of Balance	<input type="text" value="(893,563.83)"/> (D)
Fund Balance Not Reserved for FCO	<input type="text" value="(247,804.29)"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(1,803,610.18)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(1,803,610.18)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Community Health Resources
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	67,818.08	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	287,515.98	(D)		
ADD: Anticipated Grant Receivable	161,489.57	(E)		
Total Cash plus Accounts Receivable	516,823.63	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(448,505.63)	(H)		
Approved "B" Certified Forwards	(68,318.00)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	-	(K)		**

Notes:

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Federal Grants Trust Fund
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(79,128.49)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(68,318.00)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="178.45"/> (D)
Fund Closed Out of Balance	<input type="text" value="(14,221.53)"/> (D)
Anticipated Grant Receivable	<input type="text" value="161,489.57"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="-"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Department of Health
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	Community Health Resources
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	924,879.98	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	924,879.98	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(163,636.20)	(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/2011	761,243.78	(K)			**

Notes:

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2012 - 2013
Department Title:	Department of Health
Trust Fund Title:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	750,632.72 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	10,611.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	761,243.78 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	761,243.78 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Brain and Spinal Cord Injury Rehabilitation Trust Fund
LAS/PBS Fund Number:	Community Health Resources
	2390

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	814,734.78	(A)		
ADD: Other Cash (See Instructions)	22.30	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	1,746,055.75	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	2,560,812.83	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(2,861,379.09)	(H)		
Approved "B" Certified Forwards	(78,589.37)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(2,410,389.75)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	(2,789,545.38)	(K)		**

Notes:

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RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: Brain and Spinal Cord Injury Rehabilitation Trust Fund
LAS/PBS Fund Number: 2390

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(2,173,702.84)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(78,589.37)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="2,542.81"/> (D)
A/P Adjustment - made between sending file to LASPBS and departmental closing	<input type="text" value="(539,795.98)"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(2,789,545.38)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(2,789,545.38)"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Community Health Resources
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64400200			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
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		Program or Service (Budget Entity Codes)			
Action		64400200			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64400200			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		N/A		
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 #12-009?		N/A		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

		Program or Service (Budget Entity Codes)			
Action		64400200			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64400200			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

		Program or Service (Budget Entity Codes)			
Action		64400200			
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			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
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			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.	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			
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			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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			
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.)				

		Program or Service (Budget Entity Codes)			
Action		64400200			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64400200			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?		N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		N/A		
17.5	Are the appropriate counties identified in the narrative?		N/A		
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?		N/A		
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		

	Program or Service (Budget Entity Codes)			
Action	64400200			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

**DEPARTMENT OF HEALTH
DISABILITY DETERMINATIONS EXHIBITS AND SCHEDULES**

DEPARTMENT OF HEALTH
DISABILITY DETERMINATIONS SCHEDULE I SERIES

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):	Health / Disability Benefits Determination
Agency Budget Officer/OPB Analyst Name:	Terry Walters / Philip Pryor

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	64500100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, 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				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	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				
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				

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				
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		Program or Service (Budget Entity Codes)			
Action		64500100			
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			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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 62 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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			
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			
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			
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 2010-11 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.				

		Program or Service (Budget Entity Codes)			
Action		64500100			
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		
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.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)		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		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?		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?		Y		
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.)		Y		
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.		Y		
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		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?		N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?		N/A		
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 #12-009?		N/A		
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/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?		N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?		Y		

Action		Program or Service (Budget Entity Codes)			
		64500100			
7.14	Do the amounts reflect appropriate FSI assignments?	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 29 and 88 of the LBR Instructions.)	Y			
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y			
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			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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			
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 67 through 71 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 2011-12 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.				

	Program or Service (Budget Entity Codes)			
Action	64500100			

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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y		
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		
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		
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?	Y		
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		
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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		

Action		Program or Service (Budget Entity Codes)			
		64500100			
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		
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		
8.20	Are appropriate service charge nonoperating amounts included in Section II?		Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?		Y		
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		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?		Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?		Y		
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.		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		
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		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?		Y		
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).		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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")		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		
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.)				

		Program or Service (Budget Entity Codes)			
Action		64500100			
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.)		Y		
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)		Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.		Y		
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?		Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (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		
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)		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		
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		

		Program or Service (Budget Entity Codes)			
Action		64500100			
15.6	Has the agency provided the necessary standard (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		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")		Y		
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		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?		Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y		
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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?		N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?		N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?		N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?		N/A		
17.5	Are the appropriate counties identified in the narrative?		N/A		
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?		N/A		
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		

	Program or Service (Budget Entity Codes)			
Action	64500100			

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 		Y		

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Disability Benefits Determination
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	23,292.57	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	115,365.39	(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	138,657.96	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(37,727.14)	(H)		
Approved "B" Certified Forwards	(12,029.79)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	88,901.03	(K)		**

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

Department Title:	Budget Period: 2012 - 2013 Department of Health
Trust Fund Title:	Federal Grants Trust Fund
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	100,930.82 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(12,029.79) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
ADJUSTED BEGINNING TRIAL BALANCE:	88,901.03 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	88,901.03 (F)
DIFFERENCE:	0.00 (G)*

*SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Department of Health
Budget Entity:	U. S. Trust Fund
LAS/PBS Fund Number:	Disability Benefits Determination
	2738

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	564,122.78	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	4,077,104.98	(D)		
ADD: Anticipated Grant Receivable	598,916.28	(E)		
Total Cash plus Accounts Receivable	5,240,144.04	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(4,666,159.23)	(H)		
Approved "B" Certified Forwards	(557,587.10)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(16,397.71)	(I)		
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/2011	(0.00)	(K)		**

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: 2012 - 2013

Department Title: Department of Health
Trust Fund Title: U. S. Trust Fund
LAS/PBS Fund Number: 2738

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(401,230.40)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(557,587.10)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="29,021.49"/> (D)
Current Compensated Absenses Liability (GLC 38600) not C/F	<input type="text" value="330,879.73"/> (D)
Anticipated Grant Receivable	<input type="text" value="598,916.28"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="0.00"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**